

Permit to Attend Event/ Verification and Receipt of Handbook

To: Ron Millheiser

I hereby give my daughter/son _____ Grade _____
permission to attend any school-sponsored activity during the current school year.

It is understood that the school will inform me of the date and place of the activity, however this will serve as the permission slip.

It is understood that the child is still under school supervision, that reasonable cautions will be taken by those persons in charge to prevent injuries, but neither those in charge nor the school district shall be held responsible in case of an accident.

The student handbook is designed to inform students and their parents/guardians about the school. The student handbook is not all inclusive as the School Board Policies also apply to students at Washington Middle School. The signatures below further indicate that the student and parent/guardian are aware of the information included in the student handbook. The handbook will also be viewable on the district website via the building webpage. The web address is as follows: <http://www.washington.k12.mo.us>.

Signing below also indicates you have read and understand the contents of this handbook.

Signature of Parent/Guardian

Student Signature

Date

*****Note: If you do not wish your child to attend field trips, please sign below:**

Signature of Parent/Guardian

Permission to Photograph

Opportunities occasionally arise whereby your student may be videotaped, audio taped or photographed on campus by authorized individuals, such as a media representative or members of our staff. There may also be opportunities for your child's name and/or picture to be posted on our website. Our commitment to safeguarding your child's well-being, safety and privacy in this regard is important to us. **A parent or legal guardian must notify the district in writing that they do not want their child's name or picture on our website or to be videotaped, audio taped, or photographed.**

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Washington Middle School
Where Everyone Belongs

- Get involved, work hard, and be a good school citizen!
- Attend school every day and make every day count.
- Sign up for the Lumen Parent account to monitor grades, attendance and to make online payments.
- Make sure to call the school by 9 A.M. the day of an absence.
- Electronic devices and cell phones must be logged onto district WiFi.
- Keep your lunch account up to date and PIN number confidential.
- Students are not allowed in the building prior to 7:55 A.M.
- Students attending basketball and volleyball games at WMS should be picked up by 7:30 P.M.
- Students are not allowed in the building after 3:40 P.M. unless supervised.
- Leave all valuable items at home. The school will not be responsible if items are lost or stolen.
- All teacher emails are first name.last name@washington.k12.mo.us
- We recommend students to properly label all personal items/devices with their name.

Washington Middle School Contact Information

Principal: *Mr. Ron Millheiser*

Associate Principal: *Mrs. Laura Bruckerhoff*

Counselors: *Mrs. Shelly Struckhoff & Mrs. Tracy Helm*

Secretaries: *Mrs. Nancy Shiels*
Mrs. Chris Gauzy
Mrs. Maria Majors

Washington Middle School
401 E. 14th Street
Washington, MO 63090
636-231-2300

Fax: 636-231-2305

Twitter Account: @wmssdow



Web site: www.washington.k12.mo.us

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School District of Washington

Vision Statement

The School District of Washington is a premier educational center promoting lifelong learning, uniquely committed to academic, physical, emotional and social well-being of ALL students. We excel in student achievement, the implementation of researched best practices, the continuous improvement process, our productive use of technology, and partnerships with parents and community. Our success is realized in the quality of life of our students and community.

Mission Statement

The mission of the School District of Washington is to educate all students to the highest standards by providing an excellent learning environment in partnership with the community.

WMS Mission Statement

WMS is a safe and collaborative culture focusing on individual growth with a commitment for continuous improvement.

Notification of Rights under FERPA

School District of Washington

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:

(1) The right to inspect and review the student's education records within 45 days of the day the School 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 School official 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, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 School 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 School has contracted as its agent to provide a service instead of using its own employees or officials (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. Upon request, the School discloses education records, without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information: **Students in kindergarten through eighth grade** – Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (Ex. full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Notice of Nondiscrimination

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 School District of Washington are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Washington Middle School compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), or Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Special Services Department, 220 Locust Street, Washington, MO, at 636-239-5162. Special Services has been designated by the School District of Washington to coordinate the Title VI, Title IX, Section 504 and the ADA.

Public Notice

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

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

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

The School District of Washington has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the School District of Washington, Special Services Department, 220 Locust Street, Washington, MO 63090 from 7:30 A.M. until 4:00 P.M. week days.

This notice will be provided in native languages as appropriate.

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

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

A complaint not resolved at the local level may be appealed to the Department.¹ *Programs include Title I, A, B, C, D, Title II, Title III,*

Title IV.A, Title V Revised 4/17

²*In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

9. How will appeals to the Department be investigated?

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

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

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

Policy Information

The following information is from the School District of Washington's Policies. To obtain greater detail regarding these policies, please visit our website at www.washington.k12.mo.us or call the district office at 636-231-2000.

Assessment Policy

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

District Assessment

The purposes of the district wide assessment plan are to facilitate and provide information for the following: Student Achievement, Student Guidance, and Instructional Changes.

Statewide Assessment

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

Surveying, Analyzing or Evaluation of Students (Policy JHDA)

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals information without written consent of a parent.

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum. A parent may inspect, upon request, a survey created by a third

party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

Searches by School Personnel (Policy JFG)

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

Audio and Visual Recording (Policy KKB)

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Technology User Privacy (Policy EHB)

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district.

Asbestos (Policy EBAB-AP)

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the buildings and grounds office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Programs for Homeless Students (Policy IGBCA)

The School District of Washington Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Teaching about Human Sexuality (Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection.

Professional Qualifications (Policy GBL)

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Crisis Response (Policy EBCA)

The School District of Washington has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the central and building offices.

Corporal Punishment (Prohibited)

No person employed by or volunteering on behalf of the School District of Washington shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Notice on Filing a Complaint on District's Federal Programs

When questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures please refer to district policy KL, KL-AP.

2016-2017 DAILY SCHEDULE

The school office is open Monday through Friday from 7:55 A.M. until 4:00 P.M. Students should not come to the office before 7:55 A.M. without staff approval. For safety of all students, students are not to arrive before 7:55 A.M., when supervision by staff begins

<u>DAILY SCHEDULE</u>	<u>LUNCH SCHEDULE</u>
8:30 – 9:22.....1 st Period	A Lunch : 11:14-11:30 Cafeteria/ 11:31-11:49 Outside
9:26 – 10:16.....2 nd Period	B Lunch : 11:14-11:31 Outside/ 11:31-11:49 Cafeteria
10:20-11:10.....3 rd Period	**Lunch A & B = Class 11:53-12:43
11:14-12:43.....4 th Period	*****Cafeteria empty from 11:50-12:04*****
12:47-1:37.....5 th Period	**Lunch C & D = Class 11:14-12:04
1:41-2:31.....6 th Period	C Lunch: 12:08- 12:24 Cafeteria/ 12:24-12:43 Outside
2:35-3:25.....7 th Period	D Lunch: 12:08-12:24 Outside/ 12:24-12:43 Cafeteria

Periodically during the year, schools in the district will be in session for half of a regular school day. On these modified days, WMS students will be dismissed at 12:25 P.M. The following schedule will be used on modified days at WMS.

<u>MODIFIED SCHEDULE</u>	<u>MODIFIED LUNCH SCHEDULE</u>
8:30 – 8:55.....1 st Period	A Lunch11:20-11:35 (lunch) 11:35-12:25 (class)
8:59 – 9:24.....2 nd Period	B Lunch11:24-11:35 (class) 11:35-11:50 (lunch)
9:28 – 9:53.....3 rd Period	11:50-12:25 (class)
9:57 -10:22.....5 th Period	C Lunch11:24-11:50 (class) 11:50-12:05 (lunch)
10:26-10:51.....6 th Period	12:05-12:25 (class)
10:55-11:20.....7 th Period	D Lunch11:24-12:05 (class) 12:05-12:20 (lunch)
11:24-12:25.....4 th Period	12:20-12:25 (class)

Throughout the year we have early release on Wednesdays. During these days the teachers meet in the afternoon for PLC collaboration. The following schedule will be used on Wednesdays.

<u>WEDNESDAY EARLY RELEASE SCHEDULE</u>	<u>LUNCH SCHEDULE</u>
8:30 – 9:12.....1 st Period	A Lunch: 10:48-11:03 Cafeteria/ 11:03-11:20 Outside
9:16 – 9:58.....2 nd Period	B Lunch: 10:48-11:03 Outside/ 11:03-11:20 Cafeteria
10:02 – 10:44.....3 rd Period	**Lunch A & B = Class 11:20-12:02
10:48 – 12:02.....4 th Period	C Lunch: 11:30- 11:45 Cafeteria/ 11:45-12:02 Outside
12:06 – 12:48.....5 th Period	D Lunch: 11:30-11:45 Outside/ 11:45-12:02 Cafeteria
12:52 – 1:346 th Period	**Lunch C & D = Class 10:48-11:30.
1:38 – 2:207 th Period	

GENERAL INFORMATION

Emergency Procedure

Washington Middle School will conduct fire, tornado, earthquake, lock down and disaster drills at regular intervals as required by law and local codes. Communications concerning an emergency situation will be handled in multiple ways depending on the type of emergency. Please read the Emergency Procedure Information parent letter located on page 37.

Change of Address

Students are responsible for informing the office if a change occurs in their address or phone number. Parents are also asked to call or send written notification of any change of address or phone number.

Cafeteria

The school cafeteria is maintained as a vital part of the health program at WMS. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Information regarding the cost of lunch and payment options will be sent home with each student. Pupils may choose to bring lunches from home. Breakfast is available from 7:55 to 8:20 each morning.

Students will be issued a five digit ID number that will be used to access their lunch account. This account number will operate as a debit card. Money is put into the lunch account and then deducted as the student uses it to purchase food items from the cafeteria. Money is to be deposited before school until 10:00 A.M. Any money taken in after that time will be deposited the next day. Money is to be placed into a secure box by the cafeteria kitchen doors. Please write the full name of the student on the check or the envelope to receive proper credit. Money may be deposited into your child's lunch account through the District's Web page under online payments at no charge.

Free and reduced eligibility forms are available in the school office.

School Closing

In the event of severe inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over the following radio stations, website and through the District's Call Blast System:

**KLPW—1220 AM
KSLQ—1350 AM**

KSLQ—104.5 FM

Please listen for reports on television and check our web site. PLEASE DO NOT CALL THE SCHOOL!! Telephone lines must be kept open for emergencies.

Telephone

The office telephone is a business telephone. Please do not ask to use it unless an emergency arises. A student phone is available in the office.

Visitors

Adult visitors are welcome; please report to the office for a visitor's pass. A student visitor must be accompanied by a parent or guardian.

Lost and Found

Label everything—all clothing, coats, books, equipment, etc.!!!!

Claim lost items as soon as possible. Report all lost items immediately. Carry only small amounts of money and do not borrow or loan money. Do not tempt others!!!

Students who find lost articles should take them to the office where they can be claimed by the owners.

Items not claimed after one month will be donated to a local charitable organization.

Special Education Services

The School District of Washington offers a wide variety of special education services for children with special needs. Special education services are extended to students from birth to 21 years of age with visual, hearing, mental, health and speech or language impairments, as well as students who evidence behavior or learning problems.

Parents who believe their child may require special services can request that the child receive an evaluation. This request may be made to the student's teacher(s) or the school counselor.

Library Services

The Washington Middle School Library is open from 8:00 A.M. until 3:30 P.M. Students are welcome to use the library facilities as a quiet place to work, check out books and magazines, and to use the research lab. Each student must have their planner hall pass signed by their classroom teacher to come to the library. Students may check out books and magazines for 2 weeks. Each student may check out up to 3 items at a time. If a student has overdue or lost materials, he/she will not be allowed to check out additional materials, grade cards may be held, and he/she may be responsible for replacement costs.

Health Services

If a student becomes ill in school, he/she should report to the nurse who will decide the course of action. Students must not leave the building because of illness without authorization. If the nurse is not present, students should report to the office. All students new to Washington Middle School are asked to file an up-to-date physical examination report with the nurse. **All medicine will be kept by the nurse.** All medication (including cough drops) must be brought to school by a parent/guardian. They should be marked with the student's name and the directions for administering. All medications shall be in the original container(s) and accompanied by requests signed by parent/guardian. The School District of Washington has a district medication policy. Students who need to take medicine while at school are to make arrangements through the school nurse.

Non-prescription pain reliever/fever reducer will not be given to students before 11:00 A.M. The School District of Washington has a district medication policy. Students who need to take medicine while at school are to make arrangements through the school nurse. The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally NOT be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is a part of a student's necessary treatment, subject to the approval of the district's health services coordinator. All medication policies and forms can be found on the district's website under the health services department.

I. Prescription Medication

- A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given, and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
- C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g., refrigeration. The medication must be delivered to the school by the parent/guardian or other responsible adult. Medication supplies should not exceed a 30-day supply.

II. Over-the-Counter Medication

Written permission must be obtained from a parent/guardian to administer over-the-counter medications. Administration of over-the-counter medication will be according to the directions on the package. If the doctor's order for medication to be administered is different than the package instructions, a written order from the doctor must be obtained from the physician. All over-the-counter medication must be in the original container and brought to school by a parent/guardian.

III. Emergency Medication

All schools in the district should be equipped with medication to be administered in the event of a severe allergic reaction. The emergency medication and physician's orders for such medication shall be kept in a secure location but easily accessible for qualified designated personnel.

School Counselor

Washington Middle School has two full-time Guidance Counselors on campus. The counselors provide services to meet the needs of the students. They consult with teachers, staff and parents to effectively enhance the educational growth for students and provide support to other school educational programs.

Services:

- 1) Implement the Missouri Comprehensive School Guidance Program;
- 2) Guide and counsel students, both individually and in groups, through the development of educational and career plans;
- 3) Counsel individual students;
- 4) Consult with teachers, staff and parents regarding the developmental needs of students;
- 5) Refer students to appropriate community agencies in consultation with their parents;
- 6) Coordinate, conduct or participate in activities which contribute to the effective operation of the school.

Extracurricular Activities

Washington Middle School offers and encourages participation in the following extracurricular activities/clubs:

Athletic Teams Clubs

Basketball - Boys' and Girls'	Archery Club
Track – Boys' and Girls'	Book Club
Girls' Volleyball	Brain Bowl
Cross Country – Boys' and Girls'	Drama Club/Play
Spirit Squad	Environmental
Wrestling	Game Club
	Honor Society
	Student Council
	WEB Leaders (8 th grade)
	Yearbook
Music Ensembles	
Band	
Jazz Band	
Orchestra	
Pep Band	
Vocal Music	

- **See District Website for updated schedules.**

Missouri State High School Activities Association Guidelines

All students must meet the standards set by the Missouri State High School Activities Association (MSHSAA) to be eligible for participation in any school related extracurricular activity. The MSHSAA guidelines for 7th and 8th grade students are as follows:

- A. Grading Period:** A “grading period” is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. (However, see also item c below).
- B. Semester of Participation:** The student shall be currently enrolled in and regularly attending the normal course for their grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age.
- C. Entry into 7th or 8th Grade:** This section shall not apply to students promoted for the first time into the 7th or into the 8th grade prior to the first day of classes.

RED LEVEL STUDENTS:

Students may be placed on the Red Level for excessive disciplinary issues. Students who are placed on the “RED” level of our positive Discipline Program will be ineligible to attend and participate in extra-curricular/co-curricular activities until they are removed from the RED Level. Students on the RED level are allowed to practice with their team, however not compete while on the RED level. To be removed from the Red Level, students must complete the “Restoration of Privileges Agreement” and turn it into one of the Principals. (For more information on the WMS positive discipline program refer to page 36-37.)

Participant and Spectator Involvement

We encourage involvement of students in all of our extracurricular activities as participants or spectators. We will post events in the daily bulletins and website.

Any form of extracurricular involvement assumes attendance at all regular classes held that day. Usually, an ending time for the event will be noted. *A student's ride home should arrive at school within fifteen (15) minutes of the scheduled finish time.* Students not following this guideline will not be allowed to attend future events. Our extracurricular sponsors give much time for little compensation. We do not want them to spend more time away from their homes, but we will not leave a student alone at night waiting for a ride. Parent assistance in this matter is greatly appreciated. Students left one hour after an event with no ride may be transported to the Washington Police Department. *Students and parents should also be aware that students may not leave the building during an event and then return. All School District of Washington campuses are smoke free areas.*

Grade Cards

Grade cards will be issued at the end of each nine-week period. Progress checks can be made anytime by logging into the Lumen Parent Portal. Progress Reports may also be sent home with students.

Grading Scale

A student's letter grades/points in each of his/her classes are determined from the following scale.

WMS Grade Scale

100-95	= A
94-90	= A-
89-87	= B+
86-83	= B
82-80	= B-
79-77	= C+
76-73	= C
72-70	= C-
69-67	= D+
66-63	= D
62-60	= D-
59-0	= F

Point Scale

A	= 4 Points
A-	= 4 Points
B+	= 3 Points
B	= 3 Points
B-	= 3 Points
C+	= 2 Points
C	= 2 Points
C-	= 2 Points
D+	= 1 Point
D	= 1 Point
D-	= 1 Point
F	= 0 Points

Honor Roll

A & B Honor Rolls will be determined following each grading period.

B Honor Roll

The B Honor Roll will consist of students who have met the following criteria:

- Grade Point Average between 2.999-3.799

A Honor Roll

The A Honor Roll will consist of students who have met the following criteria

- Grade Point Average 3.8 to 4.0

WMS Pupil Promotion

It is the belief of the faculty and staff at Washington Middle School that all students can successfully complete every class.

Policy IKE states:

“Students will normally progress annually from grade to grade. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning the retention.

A committee of the student’s teachers, a counselor, an administrator and the student’s parents will review the student’s progress and will consider all factors relating to promotion or retention.

This committee will use the following factors to determine placement:

- A. Academic Performance – criteria for success include: 7th grade students must pass 3 of 4 core classes. 8th grade students must pass 3 of 4 core classes. Students in either grade that fail 2 or more core classes for the year will be required to attend summer school in order to meet requirements for promotion;
- B. Chronological Age – student’s age compared to average age of classmates;
- C. Social Maturity – student’s ability to cope with changes in daily school activities;
- D. Emotional Maturity – student’s ability to cope with changes in daily school activities;
- E. Physical Development – physical size and stature compared to others in student’s classes;
- F. Work and Study Habits – nature of classroom performance;
- G. Attendance Record – number and the nature of absences
- H. Past Retentions – number of retentions in student’s school history.

The committee will recommend whether the student should be promoted and whether the Elementary Certificate of Completion should be awarded. The recommendation will be submitted to the building principal for approval.

Promotion Procedure

- I. After the end of the third quarter, students in danger of retention will be notified to meet with staff at Parent Teacher Conference to discuss progress.
- II. After the fourth quarter progress reports have been issued, a staffing will be held for all students at risk of retention. A decision concerning placement will be suggested at this meeting.
- III. Parents will be notified of the decision of the staff, and the options will be discussed.

Withdrawal Procedures

The following procedures are to be followed if a parent wishes to withdraw their child from WMS:

- Parent/Guardian notifies guidance secretary with the date of withdrawal.
- Guidance secretary gives the student a Withdrawal Form.
- Student takes the form to each of his/her teachers to mark current grade, and to indicate that all books/supplies have been handed in to the school.
- Student returns the completed form to the guidance secretary.

Upon enrolling in another school, parents will be asked to sign a "Release of Records". That form will be faxed or mailed to WMS at which time the guidance secretary will send the student's cumulative file, including discipline records, to the school district where the student is seeking to enroll.

ATTENDANCE

Procedure for Student Absences

When your child is absent, please contact the school by 9:00 A.M. by calling 636-231-2300. If we don't receive a phone call, the school will attempt to contact the student's parent/guardian to confirm the child's absence. This is done for the safety and security of all students.

WMS Attendance Policy

Any child who is a resident of the School District of Washington and who is between the ages of seven and 18 years shall attend a day school, public or private, as specified in state law. The Board of Education shall abide by the compulsory attendance laws of Missouri by requiring district resident children between the ages of seven and 18 to attend school—public, private or home-school—full-time, with the exception of those students who may be excused from full-time attendance by the superintendent; School District of Washington Policy JEA.

Absences of 15% or more are not acceptable. It jeopardizes the exposure to academic, emotional, physical, and social well-being of our students. The staff will use measures to ensure the opportunity for students to buy back lost instructional time due to excessive absences. Activities may include Saturday School, before or after-school learning labs, mentoring, tutoring, service learning, and other projects as deemed related. Five (5) or more absences per semester will result in a parent contact

Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving high school.

Notification to parents concerning absences:

1. A letter is sent home following the fifth absence of a semester to state the concern.
2. A letter is sent home following the eighth absence of a semester discussing options to buy back lost instructional time.
3. A letter is sent home following the twelfth absence of a semester requesting parent contact, and possible contact being made to the Division of Family Services and/or Juvenile authorities.
4. Notification can also be made to the Division of Family Services and/or Juvenile authorities when the administration feels absences are of serious concern.

Absences will be classified as EXCUSED, UNEXCUSED, AND TRUANT.

EXCUSED ABSENCES are those that may be classified under one of the following categories:

1. Personal illness;

2. Professional appointments that could not be scheduled outside the regular school day;
3. Serious personal or family problems;
4. Others that have been designated as excused by the principal prior to the absence, such as a pre-planned family trip for a student who otherwise has good attendance. (A limit of five school days will be placed on these above regulations.)

UNEXCUSED ABSENCES are those that do not fall into any of the above categories and are judged by the staff member in charge of admitting students (after absence) to be unjustified.

Truancies are unexcused absences that occur without the knowledge or consent of the parent/guardian. The student will be permitted to make up work missed and will be required to serve one (1) after-school detention for each class missed. Repeated truancy will prompt referral to county juvenile authorities. Students may be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians (Board Policy JEDA).

Make-up Policy - Absences falling on the day of a scheduled test or assignment deadline will be treated as follows:

The test will be taken by the student the first day he or she returns to class, if the absence is short term—1 or 2 days. For extended absence, work will be expected within one (1) week. If additional time is needed, special permission from the teacher and school principal will be necessary.

Student make-up work may only be picked up for 2 or more days of consecutive absences. If a student misses part of a day rather than a full day, this time will apply toward total absences. Seven class periods missed will be equal to one day, even if the seven class periods missed are scattered throughout the semester. Parents are advised to schedule appointments outside the regular school day whenever possible.

Extended Absences Procedures

The procedure for extended absences will be to fill out a form in the office and turn it in with a note from the parent/guardian stating the reason for the absence. Extended absences must be pre-approved by the administration. **During any period of absence, students are encouraged to utilize the Homework link on the WMS Web site:**
www.washington.k12.mo.us.

Extra-curricular Attendance Policy

If a student is ill and cannot attend class, then he/she should not plan to be a participant nor a spectator at any extra-curricular activity at school on that day. Similarly, a member of a school athletic team will be sidelined for practices and games if an injury prevents participation in physical education.

Procedure for Leaving School

Students are not permitted to leave school grounds at any time during the school day without a permission note from home and the school office. **If a student must leave the building because of illness, appointment, or family need, a parent/guardian must sign the student out at the school office before leaving.** Students who become ill during the school day must report to the school nurse's office. After making an evaluation

of the student, the nurse will determine if the child will remain at school. If a child needs to be dismissed due to illness, the nurse will contact the parent/guardian. Students should not contact parents without permission from the school nurse or office. Failure to follow the proper procedure may be considered an act of truancy.

Tardiness

Excessive tardiness will be considered a concern and the student will be expected to earn back the lost instructional time. This will be addressed accordingly:

- A) 3 or more tardies may result in evening detention or lunch detentions.
- B) 6 or more tardies may result in ISS or Saturday School.
- C) Excessive tardiness may result in ISS/OSS or Saturday School.

Parent Portal Access

For parents who desire the ability to view current grades and information regarding their students, the School District of Washington has instituted a Parent Portal. Any parent wishing to participate can sign up by filling out the enrollment form which can be found on our website at

http://www.washington.k12.mo.us/distinfo/Parent_Portal_Agreement_Form.pdf.

Completed forms can be faxed to the Technology Department at 636-231-2805, or sent in to the office with your child. Parent Portal access can only be granted to parents who are in our system as educational decision makers.

Homework

For a number of courses, continual practice is beneficial. Homework is one tool available to obtain such practice. If a student's persistent refusal to complete homework becomes disruptive to his/her successful completion of the class, a referral may be made to the counselor and/or principal. **Students may be assigned one of the following academic interventions if they need additional assistance: Saturday school, morning lab, evening detention, and/or lunch detention.**

Off Limit Areas

Students may only be in supervised areas during the school day. WMS students should not be on the high school campus without pre-approved permission.

Care of School Property

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure or do other damage to school property or equipment will pay for the damage or replace the item.

Dress Code

Each student should select clothing suitable for school and the day's weather conditions. Styles and types of clothing change from time to time; the school recognizes this fact and will make allowances for such changes within limitations. The limits as to what is considered appropriate dress will be determined in the opinion of the teachers and administration. Matters of personal appearance that are deemed distractions in the classroom will not be allowed. If a teacher feels that student's dress is provocative or inappropriate, the student may be referred to the office with a conduct referral. The administration will then determine the appropriate action to be taken with the student.

Guidelines for Dress Code are as follows:

- Short shorts, short skirts, tube tops and spaghetti straps are not to be worn to school. Undergarments and midriff are not to be visible (exposed).
- Hats are not to be worn inside the building.
- Any references to drugs, alcohol, tobacco, sex, violence or profanity is prohibited.

Consequences:

1. Parent may be contacted to bring suitable clothing or clothing (t-shirt) may be provided by the school.
2. Principal/Student conference
3. Parent contact/Disciplinary referral
4. Referral – In-School Suspension (ISS)/parent conference

Bus Policy

Students must board the bus at the Middle School only.

The Middle School will cooperate with the bus contractor to assure safe and orderly transportation. Bus transfer forms must be filled out and returned one day prior to the student riding a bus other than their regular bus. Students may not get off the bus at a stop other than their own without a signed note from the office and their parent/guardian.

Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of 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. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in 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 playgrounds, parking lots, school transportation or at a school activity whether on or off school property.

It is the policy of the School District of Washington 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 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, any aggravated circumstance of any offense, or any 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 district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the School District of Washington to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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 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 and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, 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 JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

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 the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. 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.

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

First Offense:	Principal/Student conference, up to course failure.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense:	Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion. Restitution if appropriate.
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Subsequent Offense:	Up to 180 days out-of-school suspension or expulsion. Restitution if appropriate.
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Assault

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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

Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

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

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

First Offense:	Written warning notification, principal/student conference, detention, in-school suspension, out-of-school suspension, or revocation of driving and parking privileges.
Subsequent Offense:	Vehicle may be towed away at the owner's expense, suspension or revocation of driving and parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – 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; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

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

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

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

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or up to 30 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

First Offense:	Principal/Student conference, in-school suspension or up to 180 days out-of-school suspension.
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Subsequent Offense:	11 to 180 days out-of-school suspension or expulsion.
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1. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Principal/Student conference, up to 180 days out-of-school suspension or expulsion.
Subsequent Offense:	11 to 180 days out-of-school suspension or expulsion.

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

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

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

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

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

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

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

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

Harassment, including Sexual Harassment (see Board policy AC)

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

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

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

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

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

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

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

First Offense:	Confiscation. Warning, principal/student conference, detention, in-school suspension, or out-of-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.

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

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

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
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Subsequent Offense:	Detention, in-school suspension, or up to 10 days out-of-school suspension.
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Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material –

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

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

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

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

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

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, in-school suspension or out-of-school suspension.
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Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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- Violations, other than those listed in (1) or (2) above, of Board policy EHB and procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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

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

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

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

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

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

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

Tobacco

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

First Offense:	Confiscation of tobacco product. Principal/Student
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	conference, detention, in-school suspension, or up to 5 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, Saturday school, or up to 90 days out-of-school suspension.

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

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, Saturday school, or up to 3 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension, Saturday school, or up to 90 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedure JED-AP1) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, Saturday school, or 1-3 days in-school suspension.
Subsequent Offense:	Principal/Student conference, detention, Saturday school or other extended learning opportunities to make up lost instructional time, 3-10 days in-school suspension, loss of credit, removal from class(es), and removal from extracurricular activities.

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

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

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students while school is in session, out of session, or at a district-sponsored activity.

First Offense:	Approved plan of restitution is mandatory. Additional consequences include principal/student conference,
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	detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Approved plan of restitution is mandatory. Additional consequences include in-school suspension, up to 180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

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

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

Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	Principal/Student conference and one calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

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

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

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Discipline Descriptors

After School Detentions are held from 3:30 - 4:30 P.M., Monday, Tuesday and Thursday. Students are to bring materials and remain busy the entire time. After school detention is supervised by a faculty member.

Lunch Detentions are held during a student's lunch period. Lunch detention is supervised by a faculty member and is a quiet study period. Unless the student speaks to the office secretary and makes arrangements, a sack lunch will be charged to the student and delivered on the day of the lunch detention.

Saturday School is held most Saturdays when 2 or more students are assigned. Saturday school is supervised by a certified faculty member who provides assistance to students with their school work. Saturday School is used to buy back lost instructional time, academic intervention, and as a consequence for poor choices. The front door of school is open for Saturday School from 7:55 A.M. until 8:10 A.M. After the door is locked, there will be no late arrivals. Parents may make arrangements to drop by Saturday School by speaking to the supervisor while the door is open.

In School Suspension (ISS) begins at 7:55 A.M., or when the student arrives at school, until the end of the day at 3:25 P.M. The student's teachers provide assignments and make-up work for the time they are in ISS. ISS is supervised by a faculty member and held in a small classroom. A sack lunch will be provided, that is, if the student has money on their account. Two restroom breaks are provided.

OSS/ISS HOMEWORK POLICY (Policy JGD)

In-school suspension and out-of-school suspension are disciplinary options that may be utilized by schools. In-school suspensions are designed to accommodate homework during the days served in the suspension. Out-of-school suspension is served by removal of the student from school premises for a determined length of time. Work that has been assigned to the student during the term of suspension is expected to be made up for full credit.

Out of School Suspension (OSS) – This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. The student is not allowed on school property without special permission of the school administration. They are not to attend school functions or extracurricular activities at home or away.

Students will be allowed to make up work for full credit. Homework will be given to the student in three-day increments. Students will not be given additional work until they have finished the prior three days' worth of work.

The student and their parent must request homework assignments in writing by the next school day after the OSS has been assigned. Homework assignments are due the day the student returns to school. No extension will be granted.

Major tests and major projects will be arranged with the teachers. It is the student's responsibility to make arrangements with their teachers to make up major tests and major projects. Students must make these arrangements within five days of returning to school.

Washington Middle School Academic Interventions

- Saturday School 8-11
- Morning Academic Lab – 8:00 – 8:25
- Lunch Learning (During lunch in ISS)
- After School Learning Lab/Detention – 3:30 – 4:30
- Math Tutoring October-April

The interventions listed above are designed as a time for students to get assistance on late or missing assignments. Also a time students can buy back lost instructional time due to excessive absences.

WMS Positive Discipline Program

The Washington Middle School Positive Discipline Program is designed to hold students accountable for their actions while also giving them an opportunity to earn back lost privileges and rewards with good behavior and attendance. This practice links with our district wide Character Education program.

BLUE LEVEL – Everyone starts the year on the Blue Level

RED LEVEL - 4 or more referrals

Placement in OSS

Excessive Absences

*** Students would lose the following privileges while on RED: No extracurricular competition, students may not attend extra-curricular school functions/activities, may not attend assemblies, etc.

***Administration may use discretion when necessary and revoke or restore privileges as needed.

Students may fill out a Restoration of Privileges form to move to the next level. The form must be signed by a parent and building Principal. Forms are located in the office.

WMS Bluejays ROCK

Expectation	Bus	Hallway	Cafeteria	Restroom	All Settings
Respect	<ul style="list-style-type: none"> • Be ready when bus arrives • Board promptly • Follow bus driver's directions • Appropriate language • Exit promptly 	<ul style="list-style-type: none"> • Use a hallway pass at all times • Be in classroom when bell rings 	<ul style="list-style-type: none"> • Enter/exit cafeteria in an orderly fashion 	<ul style="list-style-type: none"> • Use facility quickly and quietly • Return to class promptly 	<ul style="list-style-type: none"> • Follow directions first time asked • Show respect to all • Be prepared with materials • Hands to yourself • Use polite language
Ownership	<ul style="list-style-type: none"> • Take seat immediately • Yellow voice 	<ul style="list-style-type: none"> • Yellow voice • Go directly to your destination • Pick up dropped items quickly; throw trash away 	<ul style="list-style-type: none"> • Wait patiently in line • Use food as intended • Push in chairs • Put trash in bins • Backpacks in classrooms at lunch • Deposit lunch money in drop box before school 	<ul style="list-style-type: none"> • Keep water in sink • Put paper towels in trash cans • Clean up after yourself 	<ul style="list-style-type: none"> • Follow the dress code • Accept correction calmly • Complete all tasks assigned
Commitment	<ul style="list-style-type: none"> • Remain seated 	<ul style="list-style-type: none"> • Always walk in an orderly fashion • Stay to the right 	<ul style="list-style-type: none"> • Find a seat quickly and remain seated while eating • Be sure table and floor are trash-free 	<ul style="list-style-type: none"> • Report problems to staff 	<ul style="list-style-type: none"> • Notify adults of unsafe conditions • Attend school each day • Use school property as intended • Keep personal belongings stored safely
Kindness	<ul style="list-style-type: none"> • Thank driver when exiting • Make room for all riders • Be a model for other students 	<ul style="list-style-type: none"> • Yellow voice • Take care of items in the hallways (e.g. posters, displays) 	<ul style="list-style-type: none"> • Use appropriate words • Yellow voice • Share extra food in the food basket 	<ul style="list-style-type: none"> • Respect others' privacy 	<ul style="list-style-type: none"> • Greet staff • Offer to help others • Say please and thank you • Use good digital citizenship

Emergency Information

Dear Parent/Guardian:

We want you to be aware that this school has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after-hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is

vital to helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures:

1. Do not telephone the school or your child's cell phone. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications. Communicating with your child through their cell phones could endanger their lives and it could cause a mass overload on the communication systems. Cell phones should only be used to give information to the authorities.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. Tune your radio to KLPW AM 1220, for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your children. This information may also be delivered through the School district of Washington Call blast. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins and Call blast. It is important that parents respond only to the designated location rather than a variety of entrances to the school. This will avoid confusion, frustration, and help streamline you getting your child in an expeditious manner.
5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.

We are proud that ours is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact us at 636-231-2300.

Ron Millheiser, Principal

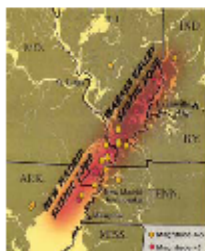
Earthquake Safety For Missouri's Schools



The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.

- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the following sources:

American Red Cross website

http://www.redcross.org/services/prepare/0,1082,0_241_00.html

Missouri State Emergency Management Agency website

<http://sema.dps.mo.gov/EQ.htm>

Federal Emergency Management Agency website

<http://www.fema.gov/hazard/earthquake>

This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455