

2020-2021



Waynesville Middle School  
Student Handbook



WAYNESVILLE MIDDLE SCHOOL

**“HOME OF THE TIGERS”**

Empower and Prepare Individual Students for Future Opportunities as Citizens and Leaders

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MEMBER: Ozark Conference

SCHOOL COLORS: Orange and Black

SCHOOL MOTTO: Where the Orange and Black Unite with the Red, White and Blue

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Mr. Brian Vernon, Principal  
Mr. Jake Kloeppe, Assistant Principal 7th Grade  
Mr. Robert Crabtree, Assistant Principal 8th Grade  
Mr. Cory Ace, Athletic Director

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<https://www.waynesville.k12.mo.us>

*Accredited by AdvanceEd  
Governor’s Choice Award  
For Outstanding School District*

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

## Table of Contents

### Section I: Academic Assistance

- a. HERO Time Information
- b. What I Need (WIN)
- c. Saturday Saver
- d. EDGE

### Section II: Assessment Programs (Policy IL)

- a. District Assessment Plan
- b. Reading Assessments
- c. English Proficiency Assessments
- d. Statewide Assessments
- e. National Assessments
- f. Final Examinations

### Section III: Attendance/Schedules

- a. Attendance Procedures/General Guidelines
- b. Procedures when Arriving at School
- c. Absent from School
- d. Late to School
- e. Checking Out of School
- f. Inclement Weather/ Delayed Start Information
- g. Attendance at Extra-curricular, athletic, or MSHSAA events
- h. Conduct in Halls
- i. Bell Schedules
- j. Lunch Shifts

### Section IV: Bussing/Transportation

- a. Daily Route Information
- b. Bus Regulations

### Section V: Cafeteria Service

- a. Payment options
- b. Lunchroom Policies

### Section VI: Emergency Situations

- a. Alarm Procedures
- b. Severe Weather

### Section VII: Extra Curricular/Co-Curricular & MSHSAA Activities

- a. Assemblies, Clubs, Social Functions
- b. National Honor Society
- c. Student Government
- d. Academic Eligibility
- e. Athletic Commitment/Eligibility for Participation
- f. Ozark Conference Standards
- g. Parental Permission/ Participation Fees
- h. Sport Passes and Prices
- i. Building usage

### Section VIII: School Counseling Services

- a. Counseling Services
- b. Counseling Appointments
- c. Admission/Registration
- d. Grade Report to Parents/Progress Reports
- e. Enrollment
- f. Student Records
- g. Student Schedule Changes
- h. Testing Program
- i. Transferring/Withdrawal from School
- j. Summer School
- k. Student Planners

### Section IX: Health Services & Information

- a. School Nurses
- b. Immunizations
- c. Medical Excuses from Class
- d. Medication Administration/Disposal of Medications
- e. Physicals

### Section X: Honors and Awards

- a. Honor Roll
- b. Perfect Attendance

### Section XI: Media Center

- a. Procedures

Section XII: Security

- a. Entering the building
- b. Searches
- c. Lockers
- d. Visitors to School/ Visitors to School Events

Section XIII: Student Discipline and Regulations

- a. JG-R2
- b. Dress Code
- c. Telephone Usage
- d. Cell Phones/Electronic Devices
- e. Nuisance Items
- f. Open Containers

Section XIV: Technology and General Information

- a. Technology Usage (personal devices)

- b. Chromebooks

- c. Textbooks

Section XV: Alternative Education

- a. Alternative School
- b. In-School Suspension/ Alternative School

Section XVI: Other

- a. ESSA Complaint Procedures
- b. Public Notice
- c. State Testing Memo Fall 2020
- d. Notice of Nondiscrimination
- e. Virtual Education
- f. Policy JFCF-Bullying
- g. Parents Right To Know

## Waynesville R-VI School District

**District Mission:** *Empower and Prepare Individual Students for Future Opportunities as Citizens and Leaders*

**Mission:** *Preparing Students to Lead and Succeed*

**Vision:** *Excel as a student-centered community of learners that embrace diversity and collaboration*

**Collective Commitments:**

- **Willing and positive collaboration among peers**
- **Meaningful relations with students**
- **Data used to drive learning**
- **Students inspired to lead**

WELCOME TO WAYNESVILLE MIDDLE SCHOOL  
LEADING THE WAY EVERY DAY!

*Welcome to Waynesville Middle School. We are excited about beginning this year and hope that each student has the best middle school experience possible. As you begin this new school year, please remember to strive for excellence in and out of the classroom. We believe that each and every student has the potential to reach their dreams; our job is to support you and to push you toward excellence. If you ever have any questions, please just ask. We are looking forward to another exciting school year and we are proud you are a student at Waynesville Middle School. Together, we can LEAD!*

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 Tyler 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.

*We strongly encourage you to get involved! This is YOUR school, you are a TIGER, and you belong here. Please join one of our many organizations, clubs, or athletic teams. I am very proud and honored to be your principal and look forward to working with you to make this a great year!*

*Brian Vernon  
Middle School Principal*

## Faculty and Staff

### Administration:

Brian Vernon

Jake Kloeppe

Robert Crabtree

Cory Ace

Head Principal

Assistant Principal 7th Grade

Assistant Principal 8th Grade

Athletic Director

### Counselors:

Jonie Wilson

Neftali Perez

Counselor 7th Grade

Counselor 8th Grade

### Process Coordinator:

Arthena Dye

Process Coordinator and 504's

A master school calendar can be found on the district website at [www.waynesville.k12.mo.us](http://www.waynesville.k12.mo.us).

<https://www.waynesville.k12.mo.us/cms/lib/MO01910216/Centricity/Domain/4/2019-2020%20Calendar%20for%20Website%20.pdf>

## **SECTION I: ACADEMIC ASSISTANCE PROGRAMS**

**Academic Assistance** - Academic Assistance and HERO Time are designed to afford students maximum opportunities for success.

**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.

**HERO Time** is an academic support period built into the regular school day. Students who need academic support will be assigned a tutoring session by staff that they must attend. Students who are not assigned to a teacher for tutoring, will be allowed to choose an enrichment session. All students are responsible to report on time to the HERO Time session for which they are assigned. Students who do not report on time will be considered tardy and be tardy swept. If a student does not show up for their assigned HERO Time session, the office will be notified immediately.

**What I Need (W.I.N.)** - The (WIN) after school program will run Monday through Thursday from 2:45-5:00 pm. Parents must fill out an application for students to attend. The program is open to all students in 7th and 8th grades and there are no registration fees. The program will include academic assistance time and privilege time that will run from 2:45-3:30 and club time that will run from 4:00-5:00. Students who stay after for WIN time can ride the activity bus home. The activity bus departs from WMDS at 5:15 and WHS at 5:45.

**Saturday Saver** - Scheduled at least twice per quarter, Saturday Saver is designed to assist students with missing assignments or who are struggling to achieve academically. Saturday Saver begins from 8:00 AM and ends at 12:00 PM. Doors lock promptly after 8:00 AM. You are encouraged to refer your student to this program through the main office or guidance office if you feel they need extra assistance. Students may also refer themselves through their school counselor or teacher.

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

## **SECTION II: ASSESSMENT PROGRAM (Policy IL)**



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 district wide 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.

The reading assessment will be a recognized method or combination of methods of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

**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 migratory 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.

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.

**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. The district will provide parents/guardians information, if available, 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 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 or other assessments if the assessments are funded by the state. These student scores shall not affect district accountability.

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

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 the Waynesville School District Instructional Services Office with any questions you may have about the District Assessment Policy, 573-842-2050.

**Midterm/Final Examinations** -The principal will announce the midterm/final examination schedule at least three weeks prior to the end of the semester. Students should make every effort to take midterm/final examinations at the designated times. Any exceptions must be submitted in writing to the Principal for approval.

### **SECTION III: ATTENDANCE/SCHEDULES**

School attendance is a vital part of each student's education. Regular and punctual attendance is necessary for the proper functioning of the entire school program. All residents of school age are required to meet educational requirements in accordance with the laws of the State of Missouri and the rules and regulations of the Board of Education. The State of Missouri Department of Elementary and Secondary Education has set the standard that all students enrolled in Missouri schools should meet or exceed an attendance rate of 90% or your district will be penalized. Students who have good attendance achieve greater success and enjoy school more. The benefit of classroom instruction lost by absenteeism cannot be entirely regained. Absenteeism is a major cause of school failure.

**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. The official attendance record will be kept in the attendance office.

**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 designated area.

**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 five 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. Please refrain from checking your student out from school during the last 30 minutes of school, unless there is an emergency.

#### **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, Remind, 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 website 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.

**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 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.**

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

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

**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. Additionally, blankets are not permitted in halls or classrooms.

**Bell and Lunch Schedules-: All school schedules can be found at this link, <https://www.waynesville.k12.mo.us/Domain/10>.**

## **SECTION IV: BUSSING/ TRANSPORTATION**

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

**Bus Regulations** - If your child is to be picked up or transported to a location other than his/her residence, you will need to call or 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 the person caring for the child, or name of person picking children 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.

## **SECTION V: CAFETERIA SERVICE**

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. All meal information; including prices for full and reduced meals, payment options, and menus can be found on the district website [www.waynesville.k12.mo.us](http://www.waynesville.k12.mo.us) under Food Services.

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

**Lunchroom Policies** - All students are to remain in the cafeteria or designated and approved areas during lunchtime. No visitors will be allowed in the lunchroom. Students who eat in the cafeteria must demonstrate appropriate lunchroom behavior.

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

- 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.

## **SECTION VI: EMERGENCY SITUATIONS**

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

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

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

## **SECTION VII: EXTRACURRICULAR/CO-CURRICULAR & MSHSAA 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.

**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 not 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 the 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 are invited and encouraged to attend school dances. All students must present a valid WMDS student ID to be admitted to the dance.

**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.

**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.

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

The following MSHSAA Regulated Activities are available for students at WMDS: **Band and Choir**

**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 week 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 athletes planning to participate in fall, winter, and/or spring for the 2020-2021 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**

**Annual Pass**

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

Accepted for all sports for all seasons.

Individual Season Pass \$15

Individual Yearly Pass \$35

Family Season Pass \$30

Family Yearly Pass \$70

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

**SECTION VIII: SCHOOL COUNSELING**

**Counseling Office Hours 7:00-2:45**

**Counseling 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.

**Counseling 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 counseling 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 counseling office will not issue passes to class for students registering for appointments. At times students may ask permission to go to the counseling office during class time, and if the teacher determines the student has a valid reason, he or she should issue a pass to the counseling 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 counseling office and issue a pass during class time.

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

**Grade Report to Parents**-Grade cards can be accessed online in Tyler SIS 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

**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.

**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 recommended that the student was in the wrong class.

**Testing Program**-Other duties of the 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 (See High School Handbook for guidelines)

**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.

**Summer School**- A student who fails a core class or classes first **or** second semester is required to take summer school remediation classes in order to be promoted to the next grade level.

- A. Absences: A student may only miss two days of summer school, no exceptions.
- B. Discipline: A student with three or more minor offenses or one major offense referral will be dismissed from summer school.

**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.

## **SECTION IX: HEALTH SERVICES & INFORMATION**

**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/he 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.

**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-** 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.**

## **SECTION X: HONORS AND AWARDS**

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

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

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

## **SECTION XI: MEDIA CENTER**

**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.
- Students are responsible for materials checked out in your name. Do not loan books to other students.

## **SECTION XII: SECURITY**

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

**Entering the building** - The only accessible entrance to the school from outside, throughout the school day, is the main entrance. Signs are posted directing all visitors to the office to be signed in and cleared for visits to other parts of the school. Visitors who are cleared and provide a photo ID will be given a visitor ID badge.

**Search and Seizure** - **All lockers, desks, and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to approved school policy.** Searches may include drug detection dogs and aerosol sprays. The student must open the locker when requested by school personnel. The principal may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to board approved policy:

Searches of the pockets of the students:

- a. Any object in the possession of the student such as a purse or book bag
- b. A "pat down" of the exterior of the student's clothing

- c. No searches of the person of a student shall be made which require removal of clothing other than a coat or jacket or shoes.

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

**Visitors to School** - Parents and patrons of the school district may visit district schools and are welcome to join the Board on improving the instructional program. However, all visitors during the regular school day, including Board members, shall sign in or check in at the building office prior to proceeding elsewhere in the building. Visitors will be asked to surrender an ID card in order to obtain a visitor pass for display during their time on campus. Visitor's passes must be approved by the administration. The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the superintendent, building principal or designee may contact the proper legal authorities, file a report or sign a complaint on behalf of the district.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without full or joint legal or physical custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian.

Parents/guardians wanting to visit with their student's teacher(s) are requested to call the guidance or principal's office and give 24 hour 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 XIII: STUDENT DISCIPLINE (JG-R2) and Regulations**

**Please refer to the Student Discipline Policy (JG-R2) located at**

**<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG-R2&Sch=389&S=389&C=J&RevNo=1.61&T=A&Z=A&St=ADOPTED&PG=6&SN=true>**

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

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. Loungewear or pajamas, including footwear is not permitted. Gang related colors, tags, symbols or apparel is not permitted.
2. All students must wear shoes, boots or other types of footwear.
3. Any apparel, jewelry, accessories or manner of grooming containing vulgar words or images or profanity or that advocates drug use, tobacco or alcohol is deemed inappropriate and is forbidden. Face painting, writing or drawings on skin are not allowed in school.
4. Shorts and skirts must not be above knee length. No holes in clothing, cut or torn which exposes skin or undergarments above the knee are permitted.
5. Blouses and t-shirts must extend to at least the top of the student's pants, skirts or shorts. Inappropriate clothing examples are spaghetti straps and dresses that show abdominal skin, underwear or private areas, ripped or torn clothing. Pants will be worn appropriately, not below the waistline.
6. Tops, blouses and shirts must have a sleeve. (Applicable to middle school and high school students.) No skin shall be visible on the midriff; this includes both the standing and sitting positions.
7. Undesirable or vulgar dress apparel may not be worn at school or at school functions.
8. Overly bulky or overly loose clothing, including coats and backpacks that may conceal a weapon or have been used to establish affiliation with groups or gangs whose activities involving intimidation,



violence or other illegal activities will not be permitted at school or school activities due to their disruptive nature on the school climate and educational process.

9. Coats, hats, caps, etc. must be removed by students when entering the building and placed in the student's locker until the bell rings at the end of the school day. At no time should bandanas be displayed or carried while on school grounds.
10. Dress and grooming will not disrupt the educational environment.
11. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
12. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

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

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

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

**Cell Phones or Personal Electronics-** WMDS is not responsible for lost or stolen phones/electronics. Cell phones are not permitted in the school, to include halls, classrooms, or common areas.

**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.

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

## **SECTION XIV: TECHNOLOGY AND GENERAL INFORMATION**

**Personal Technology Usage Guidelines-**WMDS encourages students to use technology tools to enhance their learning experience. Use of Chromebooks 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-API) 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.

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

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

## **SECTION XV: ALTERNATIVE EDUCATION**

**Alternative School** - The Waynesville R-VI School District offers an alternative school setting that is dedicated to its students by providing differentiated instructional strategies to meet student needs to cause them to thrive emotionally and academically. Please inquire with your counselor if you have any questions.

**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 XVI: OTHER

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

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

<p>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</p>	
<p><b>General Information</b></p> <ol style="list-style-type: none"><li>1. What is a complaint under ESSA?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ol>	
<p><b>Complaints filed with LEA</b></p> <ol style="list-style-type: none"><li>4. How will a complaint filed with the LEA be investigated?</li><li>5. What happens if a complaint is not resolved at the local level (LEA)?</li></ol>	<p><b>Complaints filed with the Department</b></p> <ol style="list-style-type: none"><li>6. How can a complaint be filed with the Department?</li><li>7. How will a complaint filed with the Department be investigated?</li><li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li></ol>
<p><b>Appeals</b></p> <ol style="list-style-type: none"><li>9. How will appeals to the Department be investigated?</li><li>10. What happens if the complaint is not resolved at the state level (the Department)?</li></ol>	

### 1. What is a complaint?

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

### 2. Who may file a complaint?

Any individual or organization may file a complaint.

### 3. How can a complaint be filed?

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

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

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

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

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

*1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V  
2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Revised 4/17

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

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

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

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

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

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

The following activities will occur in the investigation:

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

## **8. How are complaints related to equitable services to nonpublic school children handled differently?**

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

## **9. How will appeals to the Department be investigated?**

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

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

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

### Public Notice

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

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

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

The Waynesville R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office (200 Fleetwood Drive, Waynesville, MO) on Monday-Friday from 7:30 a.m. to 4:00 p.m.

This notice will be provided in native languages as appropriate.

Waynesville School District  
Policy IL- Assessment Program Notice

August 24, 2020

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

**Policy**

**Descriptor Code: IL-1**

**ASSESSMENT PROGRAM**

*(K-12 Districts)*

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.

The reading assessment will be a recognized method or combination of methods of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **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 migratory 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.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

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.

## **Assessments in Preparation for Postsecondary Education and Work Opportunities**

The district encourages students to prepare for postsecondary education or work opportunities prior to graduating from the district. District staff will encourage students to take assessments necessary for pursuing postsecondary education, career training and employment. Such assessments may include, but are not limited to, the ACT, the ACT Plus Writing Assessment, the ACT WorkKeys assessments (WorkKeys) and the SAT. When the district determines it is economically feasible, the district may provide access to assessments at the district's expense. The superintendent or designee will work with testing companies to provide eligible students access to fee waivers and other resources so that all district students may access these assessments.

### ***ACT/WorkKeys at State Expense***

DESE may require school districts to administer the ACT as part of statewide testing requirements. When that occurs and the state funds the test, any student who would be allowed or required to participate in the ACT will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at the state's expense in lieu of taking the ACT. Any student who participated in a state-funded administration of the WorkKeys shall not participate in any state-funded administration of the ACT.

### ***ACT/WorkKeys at District Expense***

Students who are required or allowed to participate in the ACT at district expense will have the opportunity, on any date within three months before the ACT administration, to participate in the WorkKeys at district expense. The district may also require the student to take the ACT.

### **High School Equivalency Examination**

The district participates in the Missouri Option Program, a competency-based program that allows eligible students to earn a district diploma if the student passes the state high school equivalency examination.

### **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.

The district will provide parents/guardians information, if available, 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 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 or other assessments if the assessments are funded by the state. These student scores shall not affect district accountability.

\* \* \* \* \*

*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

Date  
Adopted: 10/15/2001

Last Revised: 3/25/2019

### **Statement of Non-Discrimination**

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

Any persons having inquiries concerning the non-discrimination policies and compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the Assistant Superintendent for Personnel Services, 200 Fleetwood Drive, Waynesville, MO 65583, (573) 774-6194 (Title IX, Title VI, Title VII and ADA, Age Discrimination Act, Boys Scout Access), or the Director of Special Services, (573) 774-6407 (Section 504) 200 Fleetwood Drive, Waynesville, MO 65583 or RELAY MISSOURI 800-735-2966.

### **Virtual Education**

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

**Policy JFCF: BULLYING**

Waynesville R-VI

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

**Status:** ADOPTED

## **General**

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

## **Definitions**

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

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

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

## **Designated Officials**

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

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's

antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

## **Reporting Bullying**

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

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

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

## **Investigation**

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

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will

generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

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

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

### **Consequences**

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

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

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

### **Policy Publication**

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

## **Training and Education**

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

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

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

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

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

1. Cultivating the student's self-worth and self-esteem.



2. Teaching the student to defend him or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### **Additional School Programs and Resources**

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

### **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

Waynesville Middle School

2020-2021

#### HANDBOOK AGREEMENT

The rules, policies, and procedures outlined in the Student Handbook are by no means all inclusive. Situations may arise that are not directly addressed in the Student Handbook. The administration will act as these situations arise. Each student is responsible for having knowledge of the policies as outlined in the Student Handbook. Each student will be given a copy of the Student Handbook and should take the time to read it. Parents are also encouraged to read it.

*I have read the Student Handbook and accept the responsibility and will abide by the rules and regulations that have been written in the Student Handbook.*

*This consent will remain in effect for the current school year until revoked in writing.*

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(Parent Signature & Date)

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(Parent Printed Name & Date)

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(Student Signature & Date)

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(Student Printed Name & Date)

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H.E.R.O. Time Teacher