

# West Platte Elementary Parent/Student Handbook



**WEST PLATTE**  
**SCHOOL DISTRICT**  
*"Preserving the Past, Building the Future"*

## 2018-2019 School Year

1025 Washington St.  
Weston, MO 64098  
816-640-2811  
Fax: 816-386-5888

[www.wpsd.net](http://www.wpsd.net)

Ms. Rebecca Henshaw  
Principal



**SCHOOL BOARD**

Mr. Ronald Rowe	President	Mrs. Tracie Kalic	Member
Mr. Ryan Rotterman	Vice President	Mr. Shane Bartee	Member
Mr. Kyle Stephenson	Member	Mr. Donald Wilson	Member
Mr. Antonio Cutolo-Ring	Member		

**ADMINISTRATION**

Name:	Title:
Dr. John Rinehart	Superintendent
Ms. Rebecca Henshaw	Elementary Principal
Mr. Vince Matlick	Jr./Sr. High Principal
Mr. Ryan Ramey	Jr./Sr. High Assistant Principal
Mrs. Paula Chambers	Special Services Director

**STAFF**

Mrs. Dana Buttz	Elementary Secretary
Mrs. Shannon Miller	Nurse
Mrs. Janie West	Food Service Director
Mrs. Amanda Cook	Paraprofessional
Ms. Shelle Eggers	Paraprofessional
Ms. Tracy Newton	Paraprofessional
Mrs. Kim Holmgren	Paraprofessional
Mr. Paul Thomas	Paraprofessional
Mrs. Laura Moose	Paraprofessional
Mrs. Lauren Gardner	Paraprofessional
Mrs. Katrina Stephens	Custodial
Mrs. Tammy Menter	Custodial

**ELEMENTARY TEACHERS**

Mrs. Audra Cox	Preschool
Mrs. Tiffany Fletcher	Preschool
Mrs. Tanya Lock	Preschool
Mrs. Mallory Colbern	Kindergarten
Mrs. Janae Reiter	Kindergarten
Mrs. Rachael Hope	Kindergarten
Mrs. Kate Calvert	First Grade
Ms. Amber Guthrie	First Grade
Mrs. Shannon Conrad	First Grade
Mrs. Shanann Chapman	Second Grade
Mrs. Kim Jaster	Second Grade
Mrs. Shawna Grier	Second Grade
Mrs. Nancy Gabbert	Third Grade
Ms. Stacy Fulk	Third Grade
Ms. Megan Troutman	Third Grade
Mrs. Kerri Bunge	Fourth Grade

Mrs. Breea Holmes	Fourth Grade
Mrs. Kathryn Newsome	Fourth Grade
Mrs. Heidi Cobb	Fifth Grade
Mrs. Catherine Jeffers	Fifth Grade
Mrs. Whitney Forbeck	Fifth Grade
Mrs. Erin Frost	Sixth Grade
Mr. Jerad McMahan	Sixth Grade
Ms. Jennifer Parsons	Sixth Grade
Ms. Cindy Bond	P.E.
Mrs. Bess DeLoux	Vocal Music
Ms. Julie Rodell	Librarian
Mrs. Ellie Minx	Art
Mrs. Christi Davenport	PLTW/Computer
Mr. Clinton Spencer	ALPS
Mrs. Dee Anna Kelly	Counselor
Mrs. Patty Rubin	Title 1 Reading Services
Mrs. Jennifer Lawson	Read 180
Mrs. Charlotte Remagen	Special Services
Ms. Lori Russel	Special Services
Mrs. Kayla Collins	Special Services
Mr. Chris Sullivan	Band
Mrs. Ashley Spencer	Parents as Teachers Educator
Ms. Jerrica Johnson	Parents as Teachers Educator

**ELEMENTARY OFFICE**

(816) 640-2811

**CENTRAL OFFICE**

(816) 640-2236

**HIGH SCHOOL OFFICE**

(816) 640-2292

**GENERAL INFORMATION**

**BIRTH CERTIFICATES**

All students must have a certified Birth Certificate number on file at school. Verification of age of the child by birth certificate must be done within thirty (30) calendar days from date of admission. After that date the child must be withdrawn from school until the birth certificate is produced. A hospital certificate is not acceptable.

**FORMS**

Keeping forms up-to-date at school is critical. If you have any changes (i.e.-telephone number, address, work number, etc.), please report the change to the school office.

**LEGAL DOCUMENTATION**

Please help the school office know if there are persons that cannot legally visit or pick up a child. A simple note from the custodial parent **will not** suffice. We **must** have a copy of the court order clearly stating that this person may not visit or pick up a child. Legal documentation must be provided in cases of custodial circumstances.

**STUDENT RECORDS**

According to law, student records may be viewed by parents/legal guardians if requested. Parents/legal guardians who wish to view their child's records will need to call the school office to set up an appointment. The information within the student records **may not** be removed from the school. A school representative will be in attendance while the records are being reviewed.

As used in this policy, a “parent” includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The school will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the school is provided with evidence that the parent’s rights to inspect records have been legally revoked.

### **IMMUNIZATION REQUIREMENTS**

It is the policy of the West Platte County R-II School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed, original forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent or guardian that immunization of the student violates his or her religious beliefs.

### **CHILD HEALTH**

It is suggested parents have their child examined by the family physician each year prior to the beginning of school. Yearly vision and hearing examinations are strongly suggested. Conditions deemed contagious (i.e. – “pink eye”, head lice, scabies) - - will require a child to be symptom free before being allowed to return to school. **Students will not be allowed to return to school until symptom free for 24 hours.** If in doubt, bring your child into school rather than placing him/her on the bus or dropping him/her off as a car rider. The school system follows guidelines suggested by the Platte Co. Health Department with regard to these conditions.

If your child should become ill or injured at school, you will be notified promptly and asked to pick up your child. Should your child be injured to a point where we feel emergency care is needed we will take the child to a hospital emergency room for treatment. It is imperative current alternate emergency numbers be provided to the school office.

### **MEDICATION GUIDELINES**

Medications can be given during school hours when necessary. We encourage dosage schedules which allow medications to be taken before and after school. If a medication is ordered for a specific time or four times or more per day, it may be appropriate for medication to be given at school. Please bring only the amount of medication needed. Contact the health room staff with any questions.

If a medication is to be taken for a prolonged period of time, please ask your pharmacist to prepare two prescription bottles - one to stay at school and one to remain at home.

All medicines will be stored in the health room to be administered by or under the supervision of the school nurse. A locked cabinet and a refrigerator with limited access will be used for this purpose. The medicine needs to be in a container with pharmacist’s name, name of drug, dose, and frequency. This label will serve as a physician’s order. A written request from a parent/guardian for the medicine to be taken at school will be kept in the student’s cumulative health record. This request must include the time the medication is to be taken and for how long.

All non-prescription medicines will be stored in the health room to be administered by or under the supervision of the school nurse. Medicine brought from home must be in its original container, accompanied by a note from the parent or guardian stating the name of the medicine, dose, frequency, and length of time to be taken and the reason for taking. We will not administer any remedies that are not controlled by the FDA.

NOTE; if your child shows indications of being ill do not send him/her to school. Reporting a communicable disease to the school office assists us in determining what diseases are currently flourishing.

## **ALLERGY POLICY**

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

## **CAFETERIA COLLECTIONS**

Reminder notes will be sent home when a negative balance is reached. Students are allowed a maximum of five charges. After reaching the maximum charge limit, a form letter will be sent home notifying them of the negative balance. If payment is not received, an alternate meal of sun butter and jelly sandwich will be served for a charge of \$1.00.

# **DAILY PROCEDURES**

## **ARRIVAL AND DISMISSAL TIME**

The official starting and ending times at West Platte Elementary are 8:05a.m. to 3:05p.m. Students who are car riders or walkers are not to arrive at school prior to 7:30 a.m. We cannot insure proper supervision before this time.

Teachers are busy with daily preparations before school. When school begins each morning, teachers need to be able to focus their attention on each and every child that enters their classrooms. Students arriving after 8:10 are considered tardy and must have a parent sign them in before they are allowed to go to their respective class.

For the safety and well-being of all students, classroom teachers need to carefully monitor the dismissal of each student at the end of the school day. In order to reduce distractions, **parents are NOT to wait for their children by their children's classrooms. Please follow the dismissal procedures established. The teacher will dismiss the student to the dismissal area.**

It is important that parents adhere to the following schedule for the opening and closing of each day. Please do not have your child at school before 7:30 a.m. The following schedule denotes the opening and closing of the school day and allows parents to plan their schedules.

7:30	Doors open for students
8:05	First bell
8:10	Tardy bell
3:05	Release car riders
3:10	Release bus riders and walkers - School dismissed

## **ARRIVAL AND DISMISSAL PROCEDURE**

Car riders can be dropped off at the North end of the building and enter through the front doors starting at 7:30 a.m. Pick up in the p.m. is at the same location. Cars will enter the Elementary parking lot and form a line that will move up to the entrance. Staff will be on hand to ensure students' safety to and from the building. We have a traffic pattern that maintains the safety of all students. It would be appreciated if all parents would adhere to this route.

We would strongly ask for your cooperation and attention during this time. We feel it is essential in providing a safe environment for the many students we have walking around at this time.

## **ATTENDANCE**

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason, principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Any time a student is absent and the parents have not contacted the school, the principal or designee will contact the parent.

2. When a student has accumulated five absences, the principal or designee will send a letter to the parent. The purpose of the letter is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending regularly.
3. When a student has accumulated ten absences, the principal or designee will send another letter to the parent. The purpose of this letter is to examine the student's academic performance; to communicate district attendance expectations; to provide information and compulsory attendance laws and educational neglect; and to describe an attendance plan that encourages regular student attendance.
4. When a student accumulates 11 absences, a staff member from the district will schedule a conference with the parent and student to discuss the student's attendance plan and any necessary modifications to the student's attendance plan.
5. When a student has accumulated 12 absences, the district will determine whether there is a reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division of the Department of Social Services, the Platte County Juvenile Office, and/or the local prosecutor.
6. More than 12 absences will be a factor in determining whether the student may be retained.
7. If a student has a history of poor attendance, the above steps will be accelerated to put a plan in place to encourage improved attendance.

Students are expected to make up assignments from missed classes within the time period established by the teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

Any conference may be waived by the principal if the absences were caused by a special event or long-term illness. In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

### **BIRTHDAYS/CELEBRATIONS**

Students are permitted to bring treats for their birthday to share with their classmates. It would be appreciated if you inform the teacher in advance if you plan to send treats. We request the treats be of a type that requires minimal amounts of class time to distribute. We do have several students with food allergies, so please check with your child's teacher when planning treats. **Only store bought, sealed and packaged items will be allowed.**

Please do not send party invitations to school with your child. This often results in hurt feelings on the part of those students who are not invited.

### **BREAKFAST/LUNCH PROGRAM**

A well-balanced breakfast and lunch are provided each day for students wishing to purchase them. Children bringing their lunch from home have the opportunity to purchase a drink from the cafeteria. Menus are sent home each month.

Breakfast and lunch prices will be determined by the Board of Education. All checks for breakfast, lunch and/or drinks should be made to "**West Platte School District**". When sending cash, please send it in an envelope with the student's name on the front. Payments can also be made by logging into PowerSchool. With the computerized management system, all money is credited under the student's name and a debit is made from the student's account for any breakfast/lunch/drink purchase. Separate accounting for breakfast/lunch/drinks will not be made. Printouts indicating negative balances may be sent home.

### **FREE AND REDUCED LUNCHES**

Parents who feel they are eligible for either free or reduced breakfasts/lunches for their child should obtain an application from the school at the beginning of the school year. If your financial situation is altered at any time, parents are encouraged to apply for this at any time during the school year. We are happy to give information about free and reduced lunches if you will just inquire.

### **COMMUNICATION**

You may utilize the district's website at [www.wpsd.com](http://www.wpsd.com) for pertinent information and school closings. The district Facebook is also used for communicating this information. E-mails will be sent out from classroom

teachers as well as the office to inform parents of important dates and other information. Please notify the office if you need a paper copy of e-mails.

Each classroom at West Platte has a telephone. This will allow parents to leave messages for staff members after hours. Calls during instruction will be sent to voice mail.

### **EMERGENCY DRILLS**

Periodic fire, tornado, and lockdown drills are held throughout the school year. The purpose of the drills is to enable students and staff to be prepared and know where to go and what to do should there be an actual emergency.

### **EVENING EVENTS**

If a child has been absent from school due to illness, they are not permitted to attend afternoon parties, evening concerts, etc. unless prior consent is given by the administrator. A student in ISS/OSS will not be allowed to attend evening events.

### **EXCUSING STUDENTS DURING SCHOOL HOURS**

Any student being dismissed during regular school hours must be checked out of school through the office rather than a parent going directly to the classroom. The adult must sign the student out. Please make sure to list all persons who have your permission to take your child on the enrollment sheets. Teachers **will not excuse** a student from the classroom to leave the building unless notified by the office.

### **FIELD TRIPS**

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

### **PARENTS RIGHT TO KNOW**

At the beginning of each school year, the school district will provide the parents on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject area in which the teacher provides instruction. The information will also include whether the teacher is teaching under an emergency or other provision status through which state qualification or licensing criteria have been waived and if the teacher is teaching in the field of discipline of the certification of the teacher. If the child is provided services from a paraprofessional the paraprofessional's qualifications will be shared.

### **PARENT-TEACHER ASSOCIATION**

We have an excellent PTO. This organization has been very supportive for many years. The PTO has made many contributions to our school. **All parents** are strongly encouraged to participate in this organization. Please contact the school office for information regarding PTO.

### **PARENT TEACHER CONFERENCES**

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

### **PERSONAL POSSESSIONS**

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

## **PROGRESS REPORTING**

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

## **POWERSCHOOL**

Parents may now log into PowerSchool to make on-line payments for breakfast and lunch. Directions for this can be found on the Elementary page of the district web-site. You must have a PowerSchool log-in to begin the process. Contact the school office if you need your password for this.

## **RECESS**

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

We ask for your support in this matter by reminding your child to wear their gloves, hat, etc. when going outdoors.

## **RECOGNITION**

The staff at West Platte Elementary believes that students deserve to be recognized for their academic and social growth. Besides the daily feedback given to students by their teachers and peers, we also provide a number of school and district celebrations of achievement. The school recognizes those students who have perfect attendance, accumulated points on Accelerated Reader, earn Student of the Week and meets goals set with the classroom teachers.

## **SAFETY**

All outside doors are locked during the school day except for the office door. When arriving at school report directly to the office area to sign in and state your business. Beginning this year, any visitors to the school will have to be buzzed into the building. Visitors will enter the front doors and then push the buzzer for an office staff member to unlock the door. These measures were installed to protect our students so please excuse any inconvenience this may cause you.

## **SCHOOL CLOSING**

The superintendent of schools has authority from the board of education to cancel school or dismiss school early due to inclement weather. If school is to be dismissed early or canceled, an announcement will be posted on our district website: [www.wpsd.com](http://www.wpsd.com) or on the District Facebook page.

Please check this site regularly to determine early release time during the school day. Any school closings will be also be announced on major TV and radio stations.

## **TECHNOLOGY USER AGREEMENT**

All students must have a Technology User Agreement on file. This agreement explains the expectations for using the district's technology resources.

## **TEXTBOOKS/LIBRARY BOOKS**

Textbooks are the property of the school district and loaned to the students. Any student who loses or damages a textbook will be expected to pay for the replacement of the book if it cannot be used. Payment will need to be received prior to another book being issued to the student. Student privileges may be denied until payment is received.

## **TRANSPORTATION CHANGES**

We try very hard to accommodate transportation changes. Occasionally parents request that a number of children (sometimes as many as 4 or more) ride a particular bus to a birthday party, scout meetings, etc. When such a request is made, the extra students riding can cause a disruption on the bus. We ask that you help us by carpooling whenever possible in the event that you need a group of students to change buses. Your cooperation will be greatly appreciated.

**In the event of transportation changes, please send a signed note. If you must call the office with a transportation change, please do so before 2:00 p.m. After that time, the office gets very busy which makes the relay of messages difficult.**

### **VISITOR PROCEDURE**

Parents are encouraged to visit their child’s classroom any time after the first two weeks of school. Parents must check-in at the office and obtain a visitor’s pass anytime they visit the classroom. The following are required when a parent requests a visitation:

1. The length of the visit will not exceed 30 minutes of total time for the day.
2. Parents should call at least one day in advance to arrange a date and time to visit.
3. Recording devices of any kind are not allowed.
4. To limit disruption of the class as much as possible, please observe the following:
  - a. Only the parent or guardian may observe—no siblings.
  - b. Please avoid contact with any students during the class time.
  - c. Sit in the rear of the classroom.  
Brief visits (i.e. lunch) by students not enrolled in the school are permitted only upon approval by the classroom teacher and principal.

Parents visiting the school for lunch must adhere to the established lunch schedule and the student must return to the classroom with his/her class.

## **DISCIPLINE**

### **BEHAVIOR INTERVENTION**

West Platte Elementary uses behavior interventions to create a healthy learning environment. This helps students accept responsibility for their behavior and therefore creates positive change. We let the students know that we care about them and want them to make good decisions. The steps include, but are not limited to: Safe Seat in classroom, Safe Seat in Buddy Room, and Principal’s office. The student is not allowed back to their regular seat in the classroom until the behavior has been corrected.

### **STUDENT BEHAVIOR EXPECTATIONS**

Behavior expectations for the building and grounds have been identified by the staff at West Platte Elementary School.

Teachers may have addition expectations that relate directly to his/her classroom. Teachers may include loss of class privileges such as recess, assemblies, celebrations, field trips, etc.

Prohibited Conduct	First Offense	Second Offense	Third Offense
Assault	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-10 Days OSS
Bullying	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-5 Days OSS
Cell Phone Violation	Confiscation (Returned to Parent)	Confiscation(Returned to Parent) and Detention	Confiscation(Returned to Parent), Detention and/or ISS
Dishonesty	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-5 Days OSS
Disrespectful or Disruptive Conduct or Speech	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-5 Days OSS
Dress Code	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-5 Days OSS
Drugs/Alcohol	ISS/ 1-180 Days OSS	Expulsion	NA
Fighting	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-10 Days OSS
Public Display of Affection	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-5 Days OSS
Sexual Harassment	1-5 Days ISS	3-5 Days ISS/1-3 Days OSS	1-5 Days OSS
Theft	Restitution/1-5 Days ISS	Restitution/3-5 Days ISS/1-3 Days OSS	Restitution/1-5 Days OSS
Threat	1-5 Days ISS/1-3 Days OSS/Expulsion	1-3 Days OSS/Expulsion	3-10 Days OSS/Expulsion

Weapons	ISS/1-180 Days OSS/Expulsion	1-180 Days OSS/Expulsion	Expulsion
Technology Misuse	Suspension from Tech and/or ISS/OSS	ISS/OSS and Permanent Suspension	OSS/Expulsion

**\* Please use this table to further explain student discipline and potential impositions. This table is a guide and the principal or his/her designee reserves the right to adjust impositions accordingly. Restitution may accompany any of the impositions listed.**

## **STUDENT DRESS & APPEARANCE**

**The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.**

**All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when appropriate.**

Student dress and appearance is usually a concern of students and parents. The school administration also has the responsibility to help develop values which contribute to good taste in matters of dress and appearance. West Platte Elementary School expect students' 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. Students dress and grooming will be the responsibility of the individual and parent/guardian with the following guidelines:

- Dress and grooming will be clean and keeping with health, sanitary and safety requirements.
- Printed wording or pictures on clothing advertising or promoting drugs and alcohol or that is obscene or profane in interpretation will not be permitted to be worn.
- Clothing that causes a student to have a potential of injury. I.e. – inappropriate footwear for physical education or clothing that causes difficulty walking (Excessively baggy clothing) or chains on clothing.
- Bare midriiffs, spaghetti strap shirts, and tank top type T-shirts are not permitted to be worn.
- It is inappropriate for any undergarments to be seen by others.
- Students will not be allowed to wear hats of any kind during the school day.
- Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the school.
- When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

## **SCHOOL BUS RULES**

**The safety of students during their transportation to and from school or school activities is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Students are responsible for all the rules of conduct while waiting for or riding a school bus:**

1. Observe same conduct as in the classroom.
  2. Be courteous, use no profane language.
  3. DO NOT EAT OR DRINK ON THE BUS.
  4. Keep the bus clean.
  5. Cooperate with the driver.
  6. Do not smoke.
  7. Do not be destructive.
  8. Stay in your seat.
  9. Keep head, hands and feet inside the bus.
  10. The bus driver is authorized to assign seats.
- Students who do not adhere to bus rules may be denied the privilege of riding the bus. Bus conduct slips are issued by the driver when deemed necessary. The bus conduct slip is to be signed by the parent/guardian and returned to the school.

## **RULES FOR IN-SCHOOL SUSPENSION**

1. Students will be isolated from their peers for the time period they are assigned to ISS. This includes restroom breaks, lunch special classes, fieldtrips, etc. Students will not be permitted to attend after school events while in ISS.
2. The classroom teacher will gather the student's assignments for the student to complete during ISS.
3. Credit will be given for assignments completed while in ISS.
4. Tests may be taken during the time a student is assigned to ISS.
5. ISS time may be extended at the administrator's discretion if work is not completed in an acceptable manner.

## **RULES FOR OUT OF SCHOOL SUSPENSION**

1. Students assigned to OSS are not permitted to participate in any school activity on the dates of OSS. This includes evening events.
2. The classroom teacher will gather the student's assignments for the student to complete during OSS.
3. Credit will be given for assignments completed while in OSS. Assignments made prior to OSS are due the day the student returns to school. A zero will be assigned for any assignments not finished and turned in on the day the student returns to school.
4. Tests administered during OSS will be made up on the day the student returns to school.

## **HAZING AND BULLYING**

In order to promote a safe learning environment for all students the West Platte School District prohibits all forms of hazing, bullying and student intimidation on school property. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with school board policy JFCF. 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. To report a bullying incident, please go to <https://wpsd.net/families> for the appropriate form.

### **Definitions:**

Hazing-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 purpose of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to a grade level, student organization or district-sponsored activity.

Bullying-intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

## **SEXUAL HARASSMENT**

The West Platte School District will not tolerate sexual harassment. Examples of sexual harassment may include, but are not limited to:

- Unwanted flirting, touching, or propositions
- Verbal or physical abuse of any kind
- Graphic or suggestive comments about an individual's dress or body
- Sexually degrading words to describe an individual
- Displaying sexually aggressive objects or photographs
- Sexually explicit or obscene jokes
- Sexually oriented gestures, noises, remarks or comments

Violation of any of the above mentioned will result in consequences outlined in the previous table.

## **SAFE SCHOOLS ACT (WEAPONS AT SCHOOL)**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the education community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession

of weapons on school property. School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free School Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2 will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE. This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

Weapons of ANY kind will not be tolerated on school grounds. Students are not allowed to have any type of weapon (Guns, knives, martial arts weapons, etc.) at school. Toy weapons have become realistic; to avoid any problems, children should not bring any toy weapons to school.

Students found to have a weapon at school, the following will occur:

1. Immediate confiscation of weapon
2. Immediate meeting with school principal
3. Parent will be contacted
4. Disciplinary action taken (can be, but not limited to suspension from school)

