

WAYNESVILLE MIDDLE SCHOOL



Student Information

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Waynesville Middle School  
1001 Historic 66 West  
Waynesville, MO 65583**

Principal's Office	842-2550
Guidance Office	842-2541
Athletic Office	842-2450

*Accredited by AdvancEd  
Governor's Choice Award  
For Outstanding School District*

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

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**Note:**

**The administration is responsible for the operation of the entire school program. Decisions may sometimes deviate from the published procedures because of unusual or extenuating circumstances.**

## Parental Support

The WMDS staff and you, the parents/guardians, share a common goal; to provide the best education possible for your son/ daughter or dependent. The school welcomes opportunities to work with parents/guardians. Feel free to call our office at any time to arrange a consultation. The telephone number is 842-2550. Parents/guardians may help in key ways by:

- **Supporting the school.** Maintain a positive attitude about education, the school, and the teachers. If a problem occurs at school, get the facts, and then cooperate with the school to determine a workable solution to the problem.
- **Insisting upon regular attendance and punctuality.**
- **Becoming acquainted with your student's teachers and cooperating closely with them.** You may help tremendously by coming to school for a conference when requested to do so. Utilize ESchool to stay current on student grade progress and attendance. Attend all meetings.
- **Providing your student with a private study area at home where he/she may study without interruption if at all possible.** All students have homework daily.
- **Reading the handbook completely.** The handbook answers many questions and provides information that will help you understand the operation of Waynesville Middle School.
- **Resolving problems and conflicts.** Students and parents/guardians are asked to make every attempt to resolve problems at the lowest level. For problems that involve classroom situations, grades, and assignments, please contact the teacher in whose class the problem exists. For discipline issues and situations that have been addressed with an assistant principal, please contact the assistant principal who dealt with the problem. When it is not possible to resolve issues at the teacher and assistant principal level, please contact the building principal.

**Waynesville R-VI Middle School Mission Statement**  
 “Preparing Students to Lead and Succeed”

**SECTION II**  
**ADMINISTRATION**

**Central Administration**

Superintendent	Dr. Brian Henry	842-2097
Asst. Superintendent Human Resources	Mrs. Hilary Bales	842-2094
Asst. Superintendent Instructional Services	Dr. Patricia Adkins	842-2050
Asst. Superintendent Business	Dr. Chris Berger	842-2069
Director of Special Services	Dr. Elizabeth Washington	842-2007
Director of Transportation	Mr. Karl Wilking	842-2199

**Waynesville Middle School Administration**

Principal	Mrs. Michele Sumter	842-2550
Asst. Principal, 8 <sup>th</sup> Grade	Mr. Robert Crabtree	842-2550
Asst. Principal, 7 <sup>th</sup> Grade	Mr. Brian Vernon	842-2550
Special Education-Coordinator	Mrs. Arthena Dye	842-2550
Interact Sponsor Club/JS2S	Mr. Eric Myers	842-2550
Activities Student Government Sponsor	Ms. Laura Wiechert	842-2550
NJHS Sponsor	Mrs. Christine Ward	842-2550

### SECTION III BUILDING POLICIES AND PROCEDURES

*The following Missouri State Board Association (MSBA) policies have been adopted by the Waynesville R-VI School District; JED-R1, JED-R2, JG-R1, JG-R2, JG-R3, JGD, JFCH, JHCD, JFCA, JFCA-AP.*

*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 person(s) 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 the assistant superintendent for personnel services, 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.*

**Academic Assistance/Tiger Time** - Academic Assistance/Tiger Time are 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 must 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 e-mail, telephone, or mail are acceptable forms of notification.
3. Notify the student and parent that academic assistance is available. It is the responsibility of the student to take advantage of academic assistance and Tiger Time.

**Academic Assistance Schedule**-Academic Assistance will be available on a weekly basis for the student that is experiencing academic difficulties. An Academic Assistance schedule will be published and made available to students at the beginning of each school year. Academic Assistance will be used to:

- Make up exams
- Complete missing class assignments

- Get extra one-on-one help with homework assignments and discuss strategies for improving class grades.

**Arrival to School-**At 7:00 a.m., students will be allowed into the building. Any student arriving prior to 7:00 a.m. needs to check in to the lower concession area by the tennis courts.

**Attendance Procedures-** 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 will be denied pending conclusion of the appeals process. 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.

**Excused and Unexcused Absences-(See District policy JED-R2)**

**Appeals Process-(See District Policy JED-R2)**

**Attendance at extra-curricular, Athletic, and MSHSAA Sanctioned Events-**To participate in an extracurricular activity, a student must be in attendance at school for the entire the day of the event. For Saturday events, you must be in attendance at school all day Friday. This also includes WHS activities. Exceptions are granted only with prior administrative approval. **Students who attend after school events must be passing all classes.**

**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: 573-842-2550

**Procedures When Late for School-**Students entering school after the 7:30 a.m. bell must enter through the main office to 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. 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. 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.

**Check Out Procedures-**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. Bus passes will not be issued from a parent note. Parents must physically come to the office to get a new bus pass for a student.

**Building Use-**Contact Mr. Ace, Athletic Director, to apply for the use of our building facility after school hours.

**Cancellation of School:**

**Inclement Weather Notification and Delayed Start-**When the Waynesville R-VI School District decides to cancel school, use emergency snow routes, have a delayed start, or have early dismissal, it will be broadcasted over local radio stations, Cable TV-Channel 12, Springfield Broadcast Council, posted on our web page at [www.waynesville.k12.mo.us/Page/4064](http://www.waynesville.k12.mo.us/Page/4064), Facebook, and sent via school messenger. Transportation concerns should be referred to the Director of Transportation at 573-842-2199.

**Snow Routes-**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 web site and our transportation page. If snow routes are running in the morning, then they will be running in the afternoon as well on that school day.

**Conduct in Halls-**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.

**Bell Schedule:** Monday, Tuesday, Thursday, Friday (Wednesdays schedule is adjusted by 30 minutes due to a late start). Classes begin at 7:30 a.m. and end at 2:35 p.m.

\*Please note lunch schedules may be adjusted each year according to enrollment.

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

**Dress Code:** The Waynesville R-VI School District believes that a strong relationship exists between what a student wears and the attitude and behavior he/she displays. We ask all parents and students to understand that different modes of dress are appropriate for different activities, and that not all modes are suitable for school or school activities. Below are guidelines for students and parents to help them avoid attire or grooming which interfere with the learning environment or constitutes a threat to the health or safety of other students.

**Examples include but are not limited to the following:**

- Dress, personal appearance, and grooming must be clean and conform to appropriate health, safety and sanitation standards.
- Students may not wear headgear, jacket hoods, hair picks, bandanas, hats, caps, or sunglasses in the building. Hats must be left in the student’s locker, not carried.
- Student tops, blouses and shirts must have sleeves. No sleeveless tops, tank tops, muscle shirts, halter-tops will be allowed. Mesh jerseys may only be worn over shirts. Both shoulders should be covered. “Capped” sleeves are acceptable.
- Students may not wear see-through clothing; clothing that exposes the stomach, lower back, or cleavage.
- Shorts and skirts should be knee-length or below. Clothing should be no shorter than right at the knee (above the knee cap).
- Holey pants must be worn with leggings.
- Sagging is never allowed.
- Underwear/underpants may not be worn as outerwear or exposed to view.

- Any attire or tattoos depicting or suggesting (including any innuendo alluding to) vulgarity; profanity; sexual matters; gang association or advertisement; violence, tobacco, alcohol or drug use; or those which are ethnically derogatory are prohibited.
- Loungewear, or pajamas, slippers including footwear, or blankets are not permitted.
- Gang related colors, tags, symbols or apparel is not permitted.
- Jewelry or apparel that is considered disruptive, excessive or possess a threat to the safety of the student or others (chains, wallet chains, extreme rings, spiked bracelets, or sharp objects, etc.) is not permitted.
- Face paintings, writing or drawings on skin are not allowed in school.
- Oversized coats must be kept in lockers during the school day.
- Dress expectations can vary as appropriate to designated situations (PE, sports performances, or competitions, etc.).

**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 suspend any student whose dress is prohibited by this dress code, but the student may be readmitted upon the correction of the problem.**

### **Grading Guidelines-**

1. A common syllabus for all teachers that teach the same course will be available to all students and parents. At a minimum, each course syllabus will contain grading late work policies.

A. ALL high school credit courses will be 70% Assessment/30% Practice

2. Credit for late work assignments will be at the discretion of the teacher. Assignments must be turned in before the unit post test.

3. Absences shall be handled as follows:

A. Absent students shall be given makeup opportunities for all missed assignments and assessments. Students have 2 days to make up work after an absence. Make up opportunities are available before school, after school and during Tiger Time. It is the student's responsibility to make arrangements for make-up work and assessments.

#### 4. Failing Grades

- A. Teachers will notify parents that a student will not be receiving credit for the course prior to the end of the semester.
- B. Students who are failing with a 59% or below, should attend Academic Assistance.
- C. Grade reports for all courses are sent home with students every six weeks.
- D. Students failing a course are not eligible to participate in extra-curricular activities, athletics and MSHSAA sponsored activities for the following semester. (See Academic Eligibility)

#### 5. Summer School

- A. Summer School is free for all students. It is mandatory for students who earn an F in both 1<sup>st</sup> and 2<sup>nd</sup> Semester. Parents will receive a warning letter at the beginning of 2<sup>nd</sup> semester.

**Hall Passes/Procedures for Leaving a Classroom**-Students must have a pass to leave a class. (Restroom will be the only exception). **A student in the hall without a properly completed hall pass may be subject to disciplinary action.**

**Lost & Found**-The lost and found box is located outside the main office. Any student who has a question concerning the lost and found should report to the main office. Lost items are not the responsibility of the school.

**Lunch** -All students are to remain in the cafeteria or designated and approved areas during lunchtime. **No student shall leave school to eat lunch.**

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. Students may charge up to a maximum of \$10.00 in meal charges, after that he/she will be provided an alternative meal and milk. Charge notices are sent home weekly. Free and reduced meal applications are available year around. If a family's income status changes during the school year a new or revised application may be made. Contact the Food Services Department for more information (842-2099.) Any student choosing to purchase a hot lunch will be required to use a WMDS ID, which has a barcode that is scanned by the computer. No cash will be accepted in the hot lunch line. Breakfast is free. Lunch costs **\$2.00**.

**Lunchroom Policies-** Visitors must seek permission from an administrator to enter or to dine in the lunchroom. All students, in the cafeteria, must demonstrate appropriate lunchroom behavior.

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

- All food remains in the cafeteria.
- Students are responsible for emptying trays and cleaning up their own area.
- Students are not to cut in front of the lunch line.
- All halls are off limits during lunchtime.
- All students will be seated during breakfast and lunch.

**Library Media Center-**The Waynesville Middle School Library houses over 12,000 volumes and a variety of newspapers and periodicals, which are accessible through computerized indexes. You will find the library an essential part of your education at Waynesville Middle School as well as a preparation for high school. The library media center is open during school hours. Students must have a pass or be accompanied by a teacher to come to the library.

#### Circulation of Library Materials

- Books may be checked out for a period of two weeks. A student may only have a maximum of two books checked out at one time.
- Books may be renewed if not in demand.
- If books are lost or damaged, students must pay for the cost of the book. If found, money will be refunded as per district procedures.
- If an overdue book exists on a student account, no other library materials may be checked out until the overdue book is returned.
- You are responsible for materials checked out in your name, do not loan books to other students.

**Personal Technology Usage Guidelines-**WMDS encourages students to use technology tools to enhance their learning experience. Use of laptops 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 middle 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. The student may be disciplined for infractions by the school administration, including possible loss of technology privileges.
- Student Planner Use-All special education and students enrolled in study skills will be issued a student planner. The planner has the student handbook, code of conduct, calendar, and other information that is helpful to students. Students can keep track of personal and school responsibilities by using the calendar. Parents and teachers can use the planner to communicate about student progress. It is expected that students carry their planner. Students who lose their planner may purchase another one in the office.

**Student Identification Cards-** Students will be required to carry a current student issued ID card at all times at school and school sponsored events. Replacement IDs are required if the ID is lost or mutilated. Student ID cards are not to be altered in any way. The replacement cost is \$2.00.

**Student Lockers-** Hall lockers are provided as a privilege to each student. Students are not to attach any pictures, or other materials that cannot be easily removed. Writing of any kind in or on the locker is not allowed. Any problem with the locker should be reported to the office as soon as possible. Students may not change lockers without approval from administration. School policy requires that only the person/persons assigned to a locker are to occupy that locker. School officials may search a student's locker and seize any illegal materials. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, 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.

**Tobacco-Free District-**To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all

facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children, effective July 1, 2007.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

**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.

**Use of Telephone**-Students may use the phone in the office before 7:25, during lunch and after 2:35.

**Cell Phones- WMDS is not responsible for lost or stolen phones.**

**Nuisance Items**-Confiscated nuisance items that need to be picked up may be collected by parents/guardians after 2:35 of the day the item was confiscated.

**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 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 WMDS.

**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 IV-ALTERNATIVE EDUCATION**

##### **At-Risk Courses-**

**In-School Suspension (ISS)-**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 program is to:

- Provide an alternative to out of school suspension;
- Isolate disruptive students from their peers in a controlled setting;
- Assist students in continuing academic progress on classroom assignments while assigned to the program.
- Teach students appropriate behavior by modeling appropriate behavior in a structured environment.

- Return the students to the regular class setting when appropriate. School transportation and lunch is available to students attending ISS. The ISS Program follows WMDS school hours. Any student that arrives after the start of the school day will be required to complete an additional day in the program. Students assigned to the ISS Program will be expected to conform to all policies and procedures established for the program. Discipline is reported to the student’s building administrator. All students are subject to a search each day.

**SECTION V**  
**GUIDANCE & COUNSELING**  
**Guidance Office Hours 7:00-2:45**

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

**Enrollment Regulations-**The following information is presented to help students in planning their schedules:

- Each student is enrolled for seven (7) periods; building principal must approve any exception.
- Requests for specific teachers will not be accepted. Parents are encouraged to share specifics about their student’s learning needs during enrollment if desired or concerns exist.

**Grade Report to Parents-**Grade cards can be accessed online in ESchool 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 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	0-59

**Guidance Appointments-**A sign-up register will be provided for students to request an appointment to see a counselor. Counselors will then contact students at the earliest time possible, which may be a request to report to the guidance office during class time.

Students should only come to sign the register either before classes begin, between classes, at lunch, or after school has been dismissed. The guidance office will not issue passes to class for students registering for appointments.

At times students may ask permission to go to the guidance office during class time, and if the teacher determines the student has a valid reason, he or she should issue a pass to the guidance office, even though an appointment has not been scheduled. Counselors may have to request students from classes at times. Teachers may determine if a student has a valid reason to report to the guidance office and issue a pass during class time.

**Guidance Services**-Guidance services are offered within the total educational program to help meet the needs of all students and teachers. WMDS offers an extensive guidance program with two (2) counselors. WMDS also has a Process Coordinator to work with special education services. Each teacher is encouraged to refer students to their counselors when they have a specific student concern.

**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.

**Student Schedule Changes**-Requests for teacher changes: The counselor may not change a student's teacher. The parent is asked to speak with the teacher by phone to try to correct any problems. If difficulties are still present, the parent should phone the counselor who will arrange a meeting with the teacher, counselor, parent, student and principal to discuss the problems.

A student's schedule will be changed for the following reasons only:

1. Computer error.
2. Prerequisite courses not met.
3. Duplicate credit.
4. Teacher recommendation that the student is misplaced.

**Testing Program**-Other duties of the guidance counselors include the administration of tests, scoring of tests and interpretation of tests to students and parents. The following is a list of tests administered throughout the year. Specific testing dates will be published by the guidance office.

MAP: All Students

End Of Course Exam (EOC): Students enrolled in Algebra I only

**Waynesville School District**  
**Policy IL- Assessment Program Notice**

August 16, 2018

Dear Students, Parents, and Guardians,

Missouri State Statute, 160.570.2 RSMo, requires the school board of each district in the state to establish a written policy on student participation in statewide assessments and to provide a copy to each student and the parents and/or guardians of students under the age of eighteen.

Waynesville School District Policy IL- Assessment Program outlines the Waynesville School District's assessment plan, which includes state assessments. Please refer to the enclosed copy Policy IL.

Please contact my office if you have additional questions regarding the Waynesville School District Assessment Program, 573-842-2050.

Sincerely,



Trish Adkins, Ed.D.

Assistant Superintendent for Instructional Services

**ASSESSMENT PROGRAM**

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The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

**Participation**

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

**District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so

that parents/guardians, students and teachers can monitor academic progress.

2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - Help the professional staff formulate and recommend instructional policy.
  - Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district obtains and maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of

district English Learner students in kindergarten through grade 12.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migrant or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

### **National Assessment of Educational Progress**

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

### **Parental Notice**

At the beginning of each school year, the district shall notify the parents/guardians of each

student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

When possible, the district will provide parents/guardians information on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

### **Access to Local Assessments by Students Not Enrolled in the District**

In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course and ACT assessments. These student

scores shall not affect district accountability.

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Waynesville R-VI

Date Adopted: 10/15/2001

Last Revised: 11/20/2017

**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 guidance office.

## **SECTION VI SAFETY, HEALTH, & TRANSPORTATION**

**Accident Reports-**The school nurse is required to complete an accident report form on any student who is involved in an accident during school or while participating in a school activity.

**Bus Regulations-**If your child is to be picked up or transported to a location other than his/her residence, please fill out a transportation form. These forms are located in the main office. This will be your child's permanent bus. You may change this permanently only by completing another form. For occasional changes, you will need to send a written note to school with your child or bring a written notice to the office with the following information: Child's full name, date/dates of change being requested and reason for the requested temporary change; name, phone number, and address of person caring for the child, or name of person picking child up from school; parent/guardian signature and date.  
**NO TELEPHONE CALLS OR E-MAIL WILL BE ACCEPTED FOR TRANSPORTATION CHANGES UNLESS IT IS AN EXTREME MEDICAL EMERGENCY. DOCTOR'S NOTE/MEDICAL FORM MUST BE SENT TO SCHOOL THE NEXT DAY YOUR CHILD RETURNS TO SCHOOL.** 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. The Director of Transportation must approve occasional changes. Complaints about bus problems should be referred to the Director of Transportation.

**Regulations for Bus Trips-**When a student rides a bus to an activity, it shall be understood that the student agrees to return home on the same bus. Students may ride home with their parents, if a parent personally asks the sponsor of the event and signs the student out.

- Students may sign up in the manner prescribed by the principal.
- Students may be charged a price relative to the mileage. The principal will determine the exact price for each trip.
- The sponsor will inform students as to the time of departure.
- One sponsor will be furnished for each bus.
- Sponsors will be in charge of the bus and its passengers until the bus arrives back at school after the activity.
- The sponsor 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.
- 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.
- All school rules, regulations and penalties apply to bus trips.
- Students who do not ride home on their assigned bus will be subject to strong disciplinary action.
- 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.

**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.**

**Drug Dogs-** Periodically drug dogs will be present and used at district facilities.

**Emergency Drills:** WMDS conducts fire, intruder, tornado, earthquake drills each quarter.

**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: Free immunizations for non-military families can be obtained from the Pulaski county health Department by calling (573) 736-2217 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:

- Reason for exclusion (I.E. fractured wrist)
  - Type of activities student may or may not participate in during PE classes.
  - Number of day's 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**

1. All medications must be delivered to the school nurse or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. 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.

5. To the extent practical, students shall be provided privacy when receiving medications.
6. 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**

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
2. The record of the drug count shall be maintained in a log or on the student's medication record.
3. Any count discrepancies shall be reported to the school nurse for further investigation.
4. 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.
5. Expiration dates on all medications will be checked on a routine basis.
6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
8. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

**Physicals**-Physicals are required of all students entering the Waynesville R-VI School District. Updated physicals are required every four (4) years. 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 NURSE, SIGNED BY THE STUDENT, PARENT/GUARDIAN AND PHYSICIAN BEFORE PARTICIPATION IN A SPORT ACTIVITY, TO INCLUDE THE FIRST DAY OF PRACTICE.**

**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. She is 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.

**Subject to Search-**Students, parents, and visitors are subject to electronic scanning and search while on school property or at a school-sponsored event.

## **SECTION VII EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES**

WMDS 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 WMDS.

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-**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.

**Bell Schedule for Afternoon Classes on Assembly Days-**To be announced as needed.

**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.

**National Junior Honor Society-** Membership in the WMDS Chapter of National Junior Honor Society is an honor bestowed upon students who have outstanding qualities in scholarship, character, leadership and service. The supervisory organization for NJHS 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 first semester of 7<sup>th</sup> grade. The GPA is an accumulation of all grades earned in middle school. If the cumulative grade point average falls below 3.500, a member has one (1) six-week grading period 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 three (3) community service forms per semester to maintain membership. A faculty council member monitors those efforts. A NJHS member in good standing may transfer membership to any other active chapter. New students must be enrolled at WMDS 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 in NJHS.

**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:

- People who are not currently enrolled at Waynesville Middle School will be admitted to school-sponsored events. Individuals who have been expelled will not be at any social function.
- Students leaving an event will not be allowed to return.
- Students must be picked up no later than 30 minutes after event or they will be turned over to proper authorities. Students who violate this policy will not be allowed to attend other school functions.
- Currently enrolled WMDS students who are not suspended or assigned to the (ISS) School are invited and encouraged to attend school dances. All students must present a valid WMDS student ID to be admitted to the dance.

**After School Program**-Club Tiger is our afterschool program. It runs from 2:35–5:15 pm. Parents must fill out an application. The cost for Club Tiger is \$50.00 if your child pays full price for lunches, \$40.00 for reduces lunches, and \$30.00 for free lunches. Contact Club Tiger during their hours at 573-842-2573.

**Student Government**-The student government is the driving force behind most extracurricular activities. The student government at WMDS 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 WMDS 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 a genuine concern for their school.

## **SECTION VIII- EXTRA-CURRICULAR ACTIVITIES, ATHLETICS & MSHSAA**

**Academic Eligibility**-Students participating in extra-curricular 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. Students will not be eligible if they have a failing grade at the conclusion of a 6-week grading term. 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. This form must be completed prior to participating in any competition or performance for any interscholastic sport. The athletic commitment 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. The commitment form 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. The Athletic Commitment form also confirms that each student and parent have read and understand the school district athletic policies and MSHSAA policies outlined in the athletic handbook. Any student found in violation of the Athletic Commitment will be disciplined as outlined in the Athletic Handbook.

The following sports and their seasons are available.

<b>Fall Season</b>	<b>Winter Season</b>	<b>Spring Season</b>
Football	Boys Basketball	Track
Cross Country	Wrestling	
Girls Volleyball	Girls Basketball	

The following MSHSAA Regulated Activities are available for students at WMDS.

## **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 administrative approval prior to the absence.

All activities governed by WMDS 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 and pass all classes each 6-grading period and every semester.
- Have entered school within the first 11 days of the current semester.
- Have not transferred from one (1) school to another without a corresponding change of residence by parents.
- Have not competed on an outside team in the same sport after his/her middle school season starts.
- Have not transferred from one school to another because of being influenced to do so.

**Ozark Conference 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.

**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 2018-19 school year. All 7<sup>th</sup> 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 at the High School. 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**

Accepted for one (1) Season only,  
(Fall, Winter, or Spring).

Individual Season Pass    \$15  
Family Season Pass        \$30

**Annual Pass**

Accepted for all sports for all season.

Individual Yearly Pass    \$35  
Family Yearly Pass        \$70

**SECTION IX-STUDENT DISCIPLINE**  
**JG-R2 Critical**  
**STUDENT DISCIPLINE**

*(Middle School)*

**Regulation**

**Descriptor Code: JG-R2**

**STUDENT DISCIPLINE**

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 which may result 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 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. When appropriate, 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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 Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Impact on Grades**

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

### **Prohibited Conduct**

The following are descriptions of prohibited conduct 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. Consequences of behavior will be based upon the age of the student and severity of the action. These regulations are consistent with Board policy JG.

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

First Offense: No credit for the work, grade reduction or replacement assignment.

Second Offense: No credit for the work, grade reduction, course failure, detention or removal from extracurricular activities.

Subsequent Offense: No credit for the work, course failure, 1-180 days in-school suspension/out-of-school suspension.

**Arson** – Starting a fire or causing an explosion with the intention to damage property or buildings.

First and Subsequent Offense: 10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion. Restitution if appropriate.

The district will seek restitution from the student, parent or guardian for any expenses incurred by the emergency services agencies as a result of the report or threat.

**Assault – Against Student (Physical or Verbal)**

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

First Offense: Up to 10 days out-of-school suspension, recommendation for up to additional 10 days out-of-school suspension.

Second Offense: 10 days out-of-school suspension, recommendation for up to 90 days out-of-school suspension.

Third and Subsequent Offense: 10 days out-of-school suspension, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for

expulsion.

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

First and Subsequent Offense: 10 days out-of-school suspension, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

**Assault – Against Staff** – Hitting, striking and/or attempting to cause injury to a staff member; placing a staff member in reasonable apprehension of imminent physical injury; physically injuring a staff member.

First and Subsequent Offense: 10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

### **Attendance Regulations**

1. **Skipping Class** – Willful nonattendance of a class period or significant portion of the class period without sufficient cause.

First Offense: 1-3 days Saturday School.

Second Offense: 1-3 days in-school suspension.

Third and Subsequent Offense: Up to 10 days in-school suspension.

2. **Tardies** – All students will be expected to be in the classroom when the tardy bell rings unless they have a written excuse from a staff member who detained the student. Beginning each grading period, any tardy received in any classroom is recorded. When tardiness total more than three in any combination of classes the following consequences apply:

4<sup>th</sup> tardy Warning.

5<sup>th</sup> tardy Detention.

6<sup>th</sup> tardy 2 detentions.

7<sup>th</sup> tardy Saturday School.

8<sup>th</sup> tardy 2 Saturday schools.

9<sup>th</sup> tardy and any subsequent tardiness In-school suspension or administrator's discretion.

3. **Truancy (see Board policy JED)** – Any student's absence that occurs without parental permission and/or other adequate justification will be considered truant.

First Offense: Up to 5 days in-school suspension and/or 2-3 days Saturday School.

Second Offense: 5-10 days in-school suspension and/or 1-3 days out-of-school suspension.

Third Offense: Up to 20 days in-school suspension and/or up to 10 days out-of-school suspension and referral to juvenile authorities immediately if student is 15 or younger.

Fourth and Subsequent Offense: Up to 45 days in-school suspension.

Subsequent Offense:

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

***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.

First Offense: Up to 10 days in-school suspension or 1-180 days out-of-school suspension.

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

**Bus, Bus Stop or Transportation Misconduct (see Board policy JFCC)** – Transportation provided by or through the district is an extension of the school and students are expected to follow all rules of the school, transportation department and driver. The driver is in charge of the students riding district transportation and may establish rules necessary to maintain safe and orderly conduct.

The director of transportation will confer with the building principal to address issues necessary or provided by policy JG-R2. Misconduct will be addressed by the director of transportation as per the School Bus Table of Consequences. Depending on the infraction, school consequences may be assigned in addition to bus consequences.

**Classroom Discipline Problems** – When a student is disruptive and a teacher has exhausted all disciplinary actions, the teacher will complete a discipline referral form and send the referral and the student to the principal’s office. These referrals will accumulate throughout the year.

First Offense: Conference with principal and/or detentions.

Second Offense: 2 detention(s).

Third Offense: 2 Saturday Schools.

Fourth Offense: Up to 5 days in-school suspension.

Fifth and Subsequent Offense: Up to 10 days suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

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

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

**Disrespect to Staff Members-Profanity (Verbal or Written), Disrespectful Language (Threatening or Non-threatening) or Obscene Gestures** – Verbal, written, pictorial or symbolic language or gestures that is directed at any staff member that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or

school functions. Students will not be disciplined for speech in situations where it is protected by law.

First and Subsequent Offense: Detention, Saturday School, up to 5 days out-of-school suspension, up to 10 days in-school-suspension, alternative suspension program, and/or up to 180 days out-of-school suspension, and/or recommendation to the Board of Education for expulsion.

**Dress Code (see Procedure JFCA-API)**

First Offense: Warning and change to proper clothing, correct problem before going back to class, send home or keep in the office if can't correct problem, document in discipline file.

Second Offense: Up to 3 detentions and/or Saturday school.

Third and Subsequent Offense: Up to 3 days in-school suspension.

**Drug/Alcohol Abuse Policy (see Board policies JFCH and JHCD)**

Medication should be delivered to the nurse's office by parent/guardian unless prior arrangements have been made with school administration.

The possession, sale, transfer or abuse of alcohol or other drugs, unauthorized inhalants and paraphernalia, including legal and illegal drugs and paraphernalia or substances represented to be such, while on school premises or at a school-related function, is prohibited.

Students are expected to report to school in a drug-free condition except as specified below.\* All forms of beverage alcohol are included in this policy, as are narcotics, depressants, stimulants, hallucinogens and any other drugs, prescription or otherwise, which impair the student's ability to perform in the academic setting.

The school will give the same consideration to persons with chemical dependency problems as it does to students having other health problems. Seeking assistance for such problems will not jeopardize a student's continued education.

Students who come to school or a school function having the smell of alcohol or marijuana on his or her person will have their parents or guardian notified and will be directed to leave school or the activity.

The guest of a student or visitor to the school who is dealing in, possesses, or is under the influence of prohibited controlled substances and/or alcohol will be reported to the proper legal authorities and may be barred for one year or longer from any event held on Waynesville R-VI school property.

\* Students under a physician's care and requiring medication are required to follow the procedures set forth in policy JHCD.

### **Disciplinary Guidelines**

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

First and	In-school-suspension and/or up to 1-180 days
Subsequent	out-of-school suspension, and/or
Offense:	recommendation to Board of Education for expulsion.

2. **Possession, Use or Under the Influence** – The possession or abuse of alcohol or other drugs, unauthorized inhalants and paraphernalia, including legal and illegal drugs and paraphernalia or substances represented to be such, while on school premises, or at a school-related function, is prohibited.

First and Subsequent Offense: 10 days out-of-school suspension, alternative suspension program, notification of law enforcement or juvenile officials, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

3. **Supplying/Sales, Sharing, Transfer of Alcohol/Drugs or Substances Represented to be Controlled Substances** – The sale, offering for sale or purchase of, trade, transporting or transfer of alcohol or other drugs counterfeit or imitation, unauthorized inhalants and paraphernalia, including legal and illegal drugs, paraphernalia or substances represented to be such, while on school premises or at a school-related function, is prohibited.

First and Subsequent Offense: 10 days out-of-school suspension, notification of law enforcement or juvenile officials, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

### **Excessive Discipline Referrals**

A student who amasses an excessive amount of discipline referrals is not conforming to the desired behavior requirements in the Waynesville R-VI School District. Continued poor behavior shows a student's lack of cooperation. In order to maintain an effective learning environment, a non-disruptive climate must be maintained in the building. As referrals

continue to be written on an individual student, the administrator will have the discretion of determining the appropriate action. Additional interventions for excessive referrals can be in-school suspension or ten days out-of-school suspension, possible notification of law enforcement or juvenile officials, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from the student. (No selling of items from one student to another is allowed on buses or school grounds except through school-sponsored activities.)

First Offense: Restitution and 1-10 days out-of-school suspension.

Second Offense: Restitution and 10 days out-of-school suspension and recommendation for up to additional 10 days out-of-school suspension.

Third and Subsequent Offense: Restitution and 1-10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

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

Subsequent Restitution. Detention or in-school suspension.  
Offense:

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

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

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

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

**False Alarms and Bomb Threats** – Intentionally making a bomb threat, tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First and Subsequent Offense: 10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school

Offense: suspension and/or recommendation to Board of Education for expulsion.

The district will seek restitution from the student, parent or guardian for any expenses incurred by the emergency services agencies as a result of the report or threat.

**Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. A pattern of fights occurring over consecutive years will be addressed with current incidents.

First Offense: 5 days out-of-school suspension.

Second Offense: 10 days out-of-school suspension.

Third and Subsequent Offense: 10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

First and Subsequent Offense: Principal/Student conference, 1 or 2 Saturday Schools, in-school suspension, 1-10 days out-of-school suspension, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to the Board of Education for expulsion.

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

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

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

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

First Offense: Principal/Student conference, detention, in-school suspension, alternative suspension

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

Second and Subsequent In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Offense:

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

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

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

Offense:

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

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

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

### **Horseplay**

First 1-3 days detention assigned or in-school suspension.  
Offense:

Second 1-10 days in-school suspension or out-of-school  
Offense: suspension.

Third and 10 days out-of-school suspension and/or  
Subsequent recommendation to superintendent for up to 180 days  
Offenses: out-of-school suspension and/or recommendation to  
Board of Education for expulsion.

**ID Cards** – After a student accumulates three reports of no ID per semester, the following consequences will result:

Fourth Warning.  
Offense:

Fifth One Detention.  
Offense:

Sixth Two Detentions.  
Offense:

Seventh Offense: One Saturday School.

Eighth Offense: Two Saturday Schools.

Ninth and Subsequent Offense: In-school suspension.

No ID's will start over at each grading period.

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

First Offense: Confiscation and up to 10 days out-of-school suspension and/or recommendation for up to additional 10 days out-of-school suspension.

Second Offense: Confiscation and 10 days out-of-school suspension and recommendation for up to 45 days out-of-school suspension.

Third and Subsequent Offense: Confiscation and 10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation

to Board of Education for expulsion.

The district will seek restitution from the student, parent or guardian for any expenses incurred by the emergency services agencies as a result of the report or threat.

**Insubordination** – Applies to Students Both on and Off District Property

First            1-5 detentions or Saturday Schools.  
Offense:

Second        1-10 days in-school suspension or out-of-school  
and            suspension and/or recommendation to superintendent  
Subsequent   for up to 180 days out-of-school suspension and/or  
Offense:       recommendation to Board of Education for expulsion.

**Nuisance Items/Electronic Items** – The use of items such as, but not limited to, cell phones, iPods, games, sound making devices, any non-school related electronic device at school or school activities by students is prohibited during the school day (7:00 am to 2:35 pm).

Distractive nuisance items such as, but not limited to, magazines, catalogs, trade resources, skate boards, skate shoes, toys and any other item that detracts from the educational process are prohibited. These devices are carried at the student's risk. The school assumes no responsibility for their loss or theft, nor will effort be made to search for or retrieve them. Nuisance items may not be picked up by parents/guardians until 2:35 p.m. of the day the item was confiscated.

First            Items will be confiscated, warning and parent/guardian  
Offense:       contact, student will claim item after 2:35 p.m.

Second        Items    confiscated,    detention,    addressed    as

Offense: uncooperative behavior, parents/guardians must claim items after 2:35 p.m.

Third and Subsequent Offense: 1-10 days in-school suspension, 1-10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

### ***Sale or Distribution of Nuisance Items***

First Offense: Items confiscated, Saturday school, in-school suspension, or up to 5 days out-of-school suspension, parents/guardians contacted and must claim items.

Second Offense: Items confiscated, up to 10 days out-of-school suspension, parents/guardians contacted and must claim items. Possible recommendation for up to additional 45 days out-of-school suspension.

Third and Subsequent Offense: 10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

### **Off-Campus Threats or Vandalism of Property of Teachers, Administrators and Other School Board Employees**

Students enrolled in the Waynesville R-VI District who commit intentional acts of vandalism of the property of teachers, bus drivers, school administrators or other school Board employees including, but not limited to, homes, automobiles, mail boxes or any

other real or personal property, and whether the acts of vandalism occur during the school term or during vacation or holiday time, or whether the acts of vandalism occur on school property or on private property shall be subject to paying restitution, mandatory suspension and/or expulsion and notification of proper law enforcement with possible criminal charges.

Additionally, students who threaten assault, batter, terrorize or otherwise treat with extreme disrespect, any teacher, school bus driver, administrator or other persons employed by the Waynesville R-VI School Board, whether said activities are conducted on or off school property, during the school day or before or after school, or during holiday or vacation time, shall be deemed to have committed a serious disciplinary offense.

In the event a student commits an offense as described above against the persons or property of school personnel, it shall be presumed that the student's activity was related to the student's status as a student in the Waynesville R-VI School District and the student's attendance therein, unless the student proves by clear and convincing evidence that the activity was wholly and completely unrelated to the student's status and attendance in the Waynesville R-VI School District.

First and Subsequent Offense: 10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

**Off Limits Areas** – Students found trespassing in off limit areas will be subject to the following discipline.

First Offense: 1-day Saturday School.

Second Offense: 1 day in-school suspension.

Third and Subsequent Offense: Three days in-school suspension and/or ten days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing, hugging, hand-holding and groping. Repeated instances of such behavior may result in parent/guardian conferences and/or suspension from school.

First Offense: Parents/Guardians of both students contacted.

Second Offense: 2 detentions.

Third and Subsequent Offense: Saturday School or 1-3 days in-school suspension.

**Scuffling (shoving/pushing)**

First Offense: 1-3 days in-school suspension.

Second Offense: 1-10 days out-of-school suspension.

Offense:

Third and 10 days out-of-school suspension and/or  
Subsequent recommendation to superintendent for up to 180 days  
Offense: out-of-school suspension and/or recommendation to  
Board of Education for expulsion.

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

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

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

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

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

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

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

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

First and Subsequent Offense: 1-10 days out-of-school suspension, possible loss of technology privileges, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Cell phones or other electronic devices may not be picked up by parent/guardian until after 2:35 pm of the day the item was confiscated on second offense.

First Offense: Items will be confiscated, warning and parent/guardian contacted, possible loss of technology privileges, students must claim items after 2:35 p.m.

Second Offense: Items confiscated, detention, addressed as uncooperative behavior, possible loss of technology privileges, parents/guardians must

claim items 2:35 p.m.

Third and Subsequent Offense: 1-10 days in-school suspension, 1-10 days out-of-school suspension, possible loss of technology privileges, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

3. Sale or Distribution of Electronic Devices—Items such as, but not limited to, beepers, pagers, cell phones.

First Offense: Items confiscated, Saturday school, in-school suspension or up to 5 days out-of-school suspension, parents/guardians contacted and must claim items.

Second Offense: Items confiscated, up to 10 days out-of-school suspension, parents/guardians contacted and must claim items. Possible recommendation for up to additional 45 days out-of-school suspension.

Third and Subsequent Offense: 10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

First and Subsequent Offense: Detention, Saturday School, in-school suspension, 1-10 days out-of-school suspension, possible loss of technology privileges, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

**Theft** – Theft, attempted theft or willful possession of stolen property.

First and Subsequent Offense: Loss of privileges; up to 5 days in-school suspension, 1-10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

The district will seek return, replacement or payment of restitution from the student for all theft incidents involving district property.

**Threatening/Intimidation Tampering Witnesses** – Threatening or intimidating any student for the purpose of, or with the intent of, causing him or her to withdraw a complaint, change a statement, or in general prohibit a witness from providing authorities with information. Applies to students both on and off district property if the situation is connected to a district-related incident. Threatening or intimidating a student to induce fear in general is not permitted.

First and Subsequent Offense: 1-10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

First and Subsequent Offense: Principal/Student conference, up to 5 days in-school-suspension, up to 10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

**Tobacco** – Students shall not use or have tobacco products, electronic cigarettes, or other nicotine-delivery products in their possession on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/student conference, 5 days in-school suspension and/or 1-3

Offense: days out-of-school suspension.

Second Offense: Confiscation of prohibited product. Principal/student conference, 10 days in-school suspension or 3-10 days out-of-school suspension.

Third Offense: Confiscation of prohibited product. Principal/student conference, 10 days out-of-school suspension, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

**Unapproved Groups** – The participation of any student of the Waynesville R-VI School District in a youth gang, fraternity and/or sorority is prohibited. The Board prohibits the memberships, pledging, participation, wearing of unapproved group insignia, use of symbols or any action identified as part of a gang.

The description of a gang, identification of any prohibited group and whether or not a student is a member, a recruiter or participates in such activities is to be determined by the school district. As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to affect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity. This includes activities that occur off school grounds as well as those which occur at school.

Administrators, teachers, staff members, police officials or any citizen may assist the Board in the determination of any student participation in any prohibited gang,

fraternity/sorority or other unapproved gang. Any student in violation of this policy is subject to immediate suspension or expulsion.

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

First and	Principal/Student conference, in-school suspension, 1-
Subsequent	10 days out-of-school suspension, and/or
Offense:	recommendation to superintendent for up to 180 days
	out-of-school suspension and/or recommendation to
	Board of Education for expulsion.

The district will seek restitution from the student for any property damage resulting from any incident.

**Vandalism (see Board policy ECA)** – Any student who willfully damages or destroys property shall be subject to the following action:

1. Written documentation of the incident will be made.
  
2. Parents/Guardians will be notified.
  
3. Students shall be subject to a suspension from school for not more than 10 days. The superintendent may add additional days of suspension if appropriate.
  
4. Students shall make specific arrangements with the principal for reimbursing the school district for the repair or replacement of damaged property.

First and Subsequent Offense: 1-10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

The district will seek restitution from the student for any property damage resulting from any incident.

**Verbal or Written Abuse to Staff of a Threatening Nature** – Applies to students both on and off district property--Disrespectful language to a staff member that is threatening in nature.

First and Subsequent Offense: 1-10 days out-of-school suspension, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

**Water Guns, Shaving Cream, Snowballs, etc.** – Water guns, shaving cream, etc., have no place in the Waynesville Middle School building. The following penalty may apply if students are in possession of or use any of the above items.

First Offense: Up to five days out-of-school suspension.

Second and Subsequent Offense: Up to ten days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or expulsion.

**Weapons (see Board Policy JFCJ)**

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

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

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

First and Subsequent Offense: 1-10 days out-of-school suspension, alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

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

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

The administration is responsible for the operations 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.

***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.***

Waynesville R-VI

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

**COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b> 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.

**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.

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<sup>1</sup> *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V.*

Revised 4/17

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

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

**Every Student Succeeds Act- Parents 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,



Trish Adkins, Ed.D.

Assistant Superintendent for Instructional Services