

Woodland High School

9-12

Student Handbook



2016-17

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DISTRICT ORGANIZATION

Board of Education

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

President.....	Megan Baker
Vice President	Brian Johnson
Secretary	Chris Rhodes
Member.....	Doug Lindley
Member.....	Jeff Scott
Member.....	Beverly Peters
Member.....	Kenny Rhodes

Administration

Superintendent.....	Dan Schlieff
Board of Education Bookkeeper	Amanda Garner
Secretary to the Superintendent	Tracy Berrong
High School Principal/Safety Director.....	Shawn Kinder
High School Secretary	Beverly Johnson
Middle School Principal/A+ Director	Brian Hukel
Middle School Secretary	Melissa Rinacke
Elementary Principal/Pre-School Program	Howard Benyon
Elementary Secretary	Missi Rhodes
Director of Special Services.....	Tamera Miles
Special Services Secretary.....	Gail Baker
Guidance Counselors	High School - Joelle Mayfield
.....	Middle School – Jennifer Filer
.....	Elementary School - Emily Johnson
Athletic Director.....	Elaine Lasher
Federal Programs Coordinator	Pam Bandermand
Data Coordinator	Renee Cowell
Technology Director.....	Eric Shrum
Technology Coordinator/Curriculum Director.....	Barbie Stroder

Support Staff

Food Service Director	Jodi McCormick
Maintenance Supervisor	Rodney Baker
Transportation Director	Micah Bristow
Bus Maintenance Supervisor.....	Steve Filer
School Nurse	Erin Cook
School Nurse	Felicia Club
School Resource Officer.....	Stash Petton

High School Staff Assignments and Conference Times

Teacher	Subject	Conference	Teacher	Subject	Conference
Stein, Robert	PE	9:43 – 10:28	Johnson, Beverly	Secretary	NA
Arnold, Andrea	PE	10:32 – 11:17	Balzer, Sharon	Comm Arts	8:05 – 8:50
Whitson, Ian	History	8:54 – 9:39	Lasher, Elaine	Alt School	2:15 – 3:00
Boyd, Krystal	Music	2:15 – 3:00	Layton, Ryan	Science	2:15 – 3:00
Boyer, Jamie	Ind Arts	8:54 – 9:39	Newell, Ashley	Spec Ed	12:37 – 1:22
Bristow, Micah	AG	8:05 – 8:50	Mayfield, Joelle	Guidance	NA
Killian, Anthony	Math	10:32 – 11:17	Randecker Jason	Art	8:54 – 9:39
Elfrink, Chris	Comm Arts	8:05 – 8:50	Reynolds, Pam	Business	NA
Braswell, B J	History	8:54 – 9:39	Ezell, Margie	Library	NA
Batson, Robert	Math	10:32 – 11:17	Rongey, Stacey	Nurse	NA
Patton, Kaci	Science	2:15 – 3:00	Cook, Erin	Nurse	NA
Helderman, Mary	FACS	NA	Toombs, Laurie	Para	9:43 – 10:28
Ferrall, Delma	Business	NA	Campbell, Tammy	Para	12:37 – 1:22
Johnson, Lotte	Business	9:43 – 10:28	Koehler, Tara	Secretary	NA
Welker, SueZan	Spec Ed	9:43 – 10:28	Petton, Stash	SRO	NA

Woodland Secondary Daily Schedule

High School	
1 st Period	8:05-8:50
2 nd Period	8:54-9:39
3 rd Period	9:43-10:28
4 th Period	10:32-11:17
8 th Period	11:21-12:13
Lunch	12:13-12:33
5 th Period	12:37-1:22
6 th Period	1:26-2:11
7 th Period	2:15-3:00



Woodland Senior High 2015 - 2016

LETTER FROM THE PRINCIPAL

Dear Parents and Students,

Woodland High School prides itself on being a student centered learning facility that strives for excellence. Our staff of professional educators work together to provide a quality education for all students that attends the Woodland School District. The faculty and I want every student to achieve at a high level and see that they have a bright future with unlimited possibilities. The curriculum at Woodland R-IV is continually being evaluated and improved upon to ensure the district is meeting the needs of our ever changing world. We try to create a team atmosphere within our staff and a family atmosphere with our students.

Woodland High School also takes great pride in the programs and co-curricular activities that the Woodland School District offers. Student involvement is vital in the success of our school and the personal success of each student. There are many opportunities for involvement outside the classroom through our athletic programs, music programs, and various clubs and organizations.

It has and continues to be an honor to serve as the principal of Woodland High School. I appreciate the community as you continue to support the district, students, and our programs.

Please read all the information carefully. If you have any questions, please feel free to ask. On behalf of the Woodland High School faculty and staff, we wish you an enjoyable, successful, and safe school year.

Sincerely,

Mr. Shawn Kinder

Woodland R-IV High School Principal

2016-2017 Academic Calendar Woodland R-IV School District

2016-2017

Calendars by Vertex42.com

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date	Event
8/8/2016	Professional Development Day
8/9-8/10	Teacher Workshops
8/11	Start of School
9/5	Labor Day (No School)
9/26/2016	Teacher In-Service (no student attendance)
10/11	End of first Quarter (42 days)
10/13	P/T Conference
	(Student dismissal @ 12:20)
10/14	No School
10/28	Teacher In-Service (no student attendance)
11/11	Fall Break (Student dismissal @ 12:20)
11/14	Fall Break (No School)
11/23-11/27	Thanksgiving Break (No School)
12/16	End of Second Quarter (42/84 days)
12/17-1/2	Christmas Break (No School)
1/16	MLK Day (No School/Make-up Day)
2/17	Teacher In-Service (no student attendance (Make-up Day)
2/20	President's Day (No School/Make-up Day)
3/7	End of Third Quarter (43 days)
3/9	P/T Conference
	(Student dismissal @ 12:20)
3/10	No School
3/17	Teacher In-Service (no student attendance (Make-up Day)
4/13	Easter Break (No School/Make-Up Day)
4/14-4/17	Easter Break (No School)
5/10	Last Day of School
	(Student dismissal @ 12:20)
	(41/84/168 days)
5/11-5/12	Professional Development Days
	(PD Days will follow the final day with students)
	Make up days 5/11 - 5/18 added as needed to reach required attendance days

Student Attendance Days 168 - Teacher Contract Days 180

BOE Adopted March 14, 2016

Woodland High School Handbook

This handbook is an important part of your education. The information, rules, and regulations contained in this handbook are necessary for the school to operate in an orderly manner. Students and parents should familiarize themselves with this handbook, so there will be no doubt as to what will be expected of each student.

Five Ways To Help Make A Good School Year

You can help your child have a successful school year. Here are some ideas to get you started:

- A. Get to know your child's teacher. As a parent, you know your child best. Share what you know with the teacher.
- B. Talk with your child's teacher about problems. What goes on at home affects how a child does in school. Separation, family illnesses, a new baby, or even a move can affect a child's schoolwork.
- C. Make sure your child gets enough sleep. Tired children can't do their best work. Set a bedtime and stick to it.
- D. Learn what is expected of your child. Are there class projects? What about homework?
- E. Limit television. Studies show that the children who do best in school watch the least television. But remember when you first turn off the set, you will need to help your child find other things to do. Read a book or magazine, take a walk, or play a game.

Enrollment Procedures

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

At the time of enrollment, parents may be requested to provide to the district a state or U.S. government issued birth certificate, phone number, two proofs of residency (*post office box numbers will not suffice to establish district residence*) complete immunization records, health data, social security number and an emergency contact person with an updated telephone number in case parents cannot be reached. The enrollment date for new students is contingent upon receipt of all Students records from the previous school district.

Withdrawal Procedures

Prior to transferring and/or withdrawing from the district the student must return all school property, maintain zero balances within the school district accounts, including but not limited to lunch charges, technology debts, book fines. The district will not release or forward any student records until the withdrawn procedures are completed.

ATTENDANCE

Absence

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

Student Attendance Regulation 2310 states in part, "In order to receive course credit, or to be considered for promotion to the next grade level, a student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed 40 hours per semester." Parents will be notified by letter when the student has been absent 3 of the scheduled semester days. If the student exceeds the 40 hour/5 day limit, the parent is also notified by letter. Note the following attendance guidelines.

1. Parents should, by note or phone on the day of the absence, notify school anytime their student is absent. Notification by the parent **does not excuse** the absence, however, it does inform the school the parent was aware their student was not present at school.

2. Professional documentation (notes from a doctor, dentist, lawyer, etc.) documenting a student absence must be provided to the school office no later than 3 days after the date of the absence noted on the excuse. Professional documentation/excuses will not be accepted beyond the 3rd day on which a student was absent for any/all of the school day. The professional documentation must state the reason for the student to be absent from school. Parent notes do not suffice for professional documentation for absences.
3. Authorized school trip days do not count as days missed.
4. As stated in Student Attendance Regulation 2310, "To receive course credit, or be considered for promotion to the next grade level, the student must be present 95% of the scheduled attendance days per semester."
5. If a student violates the 5 days/semester attendance policy, that student will make up time missed from school by attending Educational Experience Recovery (EER) following the 5th day of absence. EER will run for 2 hours, 3:00-5:00 pm Monday-Thursday. Attending 2 days of EER will make up for 1 school day missed. This option is made available for students to recover lost educational experiences, be considered for promotion to the next grade level, and maintain student eligibility to receive course credit towards meeting graduation requirements.
6. If a student misses over 5 days per semester, and has not made up the educational time lost by attending EER, he/she will have their case reviewed by an attendance hearing committee. The hearing committee will be made up of teachers from grade levels 9-12, the senior high guidance counselor, the high school principal, whom all will be responsible for reviewing the attendance history and making decisions concerning excessive absences. The committee will meet at the end of each semester, and students and/or parents of students who have been in violation of the attendance policy, and have not made up educational time missed through EER, may meet with the committee to review their cases. Parents will be notified by mail when and where the committee will meet.
7. The committee will consider the following things in making a decision; a) **did the student provide professional documentation for the absences within 3 days of the absence** b)**did the student make attempts to recover lost educational experiences by attending EER** c) past attendance; d) unusual circumstances, and e) extreme hardship.
8. **It is important to note that through the use of EER throughout the semester, students will have the opportunity to remove themselves from violation of the district attendance policy.**
9. In case of excessive absences, if the student has provided within 3 days of the absence a professional documentation for all days missed, he/she may not be required to appear before the committee.
10. If the student has made up lost educational experiences through EER that would reduce the amount of absences below the 5 day/semester attendance policy, he/she may not be required to appear before the committee.
11. The hearing committee will make a written report of the hearing and file it in the principal's office. Parents/guardians will receive a letter outlining the decision of the committee.
12. Students who find it necessary to leave school before 3:00 p.m. due to illness, doctor or dental appointments, emergencies, etc., are required to sign out in the office with a phone call or written request from the parent, or in the case of an emergency with the principal's permission. Signing out during school hours will be permitted only when arranged by a note or phone call to the principal, superintendent, or with the nurse's approval. Anyone leaving school without prior approval will be considered as skipping school.

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

Tardies

Tardiness can usually be prevented. It is common courtesy to your classmates not to interrupt their classes. Students should be considered tardy if they are not in the classroom when the second bell rings. In cases where a student is late to a class by reason of being held too long at a previous class, the holding teacher will prepare a tardy slip to be given to the next teacher, teachers will not hold students after class without good and sufficient reason.

Each quarter a student is allowed one unexcused tardy with only a warning. A second tardy will result in detention being assigned. Failure to appear for the assigned detention will result in additional discipline being assigned. Failure to appear for detention a second time may result in more severe discipline being assigned which could include suspension from school.

Truancy

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

Late Arrivals

Students arriving after 8:05 **must check in** at the office and obtain a hall pass before going to their classroom. If students arrive late 3 mornings within a quarter they will be considered habitually late and will receive one day of after school detention. Beginning with the 4th morning each late arrival will result in an additional day of after school detention.

ACADEMICS

Enrollment

A pre-registration will be held in the spring for the following year. Information gained in this way will be used to organize the schedule of classes for the following year. All who are planning to be enrolled for the next year should so indicate at this time the courses and activities, including music, athletics, etc., for which they desire to be enrolled.

Note: Students enrolled in afternoon work study programming must be enrolled in, and attend, enrichment classes. Therefore, when applying for afternoon jobs, students must keep in mind they cannot leave school until enrichment classes are over.

Enrollment changes and other necessary routines related to the opening of school will be conducted beginning in August. The dates on which the various classes will register in the fall are announced during the first part of August.

Change of Schedule

Students who desire to change their schedules may apply to the counselor or principal for permission. Only students presenting reasons that are educationally sound will be granted this privilege. All schedule changes must be completed during the first 5 days of the semester.

Report Cards

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

Parent Portal

Parents are encouraged to enroll in the Parent Portal program. Parent Portal features rich, Web-based applications designed for easy accessibility. Parents, Guardians and school staff have access to information such as homework, attendance, bus information, district announcements and more. And this information is always available — anytime and from anywhere.

If you are a parent who has not previously signed up for this service, contact the high school office for details. If you are a parent who signed up for Parent Portal last year, you do not need to sign up this year.

Parent/Teacher/Principal Conferences

There are many forms of communication that may be utilized including but not limited to Parent Portal, Email, Report Cards, Letters, Phone calls, Woodland Website, Woodland Calendar and conferences. One formal parent/teacher

conference day is built into the school calendar, which will be scheduled in the fall. All parents are encouraged to meet with their child's teachers during these conferences, to receive their child's report card, and to communicate with the teachers regarding their child's progress at school. Other parent/teacher/principal conferences may be arranged during the year by calling the high school office (238-2663) or otherwise contacting their child's teacher. Additional conferences may include Academic Fair, Family Night, Technology Night, FAFSA (*for Seniors*), Athletic conferences.

Academic Fair Night

Increasing the support from parents/guardians and the community is vital to a child's success in education. Other than parent/teacher conferences there will also be a day built into the school calendar during the spring for an Academic Fair Night. This is an evening where parents/guardians and community members can come and view many of the great things that the students do throughout the year. Teachers and students will display and exhibit a variety of material, projects, and assignments that will help give a better explanation of what the class covers as well as what the students learned up to this point. This is also an evening where your student may be required to participate in a Science Fair or some other exhibit from another content area. This evening will be a great opportunity to discuss with teachers the positives and progress of your child as well.

Progress Reports

Progress reports are also issued at mid-quarter to inform Parents / Guardians of their child's academic status. School personnel are available to parents to help interpret and report students' progress. Informal notes, phone calls, and sending samples of pupils' work are other methods used.

Woodland High School Grading System

Reasons for Grades

The reasons for grades are as follows:

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

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

Woodland High School Grading System				
Quality	Letter System	4 Point Number System	11 Point Number System	Percentage
Excellent	A	4.000	11	95-100
	A-	3.668	10	90-94
Above Average	B+	3.270	9	87-89
	B	3.000	8	83-86
	B-	2.550	7	80-82
Average	C+	2.180	6	77-79
	C	2.000	5	73-76
	C-	1.450	4	70-72
Passing	D+	1.100	3	67-69
	D	1.000	2	63-66
	D-	0.360	1	60-62
Not Passing	F	0	0	Below 60

A semester final exam will be given in each course during the last week. You must be enrolled in a course at the completion of the last quarter of a semester to receive credit for that semester's work.

A student's grade will result from a greater percentage based upon their scores from assessments. The student's grade will be configured on a scale 75% assessment and 25% other.

Homework

Philosophy

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

Reasons for Homework

The reasons for homework are as follows:

1. To reinforce skills learned in the classroom.
2. To check for comprehension and correct any deficiencies or misunderstandings.
3. To develop appropriate study skills.
4. To be a preparatory step in lesson presentation.
5. To help students learn to learn.
6. To expand on the learning begun in class via projects, problem solving, and/or individual study.

Homework Policy

In some cases a student has to miss school. Upon returning to school the student should request the privilege of making up work missed. Students will be allowed 1 day to make up work for every 1 day absent. Procedures for receiving daily assignments for students who are ill at home and unable to come to school are as follows:

- Request for homework may be made by phone or note to the office by 9:30 on the day of the absence. **Requests made after 9:30am do not allow ample time to secure homework from all teachers.**
- Homework assignments will be dispersed via electronic media as permissible.
- A note, doctor excuse, etc. should accompany the student when returning to school.
- Students under suspension will be allowed to make up missed work after serving the suspension. Upon returning to school, following the suspension, the student will be allowed to stay after school to make up any tests or homework missed due to the suspension. The number of days allowed to make up work will equal the number of days of the suspension."

Academic Programs

Program of Studies

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

Classification of Students

Freshman 0 to 3.5 credits
Sophomore..... 4 credits or above
Junior..... 11 credits or above
Senior 17 credits or above

Foreign Exchange students will be classified as Junior, or below.

The Board of Education for the Woodland R-IV School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

Requirements

A student must meet the following requirements in order to graduate from the Woodland R-IV School District , unless one (1) of the stated exceptions apply. The student must:

1. Complete a total of 24 credits in grades nine (9) and above, including credits required by the State Board of Education.
2. Pass proficiency exams concerning American History, American Institutions, and the Missouri and the United States Constitutions.
3. Successfully complete a course of instruction of at least one (1) semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the United States government and the electoral process.
4. Have earned 3.5 credits in the Woodland R-IV School District's educational program between the ninth and twelfth grades or have attended one (1) semester in the Woodland R-IV School District between the ninth and twelfth grade.

Exceptions

1. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
2. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents to develop a program of studies that will result in graduation if successfully completed.

Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Woodland R-IV School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies. Grades earned in these classes, or any grade issued on a pass/fail basis, will not be used to calculate class rank or GPA.
3. Students may earn advanced-standing credit by successfully completing high-school level courses prior to entering the ninth grade. This advanced-standing credit may be counted toward meeting the subject-area requirements for graduation and for meeting the district requirements, but it will not be counted toward the minimum number of credits required by the State.
4. The district may award credit to students who successfully complete a career/technical program and pass a competency based exam. Credit may be awarded in the core areas of communication arts, math, science or social studies, whichever is most appropriate.

5. Students may earn credit by other means as approved by the Board and in accordance with law.

Dual Credit Opportunities

The Woodland School District offers opportunities to students for them receive College Credit from Southeast Missouri State University and Mineral Area College. Woodland R-IV teachers are working through a co-teaching program with Southeast Missouri State University's and MAC's professors to allow students from Woodland to receive up to 35 college credit hours upon completion of High School. There are some pre-requisites that will need to be met before enrollment is granted into some of these courses.

Diplomas

Woodland High School issues diplomas. Students who meet the minimum requirements for graduation, as set by the Missouri Department of Elementary and Secondary Education, and the Woodland School District, will be issued a regular high school diploma. **Only students meeting those minimum requirements will be eligible to participate in graduation ceremonies.** All obligations of the student, such as money owed, returning materials, etc., must be taken care of before that student can participate in commencement exercises.

Graduation Ceremony

Students who are attending summer school to complete the requirements for graduation, will be allowed to participate in graduation ceremonies, but pending on completion of the requirements during summer school decides whether or not student receives a diploma. Students will be required to meet certain dress requirements to participate in the graduation ceremony.

Minimum High School Graduation Requirements Graduating Classes of 2010 AND BEYOND

Communication Arts	4 Units
Social Studies (to include Am. History & Am. Gov.)	3 Units
Mathematics	3 Units
Science	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Units
Health Education	.5 Units
Personal Finance	.5 Units
Electives	7 Units
Total	24 Units

Class Rankings

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of eight semesters of high school work.
2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight semesters of high school work.
3. In case of a tie for valedictorian, co-valedictorians will be honored.
4. In case of a tie for salutatorian, co-salutatorians will be honored.
5. To be eligible for selection of valedictorian or salutatorian honors, a student must maintain four consecutive semesters of attendance of Woodland R-IV High School during their junior and senior year.

Student Achievement

The Missouri Department of Elementary and Secondary Education has identified the following purposes for end-of-course testing:

- Measuring student achievement and progress toward post-secondary readiness
- Identifying students' strengths and weaknesses
- Communicating expectations for all students
- Meeting state and national accountability requirements
- Evaluating programs

End of Course Exams

Missouri is now implementing a performance-based assessment system for use by public schools in the state, as required by the Outstanding Schools Act of 1993. The assessment system is designed to measure student progress toward meeting the State Standards.

To achieve the Common Core State Standards, students must have a strong foundation of knowledge and skills in basic subject areas and be able to apply what they know to real-world problems and new situations.

Beginning with the 2014-2015 accountability year, districts must ensure that students complete EOC assessments in Algebra I, English II, Biology, and Government prior to high school graduation. For students who complete the Algebra I EOC assessment prior to high school, Algebra II is the required high school mathematics assessment for accountability purposes.

All students, including Missouri Option students, are required to participate in EOC assessments designated as "required" for accountability purposes. A few groups of students are exempt from EOC assessments required for accountability purposes. Exempt student groups include:

- Students whose IEP teams have determined that they are eligible to participate in the Missouri Assessment Program-Alternate (MAP-A)
- English Language Learners (ELL) who have been in the United States 12 months or fewer at the time of administration may be exempted from taking the English II and/or English I assessments.
- Foreign exchange students (not required to participate, but may do so at the district's discretion)
- Home schooled students (not required to participate, but may do so at the local district's discretion)
- Private school students

ACT

On January 14, 2014, the State Board of Education approved the administration of the ACT® to all grade 11 students in Missouri public and charter schools, beginning in 2014-15, with the exception of students who are eligible for the Missouri Assessment Program-Alternate (MAP-A).

ASVAB

Starting in the 15-16 school year the Armed Services Vocational Aptitude Battery (ASVAB) is given to juniors only. This assessment focuses on four critical areas -- Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension and Mathematics Knowledge.

Student Incentive Programs

Perfect Attendance

The perfect attendance program provides recognition to students with perfect attendance for the school year. Students may be absent for a total of 3 hours for the entire school year and still receive perfect attendance credit. Annual awards for perfect attendance are given at the end of the year assembly.

Honor Roll

To be considered for Honor Roll the student must be a full time student working on meeting graduation requirements set forth by the Woodland Board of Education. A student honor roll will be published each nine weeks to formally recognize superior scholastic achievement. To be eligible for "B" honor roll, all students with a cumulative grade point average of 3.000 will make the B honor roll. To be eligible for "A" honor roll students with a cumulative grade point average of 3.668 and above will make the "A" honor roll.

STUDENT REGULATIONS AND RESPONSIBILITIES

STUDENT DISCIPLINE

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school

property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

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

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

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

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

DETENTION -There are two types of detention -noon detention and after-school detention. The student is assigned to stay in a supervised area and complete assigned tasks. The parent/guardian may be notified.

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

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

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

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

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

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

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

STUDENT CODE OF CONDUCT

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

school transportation, or at a school activity, whether on or off school property.

Reporting to Law Enforcement

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

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

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

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

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

Documentation in Student's Discipline Record

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

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

Prohibition against Being on or near School Property during Suspension

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

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

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or

custodian, in advance, in writing, to the principal of the school that suspended the student.

3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

Prohibited Conduct

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11. Drugs/Controlled Substances

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

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

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

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

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

Subsequent Offense: Expulsion, notification to law enforcement officials.

Prescription Medication

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

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

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

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

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

Subsequent Offenses: Expulsion, notification to law enforcement officials.

c. Abuse or Misuse of prescription medication to any individual whom does have a valid prescription for such medication on school premises or on a school bus or while attending any school activity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. Harassment - (Refer to policy 2130)

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

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

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

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

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

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

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

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

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

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

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

22. Sexual Harassment

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

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

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

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

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

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

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

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

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

24. Technology Misconduct

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

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

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

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

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

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

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

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

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

26. 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.

27. Tobacco -Possession and Use

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

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

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

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

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

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

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

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

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

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

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

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

30. Weapons

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

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

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

b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in § 57 1.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

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

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

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

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

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

STUDENT CELL PHONE USAGE

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

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

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

Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

BULLYING AND HAZING

General

In order to promote a safe learning environment for all students, the Woodland R-IV School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Board policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, and district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing - For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying - For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Habitually Idle Students

Students who repeatedly do not complete assignments, turn in assignments, turn in assignments on time, or attempt to complete assignments will be considered "habitually idle" and therefore will sustain discipline which may include; conference with principal, noon detention, after school detention, in-school suspension, corporal punishment, or out-of-school suspension. Assignments turned in late may result in partial/no credit for the assignment.

Student Dress Code

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. The mode of dress should reflect a wholesome attitude toward school without creating offense or distraction, nor disrupting the school's learning environment.

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

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

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

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

Following are some general guidelines for student appearance/attire:

1. Students may not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, mark or item which evidences membership or affiliation in any gang, cult or hate group.
2. Students may not wear clothing which illustrates or represents with words or symbols the condoning of alcohol, tobacco or drug use, sexual representations or issues, violence, profanity or other provocative and inflammatory issues.
3. Trousers, slacks, shorts, and skirts are to be worn at the waist and securely fastened with a belt if necessary. All Clothing should be free of holes above the mid-thigh. Any holes below mid-thigh still must remain free of being a distraction or free of any safety concerns.
4. Students are not permitted to wear clothing which exposes too much of the body due to see-through properties of the garment or inadequate coverage of the body.
5. Shirts or blouses must be worn so that belly or back skin is not exposed. Short sleeve shirts must have appropriately hemmed sleeves and may not have over sized arm holes. Straps on shirts or blouses should be 2 inches wide and securely in place.
6. Students are not permitted to wear clothing which allows the inappropriate revealing of body anatomy due to the tight fit and/or nature of the material of the garment. Shorts or slacks made of lycra or spandex material are not permitted. Shorts of any type should reach the mid thigh.

7. Personal grooming and attire will be maintained in clean, sanitary, safe and odor free condition.
8. All students are to wear appropriate footwear except as directed for an appropriate school activity. Unsafe footwear such as highly elevated platform shoes is prohibited. Students in Physical Education class should not wear the same shoes on the gym floor that they wear to school. Students are encouraged to obtain a separate pair of sneakers for PE. If obtaining a pair of PE sneakers is not possible, the sneaker worn on the gym floor must be a sneaker with a soft, unmarking sole and must be clean. Students who do not obtain separate PE sneakers may be asked to clean their sneakers before being allowed to participate in PE activities held on the gym floor. Participating in physical activities on the gym floor with clean shoes will help to keep our gym floor attractive and in good condition
9. Headwear (other than during sprit week) is prohibited in the school buildings. This includes (but is not limited to) hats, caps, handkerchiefs, etc.
10. Tattoos which are vulgar, obscene or inappropriate, visible body and facial piercing (earrings excluded), unusual hairstyle or unusual hair coloring, and unusual or unnatural contact lenses are deemed inappropriate and disruptive. Spacers are required in place of body and facial piercings. All spacers are to be clear so that they are not visible.
11. Grooming and attire may require additional and temporary adjustment and modification due to safety concerns in special classroom and extracurricular activities.

Nuisance Items

Items that could disrupt the normal educational process of the school day such as; cell phones, pagers, beepers, videogames, head phones etc. should not be used during regular school hours.

Bus Policies

Bus Procedure:

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

If you want your child to ride a bus other than his/her assigned bus, you **must first** come into the office to be issued a secure code. You must then be prepared to provide the secure code when a call is made to request a change. **ALL CHANGES MUST BE MADE THROUGH THE APPROPRIATE SCHOOL OFFICE BY 1:00 P.M. AND EARLY DISMISSAL BY 11:00 A.M. OR YOUR CHILD WILL BE PUT ON THEIR REGULAR BUS. Notes from home will NOT be accepted.** If the change is not made by designated times, it is the responsibility of the parent to make other arrangements for your child to be picked up at the assigned stop (i.e., emergency contact, grandparent, etc.). *Bus drivers are not authorized to make bus changes.*

Please note that there will be no deviation from this procedure and that you are responsible for making other arrangements if necessary.

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

The expectations are as follows:

1. The driver is in charge and the students are to obey instructions of the driver.
2. Students observe directions of the driver when crossing the street or road to board or leave the bus.
3. Classroom conduct is to be observed by students while riding the bus. (Students should be orderly enough not to distract the driver.)
4. Students should go directly to their bus seats and remain seated while the bus is in motion.
5. Keep head, hands, and feet inside the bus.
6. Keep hands and feet off other students.
7. Students will not use bad language or be disrespectful to other students or bus driver while on the bus or at the bus stop.
8. Students should neither purposely nor carelessly damage the bus.

9. Students should not throw objects on the bus or out the window.
10. Students should be at the bus stop on time and not stand in the roadway while waiting for the bus.
11. No smoking on the bus.
12. No food or drinks on the bus.
13. Equipment such as personal music devices, electronic or other types of toys will not be permitted on the bus.
14. Only eligible bus riders are permitted to ride the bus. A student will not be allowed to ride a different bus without a signed note from the principal's office.
15. Students and parents need to read the bus policies and ethics in the student handbook.
16. The driver will report a student to the principal if the bus rules and policies are not followed. They may be suspended from riding the bus. Riding the bus is a privilege.

BUS LOADING AND UNLOADING EXPECTATIONS

1. All students should be ready to be dismissed when the bell rings.
2. Students will take all books and materials with them when they leave the room.
3. Students will walk quietly down halls when exiting the building as they are dismissed to go to the buses.
4. Students will walk directly to their own bus without stopping at another student's bus

Field Trips

In order to be eligible to attend field trips, students must be in compliance with the district attendance policy (refer to district attendance policy p. 8).

Ballgame Guidelines

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

Dance Rules

School dances are a time for students and their guests to enjoy time together in a setting that allows for all involved to relax, socialize, dance, enjoy refreshments and spend time together in a school sponsored activity. The following guidelines are offered to help ensure that school dances remain a safe and enjoyable place for students and their guests to attend.

1. Dances will be from 7:00-10:00 pm.
2. No tickets will be sold at door.
3. Out of school dates must be listed when you buy a ticket. Out of school date sign-ups must be accompanied by phone number of school the date attends, or place of work. School number, or work number, must be provided by student signing up out-of-school date at time of sign up. Students who do not provide a contact number may not have their out-of-school date approved. **All out of school dates will be subject to approval from the principal's office. All out of school dates may not be over the age of 20.** Students who have dropped out of school will not be allowed to attend dances until their class has graduated. Junior High students are not allowed to attend High School dances as High School students are not allowed to attend Junior High dances.
4. Deadline for signing up out of school dates will be 12:00 noon, two days preceding the dance.
5. Students attending dance must arrive by 7:30 night of dance unless prior approval has been granted for late arrival by principal's office.
6. Once the dance begins, dance participants are not allowed to leave dance and return. Anyone leaving dance must also leave school campus.
7. Use/possession of, or being under the influence, of alcohol or drugs is not permitted at dance or on school campus.
8. Use of, or possession of tobacco products is not allowed by dance participants at dance or on school campus.
9. Proper dress for dances is required for all participants. Unless dance allows for special attire, such as Barnwarming, hats should not be worn to dances.
10. All dance participants are expected to follow the general student code of conduct as set forth by local board of education. Dance participants not following the general student code of conduct may be asked to leave the

dance. If asked to leave a school dance, dance participants enrolled in school may face additional disciplinary action.

Cafeteria Rules

- A. Students should bring their lunch or take a cafeteria tray. No one should go without eating.
- B. Students are asked to bring juice, not sodas, for their lunch. Sodas are acceptable, however, we want our students to have a nutritious lunch.
- C. Students should not bring glass bottles or open containers to school.
- D. Students should enter the Cardinal Café in an orderly, quiet manner, remain in a single file line, and not “break line.”
- E. Students should sit quietly in their assigned areas.
- F. Students should walk while in the cafeteria.
- G. Students should pick up all trash, napkins, and food when throwing away trash.
- H. Students should not move about in the cafeteria except for the following reasons:
 - a. when dismissed
 - b. to throw away trash
 - c. to talk to their teacher, counselor, or principal
- I. Students should keep noise level to a respectful level.

Student Drivers

Students are **not** to drive vehicles to school unless permission is granted by the principal or superintendent. Students who desire to apply for permission to regularly drive a vehicle to school should present reasons for the need to drive and complete a student car registration/driving request form.

Unless specified in the permit, a student may not transport passengers to and from school. Vehicles are to be driven with extreme caution on or near the school grounds. Students are not to sit in automobiles before, during, or after school or go to vehicles at any time during the school day.

Student vehicles are to be parked in the area designated as the gym parking lot and marked with a parking decal. For proper identification, car decals are provided at a cost of \$1.00 to each authorized driver.

Occasionally, a student who does not have a parking permit may have to drive to school. If this should occur, the student must report to the office upon arrival at school. Failure to do so will result in appropriate disciplinary action being taken.

Student drivers arriving late to school will be considered tardy or absent. Students who exceed 2 tardies will lose driving privileges for an amount of time. Student drivers with excessive late arrivals to school may have driving privileges revoked. A student who has had their driving privileges suspended may not ride to school with another student driver unless approval has been granted from the office. Any student driver who transports another student driver who has lost driving privileges without permission from the office, will be subject to having their driving privileges suspended also.

Activities and Athletics

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

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

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

The following criteria will be followed:

1. Students will meet the eligibility requirements set out by MSHSAA.

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

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

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

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

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

All faculty sponsors and coaches must hold a valid Missouri State Teacher's Certificate. Non-faculty head coaches must have as a minimum a four-year college degree and a valid Missouri Substitute Teaching Certificate. Non-faculty assistant coaches must have as a minimum a valid Missouri Substitute Teaching Certificate. Non-faculty head and assistant coaches must successfully complete the MSHSAA/NFHS Coaching Principles and Sports First Aid courses. Sponsors and coaches are required to follow all District regulations.

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

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

Regulations Governing Student Participation

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

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

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

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

A student shall not accept a cash or merchandise award in any competition in which MSHSAA member schools compete

interscholastically. Awards for participation in nonschool competitions during the summer shall meet the same standards as awards given by schools during the school year.

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

Hazing

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

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

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

Student Drug Testing

Procedures for Testing

1. Each extra-curricular student will be assigned a number. The principal will keep under lock and key the cross-reference log showing each name and number.
2. The principal will select the dates for testing. The principal, or a certified staff member, will randomly draw numbers.
3. In most cases, a certified mobile alcohol and drug collection company will do the collection of the sample and the testing.
4. The principal or his designee then receives the lab report. The report will be kept under lock and key by the principal.
5. If there is a positive result of the test, the principal will report that fact to the extra-curricular student, the appropriate group/club sponsor, and the parents of the extra-curricular student. The principal will also arrange for a conference with the parents. At the conference the principal will solicit any explanation of the positive finding and ask for doctor prescriptions of any drugs the student was taking that may have affected the outcome of the analysis. If the student and his/her parents desire another test of the remaining portion of the sample, and are willing to pay for it, the principal will arrange for such analysis. Any reasonable question will be decided in the student's favor, but re-testing may be required at any time.

The principal, will explain to the student and his/her parents the dangers of such drug use, especially for an extra-curricular student, will suggest possible counseling and, if asked, provide the names of counselors or a counseling service. The principal will also set the dates and contests for which the extra-curricular student will be suspended from competition and the principal will note the suspension in the name and number log. Before being eligible to return to competition, the extra-curricular student will again be tested and must test negative before resuming competition.

Repercussions of the Drug Testing Program

1. Any extra-curricular student refusing to participate in the program by refusing to submit to a drug test will be immediately ineligible to participate and parents will be contacted. He/she may be eligible again when a drug test is taken and the results are found to be negative.
2. With all substances the test results will either show a positive or negative.
3. Upon the occurrence of the first positive test, extra-curricular students will be suspended from competition for a period of ninety (90) school days. If the student enrolls in and makes satisfactory progress toward the completion of an approved rehabilitation-counseling program, the suspension will be reduced to forty-five (45) school days. In

the event the extra-curricular student is involved in athletics, any official practice days allowed by MSHSAA and used by respective teams will count as days of a suspension if applicable. A second positive test will result in the extra-curricular student being ineligible for 365 calendar days. Before being eligible to return to competition, the student will again be tested and must test negative.

4. During the time of suspension, the student may attend other school-sponsored activities, but shall not attend practice or participate as a member of an interscholastic group.
5. To regain eligibility after twelve (12) months, the student must have a negative Chemical Screening Test at a pre-designated site, at the student's expense. If the retest is negative the suspension from interscholastic activities will be lifted.
6. Upon the occurrence of a third positive test while enrolled in the Woodland R-IV School District, the student will be suspended from all interscholastic activities sponsored by the district for the remainder of the time that he/she is enrolled in the district.
7. Upon the occurrence of all positive tests, counseling, at the student's expense, will be strongly recommended.
8. It is not the purpose of this program to automatically bar from all further participation in extra curricular events students who exhibit a positive test from urinalysis. It is the purpose of this program to educate, help and direct student athletes away from drug abuse and toward a healthy and drug free participation in extra-curricular activities.

Drug Free School

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

Searches by School Personnel

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

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

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

Time Schedule

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

Drop Off

Parents bringing students to school should drop off students at designated drop off points. Parents who are picking up students at 3:00 pm should pick up students at the drop off points. Grades K-6 should be dropped off in front area of the Elementary building. Grades 5-8 should be dropped off in the front area of the Middle School building. Grades 9-12 should be dropped off in front of the High School building. **We ask that parents are aware of the appropriate entrances to use when dropping off their students:**

- Entrance #4 – Elementary Drop Off**
- Entrance #3 – Middle and High School Drop Off**
- Entrance #2 – Exit Only**
- Entrance/Exit #1 – Student Parking/Staff Parking/Bus Transportation**

Release of Children during the School Day

Children are not permitted to leave school by themselves any time during the day. It is required that parents requesting the release of a child (regardless of student's age) for dental and doctor appointments or emergencies come in person, or contact, the office to sign the child out by 1:00p.m. on the day of check out. This protects you and your child as well as the school. The nurse or the principal may release a child because of illness. Children will be released only to the custody of a parent or someone designated by the parent. Final approval for student release is made by building principal/designee. If your child is to be released to anyone other than the parent, please send a note or call the office stating who will pick him/her up.

Students Coming Upon and Leaving School Premises

For student safety purposes, students are only permitted to enter or exit school grounds only by authorized vehicle transportation. Students should not enter onto or leave school premises by foot.

Staying With Students Until Parents Arrive

Teachers supervising students upon the return from field trips, tutoring, etc. shall stay until students are picked up or leave the school premises. If after thirty (30) minutes, the child has not been picked up, he/she may be taken to the police station to be picked up there.

Locker Security

Students are personally responsible for all articles stored in lockers. School is not responsible for any stolen items and recommends no valuables be kept in lockers. As referenced in Board Policy 2150, lockers are subject to access and inspection at any time by administration. Students may request locker locks from the high school office. At the conclusion of the school year, if the lock is returned to the office in good working order, there is no charge for the lock. Lost or damaged locks will cost student \$5.00. Only locks issued by school will be allowed to be put on lockers.

Telephone Usage

Students are to use the phone for emergencies only. Calls should be made at lunch time and then only with permission from a teacher and the secretary, or the principal. Students must inform as to the reason for the call. In the case of students wishing to go home with a friend, these arrangements should be made prior to coming to school.

Visitors to the School

Parents and patrons of the school district are welcome and are invited to visit district schools. However, to assist the administration in maintaining a safe and orderly school, the doors will be locked 8:05 a.m. All visitors will be required to use "buzz in" system and be prepared to provide information if asked (student code) during the regular school day. Visitors should also make sure that they check in at the building office prior to proceeding elsewhere in the building. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation will result in sanctions which will limit a person's access to school activities and school premises.

The district will not tolerate any person, or a person, whose presence disturbs classes or school activities or hinders the instructional process.

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

Student Files

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

SCHOOL SERVICES

Food Services

Lunch

The Woodland Schools have a hot lunch program serving Type A lunches that meet Missouri state and federal requirements. Lunch costs will be announced at the beginning of the school year. Extras that can be purchased are snacks, Gatorade, extra milk, and an extra entrée. Breakfast is also offered to high school students on a daily basis. Students may pay for the week, month, quarter, or even the entire school year in the HS office. No money will be handled in the lunch line.

When students go through the lunch line they will be informed by the attendant when their lunch account falls below \$3.00. The office will notify students when their lunch account dips below the \$3.00 amount and when the account reaches "0". At that point, additional money needs to be deposited into the lunch account. When the lunch account reaches "0", the student will be served peanut butter and jelly sandwiches until the lunch account has money deposited into it. **Lunch accounts will not be allowed to go into a negative balance and students are not allowed to charge a second meal on any given day.** No money will be handled in the lunch line. All money needs to be deposited into the students account no later than 10:00a.m. each day. **Disciplinary actions may take place to address negative balances from being paid (Noon Detention).**

Breakfast prices are **\$1.00 a day for full pay and .30 cents for reduced.** Lunch prices are **\$1.75 per day for full pay and .40 cents for reduced.** Extra milk may be purchased in the cafeteria for **.50 cents.** **We strongly encourage you to send at least 2 weeks' worth of money at a time. Families can also send money for a month, a quarter, an entire year or in even amounts, such as \$10 or \$20.** Any funds left in your child's account will be carried over to the following year.

Free and Reduced Cost Meals

Our school cafeteria, in accordance with federal law, provides free or reduced cost meals for those whose families meet appropriate guidelines. Applications have to be made for free or reduced cost meals. If approved, according to the guidelines, the meal accounting procedures are confidential and handled in a manner that avoids embarrassment to the child.

Guidance Services

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

Health Services

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

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

Immunization Requirements

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

1. MMR (Measles, Mumps, Rubella)-two doses required (on or after 1st birthday)

2. DTP (Diphtheria, Tetanus, Pertussis)-four doses at least (**Last dose must be after age 4 years.**) Maximum 6 doses.
3. Tdap booster-one dose starting grade 8.
4. OPV/IPV (Polio) – three doses at least (**last dose must be after age 4 years.**) Maximum 4 doses.
5. Hepatitis B-three doses spaced according to CDC recommendations.
6. Varicella (chicken pox)-Grades K-5 must have two doses or proof of disease (date of illness). Grades 6 and above must have one dose or proof of disease (date of illness). As satisfactory proof of disease, an MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chicken pox) disease. **A written statement from the parent can no longer be accepted as proof of disease.**
7. Also for the 2016-1017 school year, **Meningococcal** vaccine will be required for students entering both 8th and 12th grades. Students entering the 8th grade must receive one dose of Meningococcal vaccine. Students entering 12th grade must have two doses of vaccines unless the first dose is after their 16th birthday. The meningococcal vaccine helps prevent 4 types of meningococcal disease.

Sick Children

If your child is running a temperature of 100.0 or greater please do not send your child to school. Children should be free of temperature for 24 hours before coming to school.

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

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

Lice

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

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

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

Policy For Dispensing Non-Injectable Medication At School

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

1. Prescription medicine will be given by school personnel provided that the attached form is completed and signed by the parent/guardian and returned to school. Over-the counter medicine (including generic Tylenol, generic anti-itch cream, generic antibiotic ointment, generic cough drops, generic sore throat lozenges, generic Orajel and Sting-Kill) will be given as per standing orders signed by a physician and at the discretion of the school nurse/designee. This will be dependent on the need and only after alternative interventions have been attempted and failed. Parental/guardian permission must be on file prior to administering any over-the-counter medicines.

2. Medicine prescribed by a doctor must have a pharmaceutical label to be accepted at school. Your pharmacist can give you an extra labeled bottle to use for medicine to be sent to school. The bottle should include the following information:
 - a. Student's name
 - b) Current date
 - c) Name of medication and specific instructions such as amount and time to be given.
 - d) Name of doctor prescribing medication.
3. PLEASE DO NOT SEND MEDICATIONS TO SCHOOL WITH A STUDENT. AN ADULT SHOULD BRING MEDICATIONS TO THE SCHOOL NURSE/DESIGNEE. THERE IS A FORM THAT NEEDS TO BE FILLED OUT BY THE PARENT/GUARDIAN BEFORE ANY MEDICATIONS CAN BE GIVEN. EXCEPTIONS SHOULD BE ARRANGED IN ADVANCE WITH THE SCHOOL NURSE.
4. Medication will be disposed of if it is left at school for more than one week after parental/guardian notification that it is to be picked up.
5. Students with chronic or specific problems requiring medication for emergency situations should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information should be provided and signed by the student's doctor annually.

Communicable Diseases-Student

Purpose

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

Universal Precautions

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

Categories of Potential Risk

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

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

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

In these exceptional instances, an alternative educational setting may be warranted. In certain instances, a designated school administrator may want to convene a Review Committee. The number of persons on the Review Committee should be limited. It is recommended that members be limited to: 1) the parent(s)/guardian(s), 2) medical personnel

(student's physician, school nurse), 3) building administrator, 4) superintendent and/or designee. Local health department officials may be consulted and/or included as members of the review team. If the student is identified as having a disability, any change of placement would need to be effected through the Individualized Education Program.

Individuals with Disabilities Education Act,

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

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

Confidentiality

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

1. Those designated by the school district to determine the fitness of an individual to attend school (see recommended review committee membership listed above); and
2. Those who have a reasonable need to know the identity of the child in order to provide proper health care.

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

Education --Student

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

Reporting and Disease Outbreak Control

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

Notification

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

Review

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

GENERAL INFORMATION

Lost and Found

Many personal items are lost by the children and never claimed. Coats, sweaters, and hats will be kept until the end of the school year. To help eliminate confusion and assist with identification, items should have the student's name written on them. Such markings will increase the chances of children finding lost items. Lost and found items are kept in the Cardinal Closet.

All lost books or other property of the school must be paid for before student's report cards are issued.

Student Pictures

Colored pictures are taken of individual students each fall. All children should have pictures taken. Parents are not required to purchase pictures, but may do so if they choose. Senior pictures for publication in the school yearbook will be taken at school.

Yearbooks

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

Woodland High School Announcements

In an effort to keep parents informed about activities and programs at school, announcements are published weekly on SISK12. Parents and students are encouraged to log into their SISK12 accounts and review all the items in the announcement page. If parents or students have suggestions about what to include, submit them to the high school principal's office. The weekly announcements are also posted on the school web-site at www.woodland.k12.mo.us under High School Principal web-site.

School Closings

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. Students should monitor the following television and radio stations for such information. **Families please make sure to have current contact information up to date so that it is correct in the system and the offices for the automated school reach calling system to reach you.**

KMHM-FM 104.1

KFVS-TV CHANNEL 12 CAPE GIRARDEAU

KREI/KTJJ FARMINGTON

School Reach Phone Call

Woodland Emergency Management Plan

Woodland School District Disaster Plan

A simple and effective plan for accountability of students is essential to disaster planning. Each classroom is issued a copy of the district emergency plan. The district emergency plan is maintained in an attempt to give some direction to students, school personnel and parents in the event a disaster should occur that would affect our school building while school is in session.

1. Staff will use the plan for fire, tornado, earthquake, and flood classroom evacuation procedures, along with procedures to follow in the event there is an intruder in the building.
2. Students will assemble on the designated area assigned to them, and regular classroom teachers will be in charge.
3. When leaving the building each class will go to the nearest safe exit with the classroom or special class teacher they are with at the time.
4. Once the students are clear of the building they will be taken to the designated area and lined up and roll taken by the regular classroom teacher.
5. All teachers will share responsibility as necessary to see that all students are accounted for after leaving the building.
6. After regular classroom teacher/grade level teacher/or special class teacher has taken roll, the list of accounted for/unaccounted for students is to be delivered directly to divisional command center. The "roll call" should be presented to command centers as soon as possible.
7. First aid and rescue teams composed of non-classroom teachers and staff will meet to begin their assigned jobs after all students have been delivered to the designated areas. The secretaries or other available staff will manage the command posts. Records must be kept as accurately as possible of all students leaving the grounds. Due to the chaotic nature of any emergency situation, parents are urged to come to command centers located at the front of the buildings to check students out. **Parents should not enter the building to retrieve students without consent from the command center.** Signature of parent(s) or guardian(s) will be required when a student is checked out. Command post personnel will assist adults attempting to locate children by identifying the designated area for their child's grade/class. Lists of students by grade will be used as check out forms to maintain accountability
8. All students not picked up will be held at the school site or transferred to a disaster/aid center for proper care and shelter as necessary.

The Woodland School District wants to create as safe an environment as possible at all times. The above procedure will be followed in the event of a major disaster. This plan is subject to revision and will be revised as the need arises.

Computer Network And Internet Usage

INTERNET USAGE

The Board of Education recognizes that it is important for students to have access to electronic-based research tools and to master skills for their application to learning, problem solving, production of work, and presentation of information. The Board also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians and members of the community. Additionally, these resources present tempting opportunities for users to explore areas that are either confidential, have restricted access, are inappropriate or are disruptive to the

classroom or workplace. It is the purpose of District policy and regulations to outline acceptable student and employee behavior with respect to use of District technology and electronic resources.

TECHNOLOGY USAGE

Acceptable Internet/e-mail and computer use policy

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

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

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

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

Student Users

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

Employee Users

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

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

Board Member Users

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

External Users

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

Privacy

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

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

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

Violations of Technology Usage Policies and Procedures

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

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

Damages

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

General Rules and Responsibilities

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

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.

9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including e-mail or internet access that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or disseminating information using school or district resources, including e-mail or internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
14. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. The district will hold all users accountable for damages incurred due to the misuse of the district's technology, and will seek both criminal and civil remedies, as necessary.

Technology Security and Unauthorized Access

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

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

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

Online Safety --Disclosure, Use and Dissemination of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district- managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules when communicating information about personally identifiable students.
7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail

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

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

Exceptions

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

Waiver

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

No Warranty/No Endorsement

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

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

Parent and Community Involvement

Parents and Teachers Organization

The objectives of Woodland Parents and Teachers Organization (PTO) are as follows:

- A. To promote the welfare of children and youth in the home, school, and community.
- B. To raise the standards of home life.
- C. To bring into closer relation the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth.
- D. To develop between educators and the general public, such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

The PTO meets once each quarter. It cosponsors an "Open House" with the Woodland Schools at the beginning of each school year.

Parents as Teachers

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

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

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

Parents as Teachers Program is provided by the school district. For more information call 573-238-2822.

Library

The library is provided as a central resource center for pupils and teachers. Students visit the library regularly to check out and use the books, technology devices along with other materials. Books are checked out for one week at a time and may be rechecked at the end of the week.

NOTICES

Special Education

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

retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

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

The Woodland School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U. S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

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

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

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

Sexual Harassment

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

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

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

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Safe Schools Act (H.B. 1301 & 1298)

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

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

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

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

No Child Left Behind Act Of 2001 (Public Law 107-110)

Our district is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

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

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

Family Compliance Office

Model Notification of Rights

Under FERPA for Elementary and Secondary Institutions

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

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Alpha School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alpha School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

**MISSOURI DEPARTMENT OF Elementary & Secondary Education
No Child Left Behind Act of 2001 (NCLB)
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 No Child Left Behind Act of 2001 (NCLB)2 .

1. What is a complaint under NCLB?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

Notice of Non-Discrimination

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

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

Mr. Dan Schlieff RR 3 Box 3210 Marble Hill, MO 63764 (573) 238-3343

The compliance officer has been designated by the school district to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 as amended.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Notice to Parents of Students Attending Woodland Public Schools

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

"Directory Information" includes the following information relating to a student:

The student name, address, telephone number, date and place of birth, parents name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, record of attendance~ degrees and awards received, and most recent previous education agency of institution attended by the student, and other similar information.

Upon request by military recruiters or an institution of higher learning, the District will provide students' name, addresses and telephone listings.

A student's educational record, or an official transcript thereof, shall be forwarded to an educational institution the student makes application to attend.

If you do not want information of this type released, notify in writing, the principal of the school where your child attends within two weeks of the date of the commencement of any given semester in which student is enrolled.

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

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

Before a student can participate in these surveys, it is essential that parents give permission. Under no circumstances are students asked to identify themselves on the survey form. No individual student responses are reported or maintained. If you do not want your child to complete the survey, you can notify Pam Bandermaun, Director of Federal Programs, at 573-238-2510. The Director of Federal Programs will remove your child's name from the survey participation list, and your child will not be asked to complete the survey.

Notification to Parents

Asbestos Present In Buildings In Compliance With 40CFR 763.93 Part G4

Because of the health risks involved from the inhalation of asbestos fibers, the Environmental Protection Agency requires that each school informs parents of the presence of asbestos in their buildings. It is the Woodland R-N Public School's intent to manage all remaining asbestos in a condition that is as safe as possible and in compliance with AHERA regulations. A copy of the school's asbestos management plan is available for public inspection in the superintendent's office. It will inform you of not only the location, type and condition of all asbestos present in the buildings, but also the steps the school must take to make sure that it poses no risks to the health of our students and staff. If you have any questions concerning asbestos in your school, please feel free to contact the Superintendent's Office at RR 3 Box 3210 or call 238-3343.