

2023-2024



WAYNESVILLE HIGH SCHOOL
Student Handbook

200 GW Lane
Waynesville, MO 65583
Phone: (573) 842-2400 Fax: (573) 433-2921
<https://www.waynesville.k12.mo.us>



WAYNESVILLE HIGH SCHOOL

“HOME OF THE TIGERS”

District Mission: Prepare and empower individual lifelong learners for opportunities as citizens and leaders.

District Vision: Excel as student-centered community of learners that embraces diversity, collaboration, and innovation.

Core Values:

- Community of Diversity
- Student-and Stakeholder-driven Quality
- Continuous Improvement and Learning

Collective Commitments:

- Decisions are based on the best interest of students
- Technology enhanced schools
- Relevant learning experiences
- Respect, understand and, appreciate diversity
- Utilize effective and innovative strategies for learning
- Continually evaluating educational effectiveness

School Motto: Where the Orange and Black Unite with the Red, White and Blue

Member: Ozark Conference

School Colors: Orange and Black

School Mascot: Tiger

*Accredited by the Missouri Department of Elementary and
Secondary Education with Distinction in Performance
A+ School*

WAYNESVILLE HIGH SCHOOL
ALMA MATER

Hail, Waynesville High School
Honor to you
Ever you'll find us loyal and true
Firm and undaunted, always we'll be
Here's to the school we love
Dear old Waynesville High

ADMINISTRATION

Building Administration Directory. 573-842-2400

Principal	Dr. Jason Whitt
Assistant Principal (9 th Grade)	Mr. Lucas Smith
Assistant Principal (Grades 10-12, A-K)	Mr. Kevin Schnicker
Assistant Principal (Grades 10-12, L-Z)	Dr. Traci Starnes
Athletic Director	Mr. Cory Ace

District Administration Directory

Superintendent	Mrs. Hilary Bales	573-842-2097
Asst. Superintendent	Dr. Jamie Goforth	573-842-2094
<i>Personnel Services</i>		
Asst. Superintendent	Dr. Patricia Adkins	573-842-2050
<i>Instructional Services</i>		
Chief Financial Officer	Mr. Aaron Harrison	573-842-2069
Executive Director of Operations	Dr. Billy Cobb	573-842-2069
Director of Special Services	Dr. Elizabeth Washington	573-842-2014
Director of Transportation	Mr. Aaron Tronstad	573-842-2199

Secondary Student Schedule (Attendance Hours)

Monday, Tuesday, Thursday, Friday
7:30 am- 2:35 pm

Wednesdays (30 minute delayed start for teacher collaboration)
8:00 am- 2:35 pm

Early Release Days
7:30 am- noon

Office Hours
7:00 am- 3:30 pm

Teacher Hours
7:00 am- 2:45 pm

SECTION I: ACADEMIC ASSISTANCE PROGRAMS

Academic Assistance is designed to prevent failure by affording students maximum opportunities for success. Prior to assigning a grade of “F” as a student’s grade the following should take place: (all of these can occur in the same communication)

1. Notify the student that he/she is in danger of failing.
2. Notify the student’s parents that failing is possible; use of email, telephone, or mail are acceptable forms of notification.
3. Notify the student and parent that academic assistance is available. We believe it is the responsibility of the student to take advantage of academic assistance.

Tiger Time is an academic assistance period built into the regular school day. Tiger Time can be used for students who need additional support or to make up assessments. During the time there may be scheduled meetings for classes, groups, or activities designed by the school counselors. Administration will approve all meetings that take place during Tiger Time. Additional information regarding Tiger Time can be found on the school website.

Student Rewards, Incentives, Privileges and Expectations System (S.T.R.I.P.E.S) - The STRIPES Program aims to reward effort and achievement by offering various privileges to students who maintain a high standard of academics, citizenship, and attendance. The purpose of the STRIPES Program is to proactively incentivize students with relevant privileges that are meaningful to them, such as themed events/drawings, preferential parking, discounted tickets to athletic events and dances, early lunch and early Friday dismissal (teacher’s discretion). Please note, there are no immediate restrictions to school sanctioned events for students who do not qualify for a card. However, Waynesville High School administration reserves the right to disqualify any student, at any time, from any school sanctioned event as a result of poor academic, attendance or behavioral standing with the school. [Details on the STRIPES program can be found at: INSERT WEB LINK](#)

What I Need (W.I.N.) - The (WIN) after school program will run Monday-Thursday from 2:45-5:30. The program is open to all students in grades 9-12 and there are no registration fees. The program will include academic assistance time and privilege time that will run from 2:45-4:00 and club time that will run from 4:00-5:30. Students who stay after for WIN time can ride the activity bus home. The activity bus departs from WHS at 5:45.

Failure Is Not an Option (F.I.N.O.) - This is an after school intervention program specifically for freshman students. The purpose of this program is to give ninth grade students an opportunity to make up work in a timely manner within a structured environment. Students who are failing multiple classes and missing assignments will be referred to the program and parents contacted. FINO students will attend academic assistance in Rm. 18 until 4pm and will have access to freshman teachers and tutors. Students will have the opportunity to join WIN at the conclusion of FINO and ride the activity bus home or have parent pick-up.

Academic Student Achievement Program (ASAP) - This is an intervention to assist our students who are struggling to achieve academically. The ASAP is a partnership between teachers, counselors, and administrators which will provide additional academic support and tutoring for students grades 9 through 12 who may need to or wish to improve in one or multiple classes. The goal of ASAP is to open lines of communication between parents and students; to provide more one-on-one assistance with each individual student; and to provide a way for each student to achieve academic success before receiving final grades. Here at Waynesville High School, we are invested in our students’ learning and well-being and we’re sure you are too. You are encouraged to refer your student to this program if you feel they need extra assistance. Students may also refer themselves.

Educating our Digital Generation Effectively (EDGE) - Waynesville R-VI School District is proud to offer our students a 1:1 environment. Our goal with this initiative is to educate our digital generation using high-effect size instructional strategies with every student to have access to a device as a tool to enhance the learning experience. The device, a Chromebook, will be the tool teachers and students will use. The EDGE handbook can be found at www.waynesville.k12.mo.us and will outline the student responsibilities with these

devices Waynesville R-VI Schools is providing for each of them to use.

Grading Guidelines-

1. All classes will utilize a grading scale of 60% Summative/ 40% Formative Assessments. Classes that are Advanced Placement (AP) or Dual Credit (DC) will use a 70% Summative/30% Formative grading scale unless otherwise mandated by the university.

Percentage	Title	Standards-Based Assignments May Include
60	Summative	Tests, Projects, Lab Reports, Essays
40	Formative	Quizzes, Exit Tickets, Classwork/Homework, Checks for Understanding, and Group Work

2. At a minimum, each course syllabus will contain the following grade-related information:

- A. Particular course/grading policies that could potentially affect a student's grade. Any weighted grades for the course.
- B. Late work policy for the course in conjunction with the building late work policy.

3. Individual achievement of stated learning goals shall be the only basis for grades.

- A. Each assignment will be linked to a stated learning target entered in the assignment description in PowerSchool /Canvas.
- B. Effort, participation, attitude and other behaviors shall not be included in grades unless they are a stated part of a learning goal and scored via a rubric shared with the student.
- C. Teachers shall discuss assessment and assignments with students at the beginning of instruction. An overview of each assignment will be available to parents/students to include evaluation and grading standards.

4. Teachers shall provide proper feedback and record evidence of student achievement on an ongoing basis. Once assigned/given an assignment or assessment, it will be entered in PowerSchool /Canvas. A reasonable date of return to students will be available to parents/students.

5. Formative Work (Academic Practice)

- 1. Formative work is academic practice that is graded and should receive purposeful feedback.
- 2. Formative assignments will be accepted for full credit until the date of the summative exam.
- 3. After the summative, if a student elects to re-assess then they must turn in all formative work prior to the re-assessment and can earn up to 75% on that work until the re-assessment date.

6. Retesting Procedure - It is the belief of the high school staff that students may have an opportunity to retake summative exams one time, if:

- A. Students have turned in all assignments prior to the first summative exam,
- B. Students have attended academic assistance such as Tiger Time, W.I.N., F.I.N.O., or 1 on 1 with the teacher.
- C. Students have 2 weeks after they receive their summative assessment score to retest. (Teacher assigns the re-test date)
- D. Summative projects, Lab Reports, and Essays may allow students to fix or re-do if turned in on the due date. Students who do not submit/ complete a summative assignment will be required to complete it.

The students can earn up to 80% credit on the retaken summative.

7. Absences shall be handled according to district policy. Please see the section related to absences.

8. Failing Grades

- A. Teachers will make every attempt possible to notify parents of any student whose grade drops to an

F.

B. Students not reaching mastery expectations and/or incomplete assignments will be referred to the school intervention program and building procedures will be followed.

C. Grade reports for all courses will be emailed to parents every six weeks.

D. Students failing a course may not be eligible to participate in extracurricular activities. (Teacher discretion based on the individual student).

9. Final Examinations - Final examinations are to be administered in all high school classes to every student regardless of his/her grade at the close of each semester.

SECTION II: ATTENDANCE/SCHEDULES

Parents need to call the school when their child is absent (573-842-2400). If no call is received by the school, it will automatically be an unexcused absence. An automated phone call will go out each day a student is absent. A student shall be allowed no more than five absences per semester. Except in certain situations with foster care children in accordance with law, on the sixth absence in any class, credit may be denied pending conclusion of the appeals process (JED-R2).

The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. The student will begin the “appeal process” at the end of the semester that credit may be denied. The official attendance record will be kept in the attendance office.

1. Missouri law requires school attendance. It is the expectation that students will maintain a high rate of attendance (90% or higher) each school year. The responsibility for appropriate attendance lies with the student and parent or guardian.
Coaches/Sponsors will determine if a student with an F in a class participates in a school sponsored event. Students must be in attendance the day of the event to participate unless they have prior approval from the administration.
2. It is an expectation of the staff that students who miss class make up all of their work. Students who are going on a planned/scheduled trip should meet with their teachers before such trip and have their work completed before the trip or immediately upon returning from the trip. ALL work not completed will be scored as a zero until it is completed.
3. A family vacation during the school year will require advance assignments, completion of those assignments during vacation time, and the turning in of those assignments upon the student's first day in attendance after the vacation. At least three (3) days' notice must be received by the administration prior to the vacation so that teachers can be notified and assignments can be prepared.
4. High school seniors may visit colleges, Vo-Tech schools, and take the armed forces exams. Students must prearrange the visit with the high school administration. Students must bring written confirmation from the college admission/armed forces office. According to the Department of Elementary and Secondary Education these activities, unless deemed a school trip and with a school sponsor, must be counted as an absence.
5. Students on an arranged part-time attendance such as the school-to-work program must maintain regular attendance in accordance with the attendance policy. Students missing six or more days from any regular classes, in a semester, will be removed from their part-time attendance status.
6. Any student that misses ten (10) consecutive days of school without any contact will be dropped from enrollment. Parents or guardians may appeal in writing to the respective principal. Following that procedure, if there is still disagreement, appeal may be made to the Director of Student Services.
7. Students will not be penalized when they miss school for an activity; however, they are to make up ALL work missed. If students do not make up the work in any class, they will not be permitted to attend future activities during school.

Verifying Students for Appointments - The school is responsible for students as soon as they arrive on the property. All students must be accounted for at all times. Students are required to check out and into the office when leaving the grounds, parking lot, or returning to school. No student will be allowed to leave the building without consent from a parent or guardian, preferably in writing. Students with permission are required to go through the checkout procedure. Students who leave for an appointment are still required to bring back dated proof of the appointment in writing. It would be in the best interest of the student if all appointments were conducted after school hours.

As stated previously, it is the legal responsibility of parents to make sure that their student(s) are at school. The school cannot condone nor excuse any absence that, for any length of time, takes away from the educational opportunity that is provided to each student. Any student who does not check out, leaves without permission, or is not accounted for in the building will be truant and subject to disciplinary action.

In order to leave school, you must:

1. Present a note written by your parents or parents call the office stating when and why the student must leave.
2. ONLY THE SECRETARY OR PRINCIPAL can give you permission to leave. Ill students must be released by the nurse.
3. Leaving school without permission will result in disciplinary action for truancy/leaving campus without authorization.

Procedures When Arriving at School - Students may enter the high school at 7:00 a.m. to go to their classrooms. Any student arriving prior to 7:00 a.m. need to remain in the Tiger Joe area. Students may stay in Tiger Joe or may go to the lunchroom for breakfast.

Procedures When Absent from School - Parent/guardian should call to report the absence between 7:00 and 11:00 am on the morning of the absence. Phone number: 573-842-2400. All students who leave and/or return during the school day must check in and out through the office. Students must have a permit to leave school prior to leaving the building and campus.

Procedures When Late for School - Students entering school after the 7:30 a.m. bell must enter through the main office or 9th Grade office entrance and check in. Students will be issued a Permit to Class. Any student arriving to class 5 minutes after the tardy bell must have a pass or the student will be sent to the appropriate office. All students are responsible for picking up their homework if they arrive late for class. Medical or Appointment slips will not be counted tardy. All others will be counted as tardy. Any student arriving 20 minutes after class begins will be marked absent for the entire hour. The office will attempt to verify any absence by contacting parents by phone, but this call does not take the place of a written excuse. If you arrive after school has already begun, you must report to the office for an "Admit to Class" pass.

Procedures for Checking Out of School - Under no circumstances should students leave school without properly checking out in the 9th grade or main office. Those disregarding this rule will be subject to disciplinary action under the provisions for truancy offenders. Parents must sign out a student in person in the office prior to the student leaving the building, unless prior permission has been given for the student to check out and drive himself or herself. Please refrain from checking your student out from school during the last 30 minutes of school, unless there is an emergency.

If students know in advance that they will have to leave school at a certain time, they should bring a note from a parent/guardian and present it to the main office before school begins. The note should contain the reason for leaving school as well as a current telephone number of parents/guardian (home and work). The secretary will call to verify the note then give the student a permit to leave school at the specific time. Once you arrive on campus, you MAY NOT leave campus without following proper attendance procedures.

Inclement Weather Notification and Delayed Start - When the Waynesville R-VI school district decides to cancel school, use emergency snow routes, delayed start, or early dismissal, it will be broadcast over local radio stations, Cable TV-Channel 12, Springfield Broadcast Council, posted on our web page at www.waynesville.k12.mo.us, and school messenger.

Snow Route-Emergency snow routes are run by school buses when the majority of main roads have been plowed, but the secondary roads or side roads have not been plowed or there is reasonable doubt of safe roadway conditions. Snow routes will be in effect for both morning and afternoon. Due to the different types of roads in our district and routing of certain school buses, not all bus routes will have an emergency snow route. Students affected by the use of emergency snow routes will receive additional information regarding modified bus stop locations from the bus driver. Snow routes are posted on the district website. If snow routes are run in the AM then they will be run in the PM as well on that school date.

Should the Waynesville School District declare a “Delayed Start” is in effect, all bus schedules and school-starting times will be delayed two (2) hours. School dismissal times would not be changed.

AMI (Alternate Methods of Instruction)- AMI days will be designated by the district when two or more inclement weather days in a row are called. Students who participate will be counted present for the day and students who do not participate will be marked absent. Students who do not have internet will have an opportunity to complete and turn in paper-based AMI day assignments in order to be considered present. Students are responsible for completing all work assigned to them on AMI days.

Attendance at extra-curricular, Athletic, and MSHSAA Sanctioned Events-To participate in an extracurricular activity, a student must be in attendance for the entire day of the event. A student must also be enrolled in 3 credit hours each semester. For Saturday events, you must be in attendance all day Friday. This also includes WHS activities. Exceptions are granted only with prior administrative approval.

Student Absences and Excuses - (See District policy JED-R2)

Bell and Lunch Schedules can be found here: <https://www.waynesville.k12.mo.us/domain/1802>

SECTION III: BUSSING/ TRANSPORTATION

Daily Routes - The transportation of students to and from school is a privilege and not a right. Students are expected to be ready at their pick-up sites and follow all transportation rules. Upon arrival to school students are expected to go immediately into the building and not to the parking lot. At the end of the school day students are expected to go directly to their assigned bus.

Transportation Changes: To ensure student safety and clear communication, send a note with your child or come into the school office personally if there is a change in transportation in a given day. Students will follow their normal dismissal procedure unless a note is received. District transportation shall not be used by students for the purpose of riding home with other students for non-school activities (ex...sleepovers, sporting events, parties, etc...) No telephone calls or e-mail will be accepted for transportation changes unless it is an emergency.

Bus Discipline: The bus driver is in charge of his/her bus and is expected to report to the Director of Transportation or principal any failure of cooperation on the part of the students. Inquiries about routes should be referred directly to the Director of Transportation. Complaints about bus problems should be referred to the Director of Transportation.

The director of transportation will confer with the building principal to address issues when necessary or as provided by JG-R3. Discipline may include warning letters or bus suspensions. Depending on the nature of the infraction, school consequences may be assessed. Transportation conduct includes conduct on the bus and or at the bus stop.

Regulations for Bus Trips - The transportation of students to and from extracurricular activities is a very important responsibility of the school. Your safety is a paramount concern of the bus driver, your coach, and activity sponsor. Legally speaking, whenever you enter a school bus and are transported to an activity, you are the responsibility of the school.

Because your safety is important, the following policy is in effect:

1. Any student utilizing school transportation to an activity WILL ride the bus back to the school unless released by the sponsor. If the parent or guardian wishes to transport the student home, they must contact the sponsor face to face and sign the student out. Students are not allowed to ride home with any one other than parents unless permission has been arranged with building administration in advance.
2. There will be a teacher/sponsor assigned to the students' bus for each extracurricular activity. This person and the bus driver will be in charge of the bus. While you are at the activity, this person will also govern your actions. Sponsors will be in charge of the passengers until the bus arrives back at school after the activity. The sponsor will inform the students as to the time of departure.
3. The sponsors will have a list of all passengers. After the activity, the sponsor shall check to see that all passengers are accounted for before the bus departs for home.
4. In case a passenger is not accounted for when the bus is ready to depart, the sponsor shall attempt to locate the missing passenger. Upon reaching a satisfactory solution or explanation, the sponsor shall permit the bus to depart after a waiting period of no more than thirty (30) minutes.
5. All school rules, regulations, and penalties apply to bus trips. If there is misbehavior on the bus or at the activity, that student will lose the privilege of riding the bus.
6. All students must have permission slips signed by a parent/guardian prior to participating in a field trip. Permission slips will be provided by the teacher/sponsor.
7. Your conduct will determine your privilege of riding the bus.

NOTE: All students participating in any school sponsored activity that requires transportation must ride the school provided transportation to that activity in order to be eligible to participate. In the case of extenuating circumstances parents must attain ADVANCE permission from the principal or designee.

Student Drivers - Driving to school is a privilege and not a right, all posted speed limits and rules/regulations must be followed or students can be suspended from driving.

1. Upon arrival at school, all vehicles must be parked and all students must leave the vehicles. Loitering on the parking lot will not be allowed.
2. No student will be allowed to move or enter a vehicle between time of arrival and time school is out unless they request and receive special permission from the administration.
3. Drivers should feel great responsibility for the safety of others and use extreme caution while driving around the school area.
4. Drivers are to park their cars in a designated parking spot so that they do not block other cars.
5. Parking is not permitted behind the school. Park only in the student parking area in front of the school and 9th grade center.
6. Students who drive and wish to park in the paved student parking lot must buy and display the school-issued parking permit.
7. **ALL student drivers must have a parking permit which must be purchased from the High School office. The cost is \$5.00.**
8. **Driving is a privilege that may be revoked by the school at any time.**

SECTION IV: CAFETERIA SERVICE

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered by OPAA. All meal information; including prices for full and reduced meals, payment options, and menus can be found on the district website www.waynesville.k12.mo.us under Food Services.

The Waynesville R-VI School District is promoting a pre-pay program for all student meals. This may be done weekly, bi-weekly or monthly. Meal money is collected and input into student accounts daily; you should allow 24 hours for payment processing. Charges notices are emailed weekly to students with a current email address that owe at least \$5.00 in meal charges.

ONLINE PAYMENTS: Go to www.waynesville.k12.mo.us and click on Paying for school lunches and meals next to the Fork/Spoon icon to direct you to MySchoolBucks.com. Use **student name as they are enrolled in school** and **date of birth** OR **student ID number** to sign up for this service.

WHS ON-SITE PAYMENTS: There are three (3) locked meal payment drop boxes located at WHS. In the 1st hallway outside the Main Office - *orange box*; one in the hallway outside the 9th Grade office - *grey box on the wall*; and in the cafeteria near the scanning area.

MEAL APPLICATIONS: New Free and Reduced meal applications are due each year and need to be filled out and turned into the school as soon as possible. Only one application is needed per household to include all members of the household, regardless of age. If you previously qualified for FREE or REDUCED meals, charges could accrue if we do not receive a NEW application as soon as possible for the new school year.

HOT LUNCH: Any student choosing to purchase a hot lunch will be required to use a WHS ID, which has a barcode that is scanned by the computer. Meal Prices are set at the June Board Meeting. Go to www.waynesville.k12.mo.us click **Department** then **Food Services** tab for Food Service information. **Payments are not accepted in the meal line.**

SNACK BAR: There is a snack bar located in the cafeteria for purchase of snack items; CASH ONLY IS ACCEPTED in the snack bar. No student ID cards are accepted at the Snack Bar.

For Food Service information please call 573-842-2099.

Lunchroom Policies - No visitors will be allowed in the lunchroom. Students who eat in the cafeteria must demonstrate appropriate lunchroom behavior.

The following additional regulations are to be observed by students during lunchtime:

1. Students are responsible for emptying trays and cleaning up their own area. Deposit all lunch litter in wastebaskets and return all dishes and utensils to the dishwashing area. Leave the table and floor around your place in clean condition for others. Violation of this regulation will result in an office referral.
2. Students are not to cut in front of the lunch line.
3. All halls are off limits during lunchtime. Remain in the cafeteria during your assigned lunch session. Violation of this regulation will result in an office referral for skipping/truancy.
4. All students will be seated during breakfast and lunch.
5. Tiger Joe and the Snack Bar are privileges and subject to availability.
6. Procedures and guidelines are in place to reduce student travel during lunchtime to minimize class disruptions.

SECTION V: EMERGENCY SITUATIONS

Emergency Drills: WHS conducts fire, intruder, tornado, and earthquake drills each quarter.

Alarm Procedures - Emergency exit procedures are posted in each classroom and office in the school. At the first sound of an alarm warning, students are to follow the instructions of the teacher/administrator if an evacuation is necessary. The teacher will direct the class to the assigned exit. Teachers are responsible for accounting for all students in their class. Teachers will be familiar with the building to such a degree that should the assigned exit be blocked, they will be able to select an alternate exit immediately. The designated exit procedure in the appendix. In order to ensure safety, students should conduct themselves in a quiet orderly manner.

Severe Weather/In-house Sheltering Procedures - In the case where severe weather is possible, the office will notify staff about any watches or alerts. If a Tornado warning is issued all students will follow their teacher/staff member to their assigned areas depending upon the classroom and get into the duck and cover position until the all clear has been given.

SECTION VI: EXTRACURRICULAR/CO-CURRICULAR & MSHSAA ACTIVITIES

WHS offers a variety of Co-curricular and extracurricular activities to enhance the education experience. The needs and interests of students, availability of sponsors and other factors determine the program of activities offered at WHS. Students who participate in co-curricular or extracurricular activities may have the opportunity to develop interests in new fields, as well as explore new avenues of learning. Co-curricular and extracurricular activities can demand time and energy; therefore, students may find a need to limit the number of commitments made to these activities. Students have the option of adding new organizations by discussing them with a member of their student government. All clubs are required to have an approved constitution, a faculty sponsor and the approval of the principal.

Assemblies are considered to be part of the curricular program and are designed for student participation, for disseminating information to the student body and for bringing in speakers or talent, which serve educational purposes. All assemblies are scheduled through the principal. Since assemblies are part of the regular program of the school, attendance is required. Teachers must sit with their assigned classes at their respective grade level. One of the educational values that come from assemblies is the exemplification of appropriate audience behavior. Students are expected to conduct themselves in a manner that shows respect for the presenters and that will not disturb others who wish to enjoy the program.

Clubs - Students have a choice of many different clubs and organizations. Students interested in an organization should attend the first meeting scheduled and determine eligibility and interest. A complete list of clubs will be given to students at the beginning of the school year and is available in the guidance and/or activities office.

Dances - Student Council and other organizations hold dances for students throughout the year. These dances are a privilege for the student body. All school policies are in effect at all dances. The following guidelines will be observed to make the dances as safe, orderly, and fun as possible.

1. For dances held following after an athletic competition, all students must have entered the dance within 30 minutes of the opening of the dance.
2. Students must be in attendance the entire day to attend the dance. An approved absence must be verified by the building administrator.
3. Students with no unserved ISS may attend dances.
4. No person who has dropped out of WHS or any other school will be allowed to attend.
5. Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.

6. Only persons in the 9th grade through 20 years of age may attend.
7. Any student on OSS, from WHS or another school, or who has not yet completed a current OSS term will not be allowed to attend, including prom.
8. Students from other schools must be eligible under the previous guidelines and must be signed up in the office and approved by noon two days prior to the dance. They may be required to show photo ID to enter the dance.
9. All dress must be in good taste.
10. Dancing must be in good taste at all times. You will be asked to leave if this is not followed.
11. Once in the building, students are not permitted to exit the building without the approval of an administrator in attendance at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.
12. Law enforcement and/or school administration will be on-site and may administer necessary tests on any student suspected of being under the influence.
13. Students who are not driving need to have a ride to pick them up immediately at the announced close of the dance.

Guests - Currently enrolled students are welcome to bring a guest to school dances and activities. All guests must be of high school age and may not exceed the age of 20. Guests must be signed up with the activity director. The cost to bring a guest is higher for a non-WHS student, which must be paid at the time the guest is signed up. The administration reserves the right to refuse admission to any guests in which case the ticket cost is returned. A ticket, which will allow the guest admittance into the dance, will be issued to the WHS student bringing the guest. Once purchased, ticket costs will not be refunded unless the school tells you that you cannot attend the function. The guest must have a picture ID and enter the dance with the WHS student who signed them up. During the course of the event, if the guest becomes involved in an altercation or disturbance he/she, along with the WHS student who signed them in, will be required to leave without refund and will not be allowed to attend future functions.

National Honor Society - Membership in the WHS Chapter of National Honor Society is an honor bestowed upon students who have outstanding qualities in scholarship, character, leadership and service. The supervisory organization for NHS is the National Association of Secondary School Principals. Membership is determined by the achievement of a GPA of at least 3.500 after the end of the second semester of the tenth (10th) grade. The GPA is an accumulation of all grades earned in high school. There is an application/selection process for membership that be obtained from the NHS sponsor. If the cumulative grade point average falls below 3.500, a member has one (1) semester of probation to regain the average before being dismissed.

The Society provides many opportunities for leadership and service through school and community projects. Members must perform, record, and submit a minimum of 20 hours of community service per year to maintain membership. A faculty council monitors those efforts. A member in good standing may transfer membership to any other active chapter. Transfer students must be enrolled for one (1) semester before being inducted for the first time. If a member fails to maintain the level of performance in all qualities used for induction into the Society, her/she will be warned and given a period of time to raise the performance to the level used for induction. A serious violation of school policy could result in immediate termination of membership. In accordance with national guidelines, once membership is withdrawn for any reason, the member can never be reinstated.

Social Functions - Throughout the school year there are a variety of social functions sponsored by different clubs and organizations. Students attending social functions are expected to adhere to the same discipline codes that are enforced during normal school hours. The following rules apply to all social functions:

1. People who are not currently enrolled at Waynesville High School will be admitted to school sponsored events only as a guest of a student currently enrolled at WHS.
2. Individuals who have been expelled will not be permitted at any social function.
3. Students leaving an event will not be allowed to return.

4. Students must be picked up no later than 30 minutes after the event or they will be turned over to proper authorities.
5. Students who violate this policy will not be allowed to attend other school functions.
6. Currently enrolled WHS students who are not suspended or assigned to the Safe Alternative Viable Education (SAVE) School are invited and encouraged to attend school dances.
7. All students must present a valid WHS student ID to be admitted to the dance.

Student Government (SGA) - The student government is the driving force behind most extracurricular activities. The student government at WHS is based upon the democratic principles upon which our national government is founded. Its purpose is not only to give our students a voice in the administration of student activities, but also to impress upon students the democratic system of our government. Being elected to the student government of WHS is an honor, and each student is encouraged to take an interest in the government of their school. Because the decisions and actions of this organization affect everyone in the school, each student should make an effort to know and make use of his/her student government representative. Student government members should show genuine concern for their school.

Athletics

View Athletic Handbook in detail at:

https://waynesvilletigerathletics.org/library/files/demo1069.bigteamsdemo_com_1743/files/Handbook%20-%20Online2019-20.pdf

Academic Eligibility - Students participating in extracurricular activities, interscholastic sports and all activities sponsored by the MSHSAA must pass all courses attempted in the previous semester. Summer school credit may not be used to meet this eligibility.

1. Students will not be eligible if they have a failing grade for the semester.
2. New students to the district will have one (1) semester to meet these standards provided they meet all other MSHSAA standards Athletic Commitment-All students, as well as parents/guardians will be required to sign an Athletic Commitment Form.
3. The athletic commitment form must be:
 - a. completed prior to participating in any competition or performance for any interscholastic sport.
 - b. is a 365-day commitment to live up to the expectations of the Waynesville R-VI School District in regards to sportsmanship, citizenship, scholastics, and staying free from drugs, alcohol, and tobacco.
 - c. confirms that the athlete is responsible for all athletic equipment issued, as well as confirming an understanding of the risk of injury involved in athletic activities.
 - d. confirms that each student and parent have read and understand the school district athletic policies outlined in the athletic handbook.
 - e. Any student found in violation of the Athletic Commitment will be disciplined as outlined in the discipline section of this handbook.

The following sports and their seasons are available.

Fall Season

Football

Boys Soccer

Boys' & Girls' Cross Country

Girls' Tennis

Girls' Golf

Volleyball

Softball

Cheerleading

Boys' Swimming

Winter Season

Boys' and Girls' Wrestling

Boys and Girls Basketball

Cheerleading

Girls' Swimming

Dance

MSHSAA Activities

Choir
Color Guard
Speech & Debate
Band
Scholar Bowl

Spring Season

Boys' and Girls' Track
Baseball
Boys' Tennis
Girls' Soccer
Boys' Golf

Ozark Conference - WHS is a proud member of the Ozark conference.

The Ozark Conference is proud of the behavior and sportsmanship displayed by its players, coaches, and spectators who:

- Value healthy rivalries, encourage spirited and fair play, and appreciate positive support.
- Represent themselves, their teams, and their school with pride and poise.
- Treat visiting teams and officials as guests, extending to them every courtesy.
- Are modest in victory and gracious in defeat.

The primary purpose of Ozark Conference interscholastic athletics is to promote the physical, mental, moral, and emotional well being and development of all involved through the medium of contests.

Sportsmanship Standards

The Ozark Conference players, coaches, and spectators will:

- Standards - Ozark Conference players, coaches and spectators will:
- Regard game officials as fair, accept their decision as final, and treat officials with respect.
- Respect the property of our school and other schools.
- Cheer for their team.
- Treat the opponent's coaches, players, and spectators with respect.
- Accept the decisions and judgments of the coaches.
- Remain off the playing field/court before, during, and after events.
- Be modest in victory and gracious in defeat.
- Maintain an atmosphere of good sportsmanship at all times.
- Ozarks Conference players, coaches and spectators will refrain from:
- Actions that will offend, embarrass, or intimidate any individual athlete.
- Actions that will call attention to yourself.
- Taunts, chants, noises, cheers, jeers, song, profanity or motions directed at the opposing team, coach, or school.
- Using noisemakers.
- Throwing objects.
- Displaying signs of any type other than official school banners.

Failure to comply with the Ozark Conference Sportsmanship Standards may result in your removal from the site of competition and may result in further disciplinary action.

The following MSHSAA Regulated Activities are available for students at WHS: Cheerleading, Speech & Debate, Academic Competition, Music.

Eligibility for Participation - To participate in an extracurricular activity, a student must be in attendance all school day to participate in an activity scheduled that day. Exceptions are granted only with prior administrative approval. All activities governed by WHS and the Missouri State High School Activities Association (MSHSAA) will adhere to the following guidelines for students participating. Be a good school and community citizen. Be enrolled in courses that will earn 3.0 credits currently and pass all classes each semester. Have

entered school within the first 11 days of the current semester. Have not received an award other than that given by the school for services as an athlete in the sport in which competing. Have not reached the age of 19 before July 1. Have not competed under an assumed name. Have not transferred from one (1) school to another without a corresponding change of residence by parents. Have not graduated from a four-year high school or its equivalent. Have not competed at any time as a member of a junior college or senior college team. Have not competed on an outside team in the same sport after his/her high school season starts. Have not transferred from one school to another because of being influenced to do so.

Eligibility to attend Athletic events- Any student wishing to attend a school or MSHSAA sponsored event must have attended school that day or the day before for weekend events or have special permission from a high school or district administrator. Students who are suspended, expelled, or not in good standing with the district will not be allowed to attend events.

Parental Permission - All students participating in MSHSAA sponsored events must have parent/guardian permission. Under no circumstances may a student practice or participate in athletics without first passing a physical examination and having a record of the examination on file with school officials. *Note: To participate in athletics means participating in practice, as well as participating in the contests.

The Waynesville Athletic Department will conduct a parent meeting for student athletics planning to participate in fall, winter, and/or spring for the 2021-22 school year. All 7th grade and 9th grade student athletes and new students who have not attended a sports parent/athlete meeting in the past will be required to attend. One parent/guardian must attend this meeting with their son or daughter. A student will not be allowed to play in a game, match, or contest if they do not attend with their parent/guardian. The focus of the meeting concerns eligibility, sportsmanship, the student-athlete code of conduct, and parent-coach communications.

Participation Fee - An annual athletic participation fee of \$25.00 will be charged. This fee will be used to help offset expenses in all areas of the overall athletic program. This fee must be paid before the first game, match or contest. Students will not be permitted to participate in a game, match, or contest until the participation fee has been paid. The fee should be paid in a check or money order payable to: Waynesville Athletic Department. If a student is injured, and therefore excluded from participation in the season, prior to the first scheduled contest, the participation fee will be refunded. After the first contest is played, no money will be refunded. The participation fee will not be returned if a participant quits or does not finish a season. If a tryout policy is instituted for team members by the coaching staff, any participant not making the beginning season roster will have his/her participation money refunded, if requested by the end of the season. If a family has more than one child participating the following rate schedule will apply: \$25.00 for the first child \$15.00 for the second child \$10.00 for each additional child.

Sport Passes and Admission Prices - The admission price at varsity contests will be \$4.00 for adults and students. The admission price for all sub-varsity contests will be \$3.00 for adults and students. Sports passes are available for purchase in the Athletic Office for admission into school athletic events. The Individual Pass allows the holder to be admitted to all contests during the term of the pass. The Family Pass allows the holder and his/her immediate family to be admitted to all contests during the term of the pass. School passes will not be accepted at district or state level contests or at any tournament.

Season Pass Annual Pass Accepted for one (1) Season only, Accepted for all sports for all season. (Fall, Winter, or Spring). Individual Season Pass \$15 Individual Yearly Pass \$35 Family Season Pass \$30 Family Yearly Pass \$70

Admission is charged at the following high school athletic events:

Building Use - Students who are waiting for rides must wait outside or in designated areas. The principal must approve night use of the building for meetings or practices. Any time students are using the building, a faculty member or members must be present to supervise.

SECTION VII: SCHOOL COUNSELING

Counseling Office Hours 7:00-3:30

Counseling Services - School counseling services are available to all students and are an integral part of each school's total educational program. WHS offers an extensive school counseling program with five (5) counselors. WHS also has Process Coordinators to work with special education services. Each teacher is encouraged to refer students to their counselors for various reasons. The Waynesville R-VI School District uses the Missouri Comprehensive School Counseling Program, which is a developmental program that includes activities organized and implemented by school counselors. The program addresses the needs of all students by helping them acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development. Additionally, the program is delivered through the following four components:

1. School Counseling Curriculum (Classroom lessons focused on social/emotional, academic and career development)
2. Individual Student Planning (Educational/career planning, educational transitioning, Individual Career and Academic Planning - ICAP)
3. Responsive Services (Individual counseling, small group counseling, crisis intervention, consultation, and referral.)
4. System Support (Professional development, community relations, consultation, committee work, and research. Management activities that support the comprehensive school counseling program)

Testing Program - Other duties of the school counselors include the administration of tests, scoring of tests and interpretation of tests to students and parents. Students must take one of four CCR exams offered in order to graduate. These include the ACT, SAT, ASVAB and WorkKeys. Specific testing dates will be published by the counseling office. The following is a list of tests administered throughout the year:

ACT (administered at WHS) - Any high school student can register online at act.org

SAT (administered at Rolla High School) - Students can register at collegeboard.org

Armed Services Vocational Aptitude Battery (ASVAB) - Juniors and Seniors

WorkKeys - Juniors and Seniors and students enrolled at WCC

PSAT - Sophomores and interested Juniors wanting to qualify for the National Merit Scholarship

Advanced Placement Exam (AP) - Students enrolled in AP Classes

End Of Course Exam (EOC) - Students enrolled in courses with an EOC exam

Individual Intelligence Tests - Students who are referred for specific services

Counseling Appointments - Students can come to the counseling office before classes begin, between classes, at lunch, or after school has been dismissed to see if their counselor is available to meet with them. The Counseling Office will not issue passes to class for students requesting appointments. If the counselor is not available, sign-up sheets are available in the Counseling Office for students to request an appointment to see their counselor. Students may also scan available QR codes to request an appointment online. Counselors will contact students at the earliest time possible, which may be during class time. A student should expect to hear a response from the counseling office within two school days of signing up to see them, unless an emergency is indicated. If they have not been contacted by the counselor by the end of that time period they should notify the principal's office. Students may also ask permission to go to the Counseling Office during class time and, if the teacher determines the student has a valid reason, that teacher should issue a pass for the student, even though an appointment has not been scheduled. Counselors may have to request students from classes as well.

Admission/Registration - The counseling office is responsible for registering students. Students entering WHS should report to the counseling office where they will be scheduled for classes and a permanent record will be initiated.

Scholarship Information - You can find more information about scholarships on the WHS school counselors webpage or by clicking [HERE](#). The site will be updated as new information is available

Course Description Book - All Courses offered at WHS are listed in the Course Description Book. The Course Description Book also contains additional information regarding: Enrollment Regulations, Student Scheduling Process and Changes, Graduation Requirements, Graduation Honors, Weighted Classes, AP Courses, Dual Credit Courses, Dual Enrollment Courses and Off-Campus Course Opportunities for students. Follow this link to access the [WHS Course Description Book](#)

Waynesville Career Center - Students at WHS have the opportunity to take career education classes from the Waynesville Career Center. WCC offers a broad career educational program to students, which includes courses in skills, trade, and crafts. Counselors can help students in their choice of classes from WCC. Some courses at WCC will require an application and an interview to be accepted into the course. WHS Students attending WCC are expected to follow the WHS Handbook during attendance. In addition to WHS expectations, students will receive and be expected to comply with WCC expectations as well.

Senior Flex Program - Seniors may qualify for a work release program. Under this program students must be enrolled in six (6) consecutive hours each day. Flex occurs 7th hour. The building principal must approve any request for more than one hour of Flex. For any senior student to be considered for the work schedule program, he/she must meet the following requirements:

1. Maintain 90% attendance average for grades 9-11.
2. Hold a 2.0 cumulative GPA. Have earned at least 18 credits.
3. Parent/guardian signature.
4. Employer signature/Provide proof of employment.
5. Have not received any out of school suspensions.
6. Principal's signature.

Dropping and Adding Classes First and Second Semester - Students must request changes at least 5 days prior to the beginning of the semester and present an educational reason for the requested change. A form is available from the counseling office. Any student who drops below 3 credit hours in a semester is ineligible for MSHSAA sponsored activities and athletics. A student may drop a class within 5 school days after a semester begins without penalty if he/she is making unsatisfactory progress, **if the class is not an AP or Dual Credit offering**, the teacher approves, and parental consent has been obtained. **A class change made after 5 days will result in the student receiving an F on his/her transcript unless administrative approval has been granted.**

Graduation Date - A graduation date will be published at the beginning of each school year. Please note this date is subject to change due to inclement weather or other unforeseen circumstances.

Participation in Graduation - To participate in the commencement ceremony, students who receive a diploma must meet all requirements established by the Waynesville R-VI School District and the Missouri State Department of Elementary and Secondary Education. In addition, students who exhibit unsatisfactory citizenship may be denied the privilege of taking part in the commencement ceremony under the administrative regulations for high school students in the Waynesville R-VI School District. Students must have a signed Graduation Participation agreement on file in order to participate in the ceremonies. Foreign Exchange students are not allowed to participate in graduation unless they have completed all coursework and would be considered graduated in their home country.

Early Graduation - In order to receive an early graduation, the parent/guardian must request this action no later than November of the school year in which the student wishes to graduate. Requests will be reviewed on a case-by-case basis and are subject to administrator approval utilizing the following guidelines:

1. Attend seven (7) complete semesters.
2. Accumulated GPA of 2.0 or above Ninety percent (90%) attendance for entire 7 semesters
3. Meet WHS graduation requirements-Students must have a special need to leave high school in less than four (4) years and must have an appropriately planned educational experience in college, vocational/technical School, military service or on-the-job training for the remainder of the four (4) years.

School officials must determine if it is in the best interest of the student, school and community and also the above condition has been met. Only then will a transcript be given to the student showing the credits earned and the conditions under which a diploma will be granted. Students successfully completing the approved planned education experience as outlined shall be eligible to receive their high school diploma with their graduating class.

Student Records - Student Education Records are defined as records that are directly related to a student and are maintained by the Waynesville R-VI School District. It does not include records maintained by individual staff members for their personal use. Every effort is made to keep information placed in the Student Education Record factual and objective. Discipline Records are maintained in a separate file and are sent under separate cover to requesting institutions. Student Education Records are accessible to:

School officials, including teachers of the district who have legitimate educational interest in the records. Parents and/or legal guardians. Parents and/or legal guardians of students 18 years of age and older who are dependent upon their parents as defined by the Internal Revenue Code. Officials of schools in which the student seeks or intends to enroll. Other agencies, institutions and individuals upon receipt of written release by the parent, guardian or eligible student. Other state and federal offices and agencies as prescribed by law.

Progress Reports - Progress Reports will be available approximately every six weeks. These reports are designed to be informative to you and your parents as to your current grade. We encourage parent-teacher conferences if you are experiencing academic difficulty in your classes. At any time, students/parents can check grades using the PowerSchool /Canvas grade portal.

Grade Report to Parents - Grade cards will be available to parents at the end of each semester. Progress reports will be given to students every six-week grading period. A passed class can be retaken, but there will be no change to the grade or credit. Grades are recorded by use of the following scale:

A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Failure (No Credit)	0-59

Transfer Students - Verification of grades from the sending school is necessary before class credit can be awarded to transfer students. Credit can only be given if the sending school is an accredited school and issued credit for the transfer student's courses. The sending school's grading legend will be used for classes taken at that school, not the Waynesville School District's grading legend.

Withdrawal from School - When a student and/or parent knows they are going to be withdrawing from school, they should contact the counselor's office one week prior to withdrawal. This will help get current grades and other business completed prior to leaving, and will help with the transfer process to the student's new school. The grades of students dropping before the end of the grading period will be listed on the official transfer form. This form is filed in the counseling office.

SECTION VIII: HEALTH SERVICES & INFORMATION

The Waynesville R-VI School District will provide health services for students in the district. Information that constitutes protected health information as defined in the Privacy Rule of the Administrative Simplification Provisions of the Health Insurance Portability and Accountability Act of 1996, for the purposes of providing you treatment and conducting health care operations. Waynesville R-VI School District has established policies to guard unnecessary disclosure of your health information. A copy of the Practice Act can be obtained in the nurse's office.

School Nurse - The nurse is charged with the responsibility of record keeping, recommending safety procedures to the school administration, and caring for students reporting to him/her for care during the school day. They are also authorized to administer medications once the correct documentation is complete.

The school nurse is responsible for calling parents/guardians when illness occurs. **At no time is a student to make this call.** If students desire to be excused from school during the regular school day because of illness, they must first report to the school nurse. Failure to report to the nurse will result in disciplinary action.

*Remember the students can only miss 5 days per semester without medical documentation from a physician/doctor.

Immunizations - Missouri State Law mandates that all immunizations are current. Students whose immunizations are not up-to-date will not be allowed to attend classes. Every student is required by Missouri State law to have written documentation of immunizations in his or her school record. Two (2) types of exemptions are available:

1. Medical exemption - must be certified by a licensed physician and
2. Religious exemption - must be signed by the custodial parent annually.

Waynesville Schools require that all students have received the minimum immunization requirements for children attending public schools as mandated by Missouri State law. NOTE: Immunizations for non-military families can be obtained from the Pulaski County Health Department by calling (573) 736-2217 School Based Health Clinic at WHS or a doctor of your choice. Military dependents may receive immunizations by contacting the Immunization clinic at the GLWACH at 596-1768.

Medical Excuse from Class - A student may be excused from physical education class for one (1) day with a written note from the parent. A written statement from a physician is required when a student needs to be excused for two (2) or more days. The following information should be included on the exclusion statement:

1. Reason for exclusion (I.E. fractured wrist)
2. Type of activities the student may or may not participate in during PE classes.
3. Number of days student will be excluded from class or specific activities.

If a student is excused from physical education for an extended period of time documentation from a physician will be necessary.

Medication Administration - Students are not allowed to possess any medication at school. NOTE: Only exception is the students may carry medication with a written order from their PCP that is renewed each year (e.g. EpiPens, Benadryl, rescue inhaler). All medications that need to be taken during the day shall be taken to the school nurse. This includes all medication, whether prescription or over the counter, including vitamins or homeopathic remedies. Distribution of any medications by students is not allowed and will be cause for disciplinary actions.

- All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
- All medications must be accompanied by a written administration request from the parent/guardian.
- Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.

- The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
 - Student's name.
 - Prescriber's name.
 - Pharmacy.
 - Prescription number.
 - Name of the medication.
 - Dosage.
 - Date and time administered.
 - Reasons for not giving medications as prescribed (e.g. vomiting, spills, refusal).
 - Name and signature of person who actually administered the medication.
- To the extent practical, students shall be provided privacy when receiving medications.

The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.

Handling and Disposal of Medications - Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.

1. The record of the drug count shall be maintained in a log or on the student's medication record.
2. Any count discrepancies shall be reported to the school nurse for further investigation.
3. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
4. Expiration dates on all medications will be checked on a routine basis.
5. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
6. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
7. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

Physicals - STUDENTS PARTICIPATING IN SPORTS must have a physical each school year. This physical must have been completed after February 1 prior to the ensuing school year. PHYSICALS MUST BE ON FILE WITH THE Athletic Department, SIGNED BY THE STUDENT, PARENT/GUARDIAN AND PHYSICIAN BEFORE PARTICIPATION IN A SPORT ACTIVITY, TO INCLUDE THE FIRST DAY OF PRACTICE.

SECTION IX: HONORS AND AWARDS

A+ Schools Program - WHS has been designated an A+ school by the Department of Elementary and Secondary Education. As such, we have identified certain outcomes that students need to accomplish in order not only to graduate from high school, but also to complete challenging high school courses that will enable them to proceed to college, vocational or technical school, or enter a high-wage job with workplace skills. One of the most important aspects of the A+ program for students and parents is the prospect of receiving two (2) years of tuition to any public community college, vocational, or technical center in Missouri dependent upon fund availability. Any student graduating from a Missouri A+ high school is eligible if he/she meets certain requirements concerning grades, attendance, citizenship, and community service. For details and specific procedural information please refer to the WHS A+ Handbook. For information on becoming an A+ student please contact Mr. Chris Pilz at 573-842-2400 or email at cpilz@waynesville.k12.mo.us

Honor Roll - The faculty of Waynesville High School believes that the students who do superior academic work should receive special recognition. This special recognition will be given through an honor roll and

awards assembly at the end of the year. At the close of each semester the honor roll will be published. To be eligible for the honor roll, a student must have a B- average with no grade below C.

Students in grades 9-12 may earn an academic letter by meeting the following requirements:

1. Qualify for the A honor roll both first and second semester, this includes all classes taken.
Freshmen will have 8th grade classes taken for high school credit and/or summer school classes taken for high school credit applied toward GPA in order to determine eligibility for academic letters and academic awards.
10th, 11th, and 12th grade students who take summer school classes for high school credit will have those classes applied to the following fall semester for calculation of academic letters and/or academic awards.
2. Have earned at least four units of credit during the current school year from courses within the following curriculum areas (three units from weighted classes will be counted as having met the four unit requirements in the designated curriculum areas).
 - A. English
 - B. Math
 - C. Social Studies
 - D. Science
 - E. Business
 - F. Computer Science
 - G. Foreign Language

Perfect Attendance - The student must not have missed any class for any reason (other than school related trips) or for any amount of time. The student will receive a recognition medallion.

SECTION X: MEDIA CENTER

The media center serves as a central location for learning through reading, technology and socialization while enforcing the National Information Literacy Standards. This center is also home to the Writing Center and the Virtual Patio (VP) Lounge which allow for specific learning environments to accommodate individual student/teacher needs. The Writing Center is an area where students can receive help with writing assignments from their peers while the VP Lounge can be used as a learning space for teachers and their classes or individual students.

Media Center Hours - The library media center is open from 7:00 am to 3:15 pm on school days. Students may come to the media center before and after school, or during their lunch period. During the school day, students must have a pass signed by a teacher, or be accompanied by a teacher to come to the area. Students sent to the library media center must have specific tasks to complete and may be sent back to class for misconduct, disruption, or misuse of the area. Lunch trays are not allowed, but closed container beverages can be brought into all areas of the media center space.

Circulation of Library Materials - Regular books may be checked out for a period of two weeks. A maximum of three books can be checked out at one time. Library patrons are expected to pay for books or materials which are lost or damaged. If an overdue exists on a student account, no other library materials may be checked out until the overdue is renewed or returned. Loaning of materials checked out in your name to another student is prohibited.

SECTION XI: SECURITY

Waynesville High School is dedicated to educating our students in an environment that is safe. Every precaution will be taken to ensure that this environment is maintained. **ALL VISITORS, REGARDLESS OF AGE, MUST CHECK IN AT THE OFFICE.**

Entering the building - The only accessible entrance to the school from outside, throughout the school day, are

the main office and 9th grade office entry doors. Signs are posted directing all visitors to the office to be signed in and cleared for visits to other parts of the school. Visitors who are cleared and provide a photo ID will be given a visitor ID badge.

Search and Seizure - All lockers, desks, and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to approved school policy. Searches may include drug detection dogs and aerosol sprays. The student must open the locker when requested by school personnel. Cars may be searched when the administration has reasonable cause to search for items not allowed on school property including but not limited to drugs, alcohol, weapons, or firearms. "Plain sight" searches of the parking lot will be made periodically. The principal may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to board approved policy:

Lockers - Hall lockers are provided as a privilege to each student upon request. One student will be assigned to each locker upon request and availability. The lockers are for securing clothing, books, and other school materials. Students are not to attach any pictures, cutouts, etc. in such a manner that they can't be easily removed. Writing of any kind on the interior or exterior of the lockers is not permitted and will be considered as vandalism. Lockers should be kept clean and neat at all times. Cooperation is extremely important in helping to keep lockers in a like-new condition. Graffiti or mechanical problems should be reported to the office immediately. **School policy requires that only the person/persons assigned to a locker are to occupy that locker.** Students may not change lockers for any reason without approval of administration. Locks are the student's personal responsibility. There will be a charge for replacement of a lost lock. Students are to report the loss of a lock to the office immediately. Failure to follow these rules may result in loss of locker privileges or other disciplinary action. Lockers are the property of the school and are subject to inspection at any time. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, the school authorities have reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior notification. The school is not responsible for items in unlocked lockers.

Visitors to School - Parents and patrons of the school district may visit district schools and are welcome to join the Board on improving the instructional program. However, all visitors during the regular school day, including Board members, shall sign in or check in at the building office prior to proceeding elsewhere in the building. Visitors will be asked to surrender an ID card in order to obtain a visitor pass for display during their time on campus. Visitor's passes must be approved by the administration. The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the superintendent, building principal or designee may contact the proper legal authorities, file a report or sign a complaint on behalf of the district. The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without full or joint legal or physical custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. Parents/guardians wanting to visit with their student's teacher(s) are requested to call the guidance or principal's office and give 24 hours notice to indicate the classes they plan to attend. As a general guideline, high school age students from other schools will not be allowed to visit classes at WHS.

Visitors to School Events - The Waynesville R-VI School District believes that school events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-

community relations. To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedure for crowd control at district events consistent with this policy. In the event that a visitor's or spectator's conduct becomes disruptive, threatening or violent, the superintendent, building principal, or designee may request the visitor leave and may then contact the proper legal authorities if necessary. In extreme situations the superintendent or designee may inform a visitor that he or she is not welcome back on school property. If the visitor returns to school property, the superintendent, building principal or designee may file a trespassing charge on the district's behalf. A visitor denied access to school property may request an informal hearing before the Board on the matter. However, no person will be denied access to school property for the following reasons: Parent/Teacher Conferences Posted public meetings Dropping off or picking up students for school or school activities Scheduled appointments with school staff.

SECTION XII: STUDENT DISCIPLINE (JG-R3 Critical) and Regulations

A complete copy of the Student Discipline Policy (JG-R3) can be located at <https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=389&revid=R9Du3DhkLld7YXpKNt1AYw==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=p6v70fD4K8ukRv6vtplusTtSg==&PG=6&IRP=0>

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.

A student's prior discipline history may be taken into consideration when determining appropriate consequences. 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 Waynesville R-VI School District 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 (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record - The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools 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 (1) of the following conditions exist:

1. 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.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. 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 the Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

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.

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 and 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 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.

Conduct in Halls - Keep to the right. Avoid running, whistling, slamming lockers, and other forms of unnecessary loudness and confusion in the halls. Help keep the halls and school grounds clean by placing trash where it belongs. Students should watch where they are going to prevent collisions and remember to apologize when appropriate.

The administration is responsible for the operation of the entire school program. The decisions may sometimes vary from the normally prescribed disciplinary action because of unusual or extenuating circumstances, which means the principal and/or his or her assistant principal(s) may recommend long-term suspension and/or expulsion in some instances.

Appeals and due process for suspensions exceeding ten days or expulsions will be afforded to all students and parents/guardians according to Waynesville R-VI School Board policy JGD.

DRESS AND APPEARANCE - The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. Gang related colors, tags, symbols or apparel is not permitted.
2. All students must wear shoes, boots or other types of footwear.
3. Any apparel, jewelry, accessories or manner of grooming containing vulgar words or images or profanity or that advocates drug use, tobacco or alcohol is deemed inappropriate and is forbidden. Face painting, writing or drawings on skin are not allowed in school.
4. Students will be permitted to wear shorts or skirts that reach their mid-thigh and remain there. No holes in clothing, cut or torn which exposes skin or undergarments above the mid-thigh are permitted.
5. Shirts must extend to at least the top of the student's pants, skirts or shorts. Inappropriate clothing examples are spaghetti straps and dresses that show abdominal skin, underwear or private areas, ripped or torn clothing. Pants will be worn appropriately, not below the waistline.
6. Shirts must have a sleeve. (Applicable to middle school and high school students.) No skin shall be visible on the midriff; this includes both the standing and sitting positions.
7. Undesirable or vulgar dress apparel may not be worn at school or at school functions.
8. Overly bulky or overly loose clothing, including coats and backpacks that may conceal a weapon or have been used to establish affiliation with groups or gangs whose activities involving intimidation, violence or other illegal activities will not be permitted at school or school activities due to their disruptive nature on the school climate and educational process.
9. Coats, hats, caps, and hoods must be removed by students when entering the building.
10. Dress and grooming will not disrupt the educational environment.
11. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
12. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. The administration will determine whether clothing is inappropriate. Teachers are expected to refer students who are in violation of the dress code to the office. The principal may temporarily isolate or suspend any student whose dress is prohibited by this dress code, but the student may be readmitted upon the correction of the problem. In the event the student is not reinstated by the morning following the infraction, the principal shall handle the matter as he/she would any other disruptive student.

The administration reserves the right to determine whether the clothing is distracting, indecent or inappropriate to wear in the school environment and to refuse access to school facilities for non-compliance with the above code and/or any case that may arise not specifically stated therein.

Electronic Devices - In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to help protect the integrity of the curriculum, Waynesville High School's limits the use of personal devices throughout the school day. (See EHB) Examples of electronic devices include but are not limited to the following: cell phones, computers, music players, cameras, video games and readers. These devices may be used during regular school hours, but are not to be used during class time, unless specifically allowed and monitored by the classroom supervisor. Misuse of electronic devices being used on school grounds during regular school hours may be confiscated by any school employee and returned at the end of the school day.

Cameras, video cameras, video phones, and/or other types of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students and/or staff may have expectations of personal privacy. This includes photos or videos of staff during class.

Open Container/ Food/Drinks - No open beverage containers (pop, fruit juice, tea, milk, etc.) should be taken out of the cafeteria or stored in lockers, or classrooms without the teacher's permission. Water is allowed in all areas except where prohibited by staff. Students who enter the building with drinks purchased outside of the school must report directly to the cafeteria and should not leave that area with them.

Parking Privileges - Transportation is provided for all students, therefore parking is a privilege. Cars may be registered and parking spaces allocated when students pick up schedules prior to the beginning of the school year. Also, students may register for a parking space upon registration once school has begun. A \$5.00 fee must be paid at the time of registration.

The following regulations are in effect for anyone parking on school property:

1. All vehicles must be registered and a hangtag issued prior to driving to school. (By accepting the privilege of parking on school premises, the student consents to the search of any vehicle parked on school property.)
2. Students will be issued a parking tag. The tag must be visible when hanging from the rearview mirror. Failure to follow these procedures may result in the vehicle being towed.
3. Once students arrive on school property, they are to report immediately to the building.
4. Parking privileges may be revoked for excessive absences, excessive 1st hour tardies or discipline problems or for careless or improper driving.
5. All students driving to school are required to park at WHS. This includes students attending WCC.
6. All students will park in their designated area.
7. Students who drive to school are responsible for arriving to school on time. The south student parking lot will be for seniors only on a first come, first serve basis. Overflow of senior parking and regular parking will be at the east student parking lot.
8. The use of cell phones while driving on school property is prohibited; use of hands free cell phone are permitted.
9. WHS is not liable for cars parked on school property.
10. No offensive or inappropriate bumper stickers or decals will be displayed.
11. Students will not be permitted to go to the parking lot during the school day without permission of an administrator.

Failure to comply with the above policies may result in vehicles being towed at the owner's expense.

Skateboards - No skateboards are allowed on school grounds. This includes after school and athletic events.

SECTION XIII: TECHNOLOGY AND GENERAL INFORMATION

Personal Technology Usage Guidelines - WHS encourages students to use technology tools to enhance their learning experience. Use of laptops and other mobile devices is acceptable when the following guidelines are followed and the device is not a distraction to the classroom teacher and other students. Laptops and other mobile devices will only connect to the Wi-Fi network designated for student use. Sound must be turned off or earphones worn upon request to avoid disruption. School personnel must approve printing. The school is not responsible for loss, damage, or theft of electronic devices. The district's Technology Use Policy (EHB and Regulation EHB-AP1) will apply to the use of any electronic device on school property. Students using the devices must have a signed parent and student technology agreement on file at the high school. If a student's technology privileges have been suspended or lost due to infraction of school policies and regulations on school equipment, that suspension or loss will apply to use of personal electronic devices at school as well. Any infraction of the district technology policy and regulation or these guidelines will result in confiscation of the device, to be returned only by conference with the parent/guardian. The student may be disciplined for infractions by the school administration, including possible loss of technology privileges.

Chromebooks - All students will be issued a Chromebook at the beginning of the semester, the students do have the option of purchasing insurance through the school on the device. It is an expectation that the student has their device charged and ready for each class. Failure to do so may result in disciplinary action. Students are responsible for all damage or lost machines.

Textbooks - Students are responsible for the books once they are checked out to them. They will be held accountable for lost, damaged or stolen books and report cards will be held at the end of the year until all books are returned, replaced or paid for.

SECTION XIV: ALTERNATIVE EDUCATION

Missouri Options Program - The Missouri Options program, sponsored through the Department of Elementary and Secondary Education, is for students, ages 17 and older, who are at least one full year of credit behind their class (a full year is defined as 6.5 credits behind where the particular student should be in order to graduate on time-example; a student starting their senior year should have a minimum of 18 credits to be on track to graduate and therefore should have 12 or fewer credits to be eligible for Missouri Options). The Missouri Options Program provides students at risk of not graduating or dropping out an alternative opportunity to earn a Waynesville High School Diploma. The program is not intended as an avenue for early graduation, nor is it an ideal match for students currently in their junior year of high school. Each student interested in the Missouri Options Program will be considered on a case-by-case basis. The Missouri Options Program follows the guidelines of the Missouri Department of Elementary and Secondary Education. More information on the program can be found at the following website: http://dese.mo.gov/divacareered/missouri_option.htm.

Alternative School - The Waynesville R-VI School District offers an alternative school setting that is dedicated to its students by providing differentiated strategies to meet individual needs based on Missouri state guidelines for graduation, so that each student can thrive emotionally and academically. Please inquire with your counselor if you have any questions.

At-Risk Courses - Waynesville High School offers an at-risk program of study within their school for students struggling to maintain progress towards graduation and/or experiencing needs that can be met best in a special setting. Please inquire with your counselor if you have any questions.

In School Suspension - In some instances, it becomes necessary to remove students from school due to violation of school board rules and regulations. The purpose of the ISS room is to:

1. Provide an alternative to out of school suspension,
2. Isolate disruptive students from their peers in a controlled setting;
3. Assist students in continuing academic progress on classroom assignments while assigned to the program,
4. Teach students appropriate behavior by modeling appropriate behavior in a structured environment.
5. Return the students to the regular class setting when appropriate. School transportation and lunch is available to students attending ISS. The ISS room follows WHS school hours.
6. Any student that arrives after the start of the school day will be required to complete an additional day in the program.
7. Students assigned to the ISS room will be expected to conform to all policies and procedures established for the program. Discipline is reported to the student's building administrator.
8. All students are subject to a search each day.

Credit Recovery Opportunities - WHS offers students the opportunity to make up credit for courses in which students have already taken and not earned credit in through an online curriculum delivery method. The opportunity to recover these credits is given during designated after school times, summer school and during

some hours throughout the school day. Students enrolled in credit recovery must be given all assessments while in the presence of a faculty member.

Virtual Courses - Waynesville High School offers several on-line options for credit recovery or for distance learning. These classes may be taken through the Edmentum Education program or correspondence courses from the University of Missouri. Students may receive high school credit, but enrollment must be pre- authorized through the Guidance Counselor/Administration. Classes taken through Edmentum or correspondence shall not be classified as “weighted” but may count towards college dual credit.

Students may only take 2 classes per year virtually, during 2nd-6th periods. Students who fail a virtual class lose the option of taking additional virtual classes. Students who drop a virtual class or finish early will be assigned into another class within the building.

SECTION XV: FOOD, DELIVERIES AND CELEBRATIONS

- **Celebrations/Parties-** We do not facilitate classroom celebrations and/or birthday parties within the classroom. Outside food served within the classroom must be approved by the building administration prior to the occasion for which it would be provided.
- **Deliveries-**
 - **Gifts:** Deliveries of items such as flowers and gifts will be stored in the main office until the end of the school day if they cannot be placed in the student’s bag and/or locker during the school day. Students will be called to the office to be notified of the delivery in between class periods. Glass and balloons are not permitted on district transportation
 - **Food:** Outside food delivered to students- it is discouraged for parents to deliver food to students during the school day. If it becomes necessary for this to occur on an occasional basis then students will be called to the office to receive their delivery between class periods and/or during the student’s lunch time. Food must be consumed during the student’s lunch period in approved areas for eating. Deliveries to students from restaurants and delivery services (such as but not limited to pizza delivery, DoorDash, UberEats, etc.) are not permitted.

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

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

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

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

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.

Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

Revised 4/17

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.

Right to Know

Dear Parent or Guardian,

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

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

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

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

Please feel free to contact my office with any additional questions, (573) 842-2050.

Sincerely,

Patricia L. Adkins

Trish Adkins, Ed.D.

Assistant Superintendent for Instructional Services

Virtual Education

The Missouri Course Access and Virtual School Program (MOCAP) provides eligible Missouri students in grades K-12 the opportunity to participate in Virtual Education through the MOCAP program. The MOCAP program is administered through the Missouri Department of Elementary and Secondary Education. Please visit the Waynesville R-VI School District website at www.waynesville.k12.mo.us to learn more about the MOCAP Virtual Learning program, eligibility requirements, and enrollment guidelines. You can also visit the MOCAP website for additional information: www.mocap.mo.gov.

Policy JCF: BULLYING

Waynesville R-VI

Original Adopted Date: 08/16/2004 | **Last Revised Date:** 01/17/2017 **Status:** ADOPTED

General

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

Definitions

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

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

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

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

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

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

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy,

who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

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

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

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

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

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

Policy Publication

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

Training and Education

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

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

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

- ▮ the procedure for reporting bullying.

- ▮ the harmful effects of bullying.

- ▮ any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.

- ▮ the consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

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

- ▮ cultivating the student's self-worth and self-esteem.

- ▮ teaching the student to defend him- or herself assertively and effectively without violence.

helping the student develop social skills.

encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

DESE Trauma Informed Website

The Missouri Department of Elementary and Secondary Education has implemented a Social-Emotional Learning and Trauma-Informed Schools Initiative. As part of the initiative a resource website has been established and can be accessed via the following web address:

<https://dese.mo.gov/traumainformed>

Statement of Non-Discrimination

The Waynesville R-VI School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran, including a Vietnam-era Veteran, in admission/access to, or treatment/employment in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups.

Any persons having inquiries concerning the non-discrimination policies and compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or Dr. Jamie Goforth, Assistant Superintendent for Personnel Services and Title IX Coordinator, 200 Fleetwood Drive, Waynesville, MO 65583, (573) 842- 2094 (Title IX, Title VI, Title VII and ADA, Age Discrimination Act, Boys Scout Access), or the Director of Special Services, (573) 842-2007 (Section 504) 200 Fleetwood Drive, Waynesville, MO 65583 or RELAY MISSOURI 800-735-2966.

Special Education Notice

It is the policy of the Board of Education to provide a free and appropriate public education (FAPE) for students with disabilities who are in need of special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the district's local compliance plan, and applicable state and federal laws.

Please refer to Policy IGBA-1 Special Education for additional information.

Policy IGBA-1: SPECIAL EDUCATION

Status: ADOPTED

Original Adopted Date: 04/19/199/ Last Revised Date: 10/15/2018

It is the policy of the Board of Education to provide a free and appropriate public education (FAPE) for students with disabilities who are in need of special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the district's local compliance plan, and applicable state and federal laws.

Child Find

The district has an obligation to locate, identify and evaluate children in the district between the ages of 3 and 21 who may need special education and related services, including children who are wards of the state, are homeless or attend private schools located within the boundaries of the school district. Any individual who knows or believes that a student has a disability and is in need of accommodation or special education should contact the school's principal or the district's special education director immediately.

The district will notify all parents/guardians and students of its obligations under this policy and the law. The district will also utilize public media and other postings to notify the public of the district's legal obligations as required by law.

Evaluation and Identification

The special education director will arrange for district students and children who are not enrolled in the district but who may need special education services to be evaluated to determine their eligibility for special education services in accordance with the law and state and local plans.

Specific Learning Disabilities

The Board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

Children Three to Five Years of Age

When identifying children three to five years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

Independent Evaluations

If a student is evaluated for special education services and the parents/guardians disagree with the evaluation, the parents/guardians may obtain an independent educational evaluation (IEE) at the district's expense, as allowed by the IDEA. Applicable procedures, evaluator criteria, and location and cost limitations governing the IEE process are available through the district's special education director. The Board delegates to the superintendent or designee the authority to make changes to these procedures, evaluator criteria and cost guidelines. These items will adhere to rules published in the Missouri State Plan and the local plan for compliance with the law.

Students Placed in Private Schools by Their Parents/Guardians

For the purpose of this policy, a "private school" is defined to include home schools and religious/parochial schools.

In general, the Waynesville R-VI School District has no obligation to provide FAPE or special education and related services to any individual student enrolled in a private school by his or her parents/guardians. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

The district will work with private schools located within its boundaries to identify and evaluate students attending the private schools who may be eligible for special education services. When a student is determined eligible, the district will offer to enroll the student and provide the student special education and related services in the district.

Parents/Guardians of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability FAPE pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day or term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside the formal classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of the student's curriculum that need continuous attention.
8. Ability of the student's parents/guardians to provide educational structure.
9. Particular curricular or vocational needs of the student.
10. Opportunity for the student to interact with nondisabled children.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than the end of the regular school term.

Mediation

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education

director, the assistant superintendent for instructional services is authorized to perform his or her duties under this section.

Resolution

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the assistant superintendent for instructional services is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Waynesville R-VI School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Waynesville R-VI School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Waynesville R-VI School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Waynesville R-VI School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

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 Waynesville R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Waynesville R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program. The Waynesville R-VI School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request 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 Waynesville R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office (200 Fleetwood Drive, Waynesville, MO) on Monday-Friday from 7:30 a.m. to 4:00 p.m. This notice will be provided in native languages as appropriate.