

**2020-21**



**Student Handbook**



# WAYNESVILLE HIGH 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. Randy Luebbert, Principal  
Mrs. Kym Rodriguez, Assistant Principal 9th Grade  
Mr. Kevin Schnicker, Assistant Principal Grades 10-12 Last Names A - K  
Dr. Traci Starnes, Assistant Principal Grades 10-12 Last Names L - Z  
Mr. Cory Ace, Athletic Director

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Waynesville, MO 65583  
Phone: (573) 842-2400 Fax: (573) 433-2921  
<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***

***A+ School***

***Gold Star Award/Distinction***

***High Schools That Work***

***NMSI Member School***

***Missouri Model District Member***

**WAYNESVILLE HIGH SCHOOL**

**ALMA MATER**

Hail, Waynesville High School

Honor to you

Ever you'll find us loyal and true

Firm and undaunted, always we'll be

Here's to the school we love

Dear old Waynesville High

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# Waynesville R-VI School District

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

**Mission:** *Assure Educational Success for All*

**Vision:** *WHS is committed to providing a well-rounded educational program that prepares each student for diverse career paths in a global society.*

## **Collective Commitments:**

- **WE are committed to engaging students and building relationships with them in order to facilitate meaningful and relevant learning experiences.**
- **WE are committed to modeling positive and professional behavior with our students.**
- **WE are committed to upholding high expectations for learning behavior and citizenship.**
- **WE are committed to the meaningful integration of 21st Century skills and technology.**

WELCOME TO WAYNESVILLE HIGH SCHOOL  
OUR GOAL IS YOUR SUCCESS!

## ONCE A TIGER - ALWAYS A TIGER!!

*Welcome to WHS! Thank you for taking the time to read the student handbook that has been very carefully put together for you. It is an outline of procedures, rules and guidelines that will help ensure your success as a student at Waynesville High School. The handbook should answer most questions that you and your parents/guardians will have during the school year. However, if at any time you have questions that are not addressed in the handbook, feel free to contact the high school office.*

*The four years that you spend with us here at WHS will fly by so quickly. It is an exciting and fun period, yet can also be a stressful and uncertain time in your life as you try to answer the inevitable question... What are you going to do after you graduate?*

*Waynesville High School offers a highly experienced, educated and caring faculty ready to work with you to prepare you for life after high school. It is our goal to help make sure you have both options and opportunities, whether it be furthering your education, military service, entry into the job market or another path. We will help you to choose wisely and take advantage of our college preparatory classes, vocational program, career pathways or individualized programs to suit your plans after graduating.*

*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. If we don't have what you are looking for, let us know.*

*Our primary purpose is to provide every student an opportunity to learn and become a successful and productive member of society. To accomplish this task we must all work together: students, parents, staff, teachers, administrators, school board members, and community. I am very proud and honored to be your principal and look forward to working with you to make this a great year!*

*Randy Luebbert  
High School Principal*

*"Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do.*

*Excellence, then, is not an act but a habit."*

*—Aristotle*

**Waynesville High School**  
**2020-21 School Calendar\***

August 17,18,19,20,21 .....	Professional Development
August 24 .....	First Day of School
August 26 .....	Open House/ Meet the Teacher
September 7 (No School) .....	Labor Day
September 20 .....	End of Grading Period
September 25 (Early Release) .....	Homecoming
October 12 (No School) .....	Teacher Inservice Day
October 23 .....	End of Quarter/Grading Period
October 27 & 29 .....	Parent Teacher Conferences (3:00pm-6:30pm)
October 30 (No School) .....	Fall Break
November 11 (No School) .....	Veterans Day
November 13 (Early Release) .....	Teacher Inservice Day
November 25-27 (No School) .....	Thanksgiving Break
December 18 (Early Release) .....	Teacher Inservice Day
December 21-January 1 .....	Holiday Break
January 15 (Early Release).....	End of First Semester
January 18 (No School) .....	Martin Luther King Day
February 15 (No School) .....	President’s Day
March 15-19 (No School) .....	Spring Break
March 26 .....	End of Quarter/Grading Period
April 2 (No School) .....	Easter Break
May 21 .....	Graduation
May 25-27 .....	Finals Week for Grades 9-11
May 27 (Early Release) .....	Last Day of School

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/4/2020-2021%20school%20calendar%20Final.jpg>

**“If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception; it is a prevailing attitude.”**

**–Charles R. Swindoll**

## **SECTION I: Faculty and Staff**

### **Administration:**

Randy Luebbert	Head Principal
Kym Rodriguez	Assistant Principal 9th Grade
Kevin Schnicker	Assistant Principal Grades 10 -12 Last Names A - K
Traci Starnes	Assistant Principal Grades 10-12 Last names L - Z
Cory Ace	Athletic Director

### **Counselors:**

Theresa McNutt	9th Grade Counselor
Megan Pimentel	Counselor Grades 10 -12 Last Names A - E
Cherie Gaono	Counselor Grades 10 -12 Last Names F - L
Kayla Maassen	Counselor Grades 10 -12 Last Names M - R
Sarah Broadway	Counselor Grades 10 -12 Last Names S - Z

### **Process Coordinators:**

Natalie Cadena	Process Coordinator 9th Grade and 504's
Shauna Smith	Process Coordinator Grades 10th -12th

### **High School Faculty:**

A+ Coordinator	Chris Pilz	Family and Consumer Science/FCCLA	Amy Johnson
At-Risk Classes	Ashley Galloway	Child Development / Tiger Pre School	Chrystal Bohrer
Credit Recovery	Amy Breeden	Foreign Languages Department Head	Melissa Jones
Fine Art Department Head	Ronni Jeter	Foreign Languages (Spanish)	Jon Bennion
Fine Art /Theatre	Charles Davis	Foreign Languages (Spanish)	Amaris Breton
Fine Art/ Choir	Cydnee Gilmore	Foreign Languages (German)	Olga McFadden
Fine Art/Art	Sarah Luttrell	Foreign Languages (French)	Shannon Spray
Fine Art/Art	Amy Rushing	In School Suspension (SAVE)	Dustin Matlock
Fine Art/Band Director	Jim Stockmann	Instructional Tech	Andrea Butzler
Fine Art/ Assistant Band Director	Jared Sabatasso	LEAP	Toye O'Brien
Fine Art/Assistant Band Director	Nathan Gargus	Library/ Educational Leadership	Clarissa Guffey
Driver's Education	Jack Berger	Math Department Head	Renita DeMalade
Driver's Education	Judson Heppard	Math	Amy Clark
English Department Head/Journalism (Yearbook)	Steve Ward	Math	Jill Price
English Department	Patrick Brooks	Math	Erika Haley
English Department	Desiree Gentle	Math	Eriq Kristek
English Department	Kaylan Davis	Math	Jessica O'Shea
English Department	Connie Feighery	Math	Carrie Walden
English Department/Activities Director/SGA	Tricia Foster	Math	Karleen Campbell
English Department	Michael Gow	Math & POE	Errica Vaughn
English Department	Alyssa Manning	Math	Christina Wadley
English Department	Tanya Turner	Math/Computer Science/Tech Intern	Nicholas Lambert
English Department Journalism (Magazine)	Dawn Wilking	Math	Savannah Sutton
English Department	Curtis Wood	Missouri Options Program	Jeff Bramer
ESOL	Alison Bowman	P.E. Department Head/Girls Basketball Coach	Brittany Matlock

Physical Education (Fitness)	Jeremy Bartz	Social Studies	Rena Long
Physical Education/ Head Track Coach	Mike Rawlings	Social Studies	Terry Lambert
P.E. / Life Skills/ Head Football Coach	Joe Haynes	Social Studies	Josh Mize
Physical Education / Health / Freshman Mentor Program/ Head/Cross Country Coach	Nicole Jarman	Special Services	George Lauritson
Physical Education / Head Wrestling Coach	Lucas Smith	Special Services	Kimberly Bahr
Physical Education / Health / Head Tennis Coach	Kayla Wilson	Special Services / Way Med	Maria Butler
Reading	Lisa Misenheimer	Special Services	Megan Callis
Science Department Head	Eric Beal	Special Services	Phillip Gambill
Science Department	Robert Foster	Special Services	Tabitha Guzman
Science Department	Olivia Horton	Special Services	Willow Derbidge
Science Department	Kelly Jackson	Special Services	Stephanie Peace
Science Department	Jenna McClanahan	Special Services	Shawn Kelley
Science Department	Krista Madden	Special Services	Justine Swan
Science Department	Tate Brand	Special Services / Speech	Samantha Anthony
Science Department	Jill Whitham	Special Services / District Assessment Team	Beth Humphrey
Science Department	Nick Parmley	Special Services / Occupational Services	Margaret Settle
Social Studies Department Head	Eric Thornburg	SRO	Melissa Wiloughby
Social Studies / Head Golf Coach	Nathan Boeh	SRO	Officer Lopez
Social Studies	Gary Cook	SRO	TBA
Social Studies	Dalton Quick	Study Skills	Officer Bennett
Social Studies	Dylan Johnson	School Nurses	Zimberland Mott
Social Studies	Matt Johnson	School Nurses	Marla Driver
			Kim McCain

**Paraprofessionals:**

Special Services	Kayla Bradley	Special Services	Erica Wheeler
Special Services	Johnathan Kelly	Special Services	Amanda Becerra-Rodriguez
Special Services	Theresa Meyer	Special Services	Christina Karns
Special Services	Zimberland Mott	Special Services	William "Trent" Wise
Special Services	Laura Pettis	Special Services	Nicole Snyder

**Secretarial Staff:**

High School Secretary/Substitute Services	Sharon Kempen	Counselors Office / Special Services	Anna Hartley
Athletics Secretary	Nancy Crawford	9th Grade Office	Dawn Smith
Main Office / Athletics	Jamie Stearns	2nd Floor Office	Tobi Morgan
Main Office/Attendance	Rozena Johnson	3rd Floor Office	Shalene Dunmore
Counselors Office / Registrar	Heather Ashton		

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

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

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

**Tiger Time** is an academic assistance period built into the regular school day. For the 2020-21 school year it will be on Tuesdays and Thursdays from 11:20-12:05. Students who are doing poorly in class or have not yet showed proficiency in a needed skill or standard will be assigned a tutoring session that they **MUST** attend. Students may also get a pass from their normally scheduled Tiger Time teacher and go to any of their other classes to make up tests, do homework, or get more instruction, if not on the intervention list. Students will not be allowed to leave their regular Tiger Time classes on Thursday for non-academic reasons, it is strictly for academic assistance and interventions. All club, class, or team meetings will be held on Tuesday.

Students who do not have an intervention on Tuesday will be allowed to participate in enrichment activities and meetings during Tiger Times.

General Rules:

Students must report to Tiger Time on time or be considered tardy and be tardy swept.

Students must be engaged in some type of academic endeavor that includes homework, test make-up, group work, or reading.

Teachers should let the homeroom teacher know with WHS Google spreadsheet of where the students are to go for academic/intervention reasons.

It will be the requesting teacher’s responsibility to make sure the student shows up.

Tuesday & Thursday’s– All students will report to their assigned academic lab. The emphasis is on academic achievement and doing homework, testing, or reading.

- a. Students can leave for tutoring help after attendance is taken and students are sent to the assigned location. (Teacher must verify where to send the students per the Google Sheet)
- b. Students should not be in the hallway for bathroom breaks, etc. unless it is an emergency.
- c. If a student does not show up for class the teacher will need to notify the office immediately.
- d. Students who do not need academic assistance/interventions can participate in enrichment activities on Tuesdays.

Meeting Days:

Meetings may be scheduled on Tuesday but each organization is only allowed one day per month and must be posted on the shared calendar.

Students who attend any meetings must have 90% attendance and no grade below a C-, and no outstanding discipline (Students cannot leave SAVE to go to a meeting).

Teachers should post/e-mail when meetings are on the school calendar.

**Drop Everything and Read (DEAR) dates-** Scheduled for the 1st Thursday of every grading period- students will NOT be allowed travel to interventions during these days:

Sept 3rd, Oct. 8th, Nov. 19th, Jan. 21st, March 4th, April 22nd

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

- **Due to the COVID- 19 School Closure and distance learning format in spring 2020, WHS students will earn their STRIPES at the end of the 1st six weeks grading period of the 2020-2021 school year.**

**6-week Grading Period Expectations:**

	Platinum STRIPES	Gold STRIPES	Orange STRIPES
Academic Achievement	70% A’s or 100% A’s and B’s in all classes currently enrolled	50% A’s or 80% A’s and B’s in all classes currently enrolled	40% A’s, and/or passing all classes currently enrolled
Attendance/ Tardies	97.0%-100.0% attendance rate, NO tardies	94.0%-96.9% attendance rate, 1 or fewer tardies	90.0%-93.9% attendance rate, 2 or fewer tardies
Referrals/ Discipline	NO Discipline Actions	NO DT/SS NO ISS/OSS	NO ISS/OSS
Alternate Criteria (must apply/appeal)	Gold Tiger card 3 or more consecutive GPs	Orange Tiger card 3 or more consecutive GPs	Students who miss any level by 2 or fewer criteria may appeal for an Orange card (academics, attendance, tardies, referrals, discipline)

**Additional Guidance on Expectations:**

Students must meet all criteria within a certain level to be eligible for that level. The “Alternate Criteria” category is meant to acknowledge and reward student consistency as well as promote student advocacy and responsibility. Students must apply/appeal through the counseling office, within the first week of the new grading period, to be eligible for level advancement within the “Alternate Criteria” guidelines. Appeals will be granted on a case by case basis.

Appeal example: Student received 4 A’s, 91.5% attendance rate, 3 tardies, 1 referral and no ISS/OSS for the grading period. Students are eligible to appeal for “Orange Tiger” status.

**What I Need (W.I.N.)** - The (WIN) after school program will run Monday-Thursday from 2:45-5:00. The program is open to all students in grades 9-12 and there are no registration fees. Students wishing to participate need to sign-in each day in the cafeteria. Every student will receive a free meal after signing in. The program will include academic assistance time and privilege time that will run from 2:45-4:00 and club time that

will run from 4:00-5:00. Students who stay after for WIN time can ride the activity bus home. The activity bus departs from WHS at 5:30/5:45. Concessions will be available each night!

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

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

ASAP will meet on the following Saturdays:

1st Semester	2nd Semester
September 12, 2020	January 30, 2021
October 3, 2020	February 20, 2021
October 17, 2020	March 6, 2021
November 7, 2020	April 10, 2021
December 5, 2020	May 1, 2021
January 9, 2021	May 15, 2021

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

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), the SAT and the Armed Services Vocational Aptitude Battery (ASVAB). 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.

**CTE Certifications** - For information on CTE certifications please click on the link below

<https://dese.mo.gov/sites/default/files/cte-certificate-criteria.pdf>

**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.

**Final Examinations** - Final examinations are comprehensive in nature and will cover a semester of work. The final examination will serve as 15% of the student's grade. The semester grade is computed based on total points. The principal will announce the final examination schedule at least three weeks prior to the end of the semester. **Students should make every effort to take final examinations at the designated times. Any exceptions must be submitted in writing to the Principal for approval.** Final examinations are to be administered in all high school classes to every student regardless of his/her grade at the close of each semester.

**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.

### **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.

Parents need to call the school when their child is absent (573-842-2400). If no call is received by the school, it will automatically be an unexcused absence. An automated phone call will go out each day a student is absent. A student shall be allowed no more than five absences per semester. Except in certain situations with foster care children in accordance with law, on the sixth absence in any class, credit may be denied pending conclusion of the appeals process. The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. The student will begin the "appeal process" at the end of the semester that credit may be denied. The official attendance record will be kept in the attendance office.

Examples/Reasons that will be allowed are:

- A doctor and/or dentist appointment that is verified by a note from the doctor's office Hospitalization or illness that is verified by a doctor
- Student appearance in court (if not due to a student's conduct)
- Death of an immediate family member
- Quarantine
- Childhood disease or other illness or condition that can be verified by a doctor
- Any other reason where the superintendent or principal has granted prior approval
- College Visits
- Military Graduations

1. Missouri law requires school attendance. It is the expectation that students will maintain a high rate of attendance (90% or higher) each school year. The responsibility for appropriate attendance lies with the student and parent or guardian.

**Coaches/Sponsors will determine if a student with an F in a class participates in a school sponsored event. Students must be in attendance the day of the event to participate unless they have prior approval from the administration.**

2. It is an expectation of the staff that students who miss class make up all of their work. Students who are going on a planned/scheduled trip should meet with their teachers before such a trip and have their work completed before the trip or immediately upon returning from the trip. ALL work not completed will be scored as a zero until it is completed.
3. A family vacation during the school year will require advance assignments, completion of those assignments during vacation time, and the turning in of those assignments upon the student's first

day in attendance after the vacation. At least three (3) days' notice must be received by the administration prior to the vacation so that teachers can be notified and assignments can be prepared.

4. High school seniors may visit colleges, Vo-Tech schools, and take the armed forces exams. Students must prearrange the visit with the high school administration. Students must bring written confirmation from the college admissions/armed forces office. According to the Department of Elementary and Secondary Education these activities, unless deemed a school trip and with a school sponsor, must be counted as an absence.
5. Students on an arranged part-time attendance such as the school-to-work program must maintain regular attendance in accordance with the attendance policy. Students missing six or more days from any regular classes, in a semester, will be removed from their part-time attendance status.
6. Any student that misses ten (10) consecutive days of school without any contact will be dropped from enrollment. Parents or guardians may appeal in writing to the respective principal. Following that procedure, if there is still disagreement, appeal may be made to the Director of Student Services.
7. Students will not be penalized when they miss school for an activity; however, they are to make up ALL work missed. If students do not make up the work in any class, they will not be permitted to attend future activities during school.

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

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

In order to leave school, you must:

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

**Procedures When Arriving at School** - Students may enter the high school at 7:00 a.m. to go to their classrooms. Any student arriving prior to 7:00 a.m. needs to remain in the Tiger Joe area. Students may stay in Tiger Joe's or may go to the lunchroom for breakfast. Classes begin at 7:30 a.m.

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

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

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

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

**Inclement Weather Notification and Delayed Start** - When the Waynesville R-VI school district decides to cancel school, use emergency snow routes, delayed start, or early dismissal, it will be broadcast over local radio stations, Cable TV-Channel 12, Springfield Broadcast Council, posted on our web page at [www.waynesville.k12.mo.us](http://www.waynesville.k12.mo.us), and school messenger. Snow Route-Emergency snow routes are run by school buses when the majority of main roads have been plowed, but the secondary roads or side roads have not been plowed or there is reasonable doubt of safe roadway conditions. Snow routes will be in effect for both morning and afternoon. Due to the different types of roads in our district and routing of certain school buses, not all bus routes will have an emergency snow route. Students affected by the use of emergency snow routes will receive additional information regarding modified bus stop locations from the bus driver. Snow routes are posted on the district website. If snow routes are run in the AM then they will be run in the PM as well on that school date.

Should the Waynesville School District declare a "Delayed Start" is in effect, all bus schedules and school-starting times will be delayed two (2) hours. School dismissal times would not be changed. Attendance at extra-curricular, Athletic, and MSHSAA Sanctioned Events-To participate in an extracurricular activity, a student must be in attendance for the entire day of the event. A student must also be enrolled in 3 credit hours each semester. For Saturday events, you must be in attendance all day Friday. This also includes WHS activities. Exceptions are granted only with prior administrative approval.

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

Appeals Process - (See District Policy JED-R2)

**Bell Schedule -**

<b>Mon/Fri</b>	<b>Tues/Thurs</b>	<b>Wednesday</b>
1st period 7:30-8:26	1st period 7:30-8:18	1st period 8:00-8:51
2nd period 8:31-9:24	2nd period 8:23-9:08	2nd period 8:56-9:44
3rd period 9:29-10:22	3rd period 9:13-9:58	3rd period 9:49-10:37
4th period 10:27-11:41	4th period 10:03-11:15	4th period 10:42-11:56
5th period 11:46-12:39	Tiger Time 11:20-12:05	5th period 12:01-12:49
6th period 12:44-1:37	5th period 12:10-12:55	6th period 12:54-1:42
7th period 1:42-2:35	6th period 1:00-1:45	7th period 1:47-2:35
	7th period 1:50-2:35	

<b>ASSEMBLY SCHEDULE</b>
1st Hour 7:30-8:15 (45)
2nd Hour 8:20-9:05 (45)
3rd Hour 9:10-9:55 (45)
4th Hour 10:00-11:10 (45+lunch)
5th Hour 11:15-12:00 (45)
6th Hour 12:05-12:50 (45)
7th Hour 12:55-1:40 (45)
Assembly 1:50-2:35 (45)

<b>2-Hour Delay Bell Schedule</b>
1st hour- 9:30-10:05
2nd hour- 10:10-10:45
3rd hour- 10:50-11:25
4th hour-11:30-12:30
First lunch: 11:30-11:50
Second lunch: 11:50-12:10
Third lunch: 12:10-12:30
5th hour- 12:35-1:10
6th hour- 1:15-1:50
7th hour- 1:55-2:35

**Regular Lunch Shifts** - Each teacher will wait until the bell to dismiss your class for their lunch shift.

<b>1st Lunch</b> <b>M/F 10:22-10:47</b> <b>TU/TH 9:58-10:23</b> <b>WED 10:37-11:02</b>	<b>2nd Lunch</b> <b>M/F 10:48-11:14</b> <b>TU/TH 10:24-10:49</b> <b>WED 11:03-11:29</b>	<b>3rd Lunch</b> <b>M/F 11:15-11:41</b> <b>TU/TH 10:50-11:15</b> <b>WED 11:30-11:56</b>
Bahr, K. Beal, E. Brand, T. Campbell, K. Clark, A. DeMalade, R. Horton, O. Jackson, K. Johnson, M. Kristek, E. Lambert, T. Lauritson, G. Madden, K. McClanahan, J. O'Shea, J. Price, J. Swick, N. Thornburg, E. Vaughn, E. Wadley, C. Walden, C. Whitham, J.	Anthony, S. Bennion, J. Breton, A. Brooks, P. Butler, M. Cook, G. Davis, K. Derbidge, W. Galloway, A. Gow, M. Guffey, C. Johnson, D. Jones, M. Kennedy, S. Long, R. Manning, A. Matlock, B. McFadden, O. Mott, Z. Spray, S. Stockman, J. Turner, T. Ward, S. Gow, M. Guffey, C.	Bartz, J. Boeh, N. Bohrer, C. Bramer, J. Callis, M. Foster, R. Gilmore, C. Haynes, J. Heppard, J. Jarman, N. Jeter, R. Johnson, A. Luttrell, S. Matlock, D. Rawlings, M. Wilson, K.  <b>WCC Teachers</b>  <b>2 Hour Delay Lunch Schedule</b> 1st Lunch 11:30-11:50 2nd Lunch 11:50-12:10 3rd Lunch 12:10-12:30
<b>Supervision</b>		<b>Conference</b>
Parmley N., Pilz C., Sutton S., Kelly, J. (Tiger Joe)		Bowman A., Breeden A., Davis C., Davidson T., Feighery C., Foster T., Gambill P., Gargus N., Gentle D., Guzman T., Misenheimer L., Mize J., Peace S., Quick D., Swan J., Wilking D., Wood, C.

**Alternative Method of Instruction (AMI)** - During the course of the school year it may be necessary to implement the district AMI plan. In this situation students will be expected to have their chromebook available, log on each day during regularly scheduled or adjusted class times and complete all work assigned to them, including assessments. Teachers will provide instruction as well as question and answer sessions through a virtual platform. For more information please see the district AMI plan.

## **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 at 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.

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

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

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

6. All students must have permission slips signed by a parent/guardian prior to participating in a field trip. Permission slips will be provided by the teacher/sponsor.
7. Your conduct will determine your privilege of riding the bus.

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

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

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

## **SECTION V: CAFETERIA SERVICE**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced meals are offered by OPAA.

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

The Waynesville R-VI School District is promoting a pre-pay program for all student meals. This may be done weekly, bi-weekly or monthly. Meal money is collected and input into student accounts daily; you should allow 24 hours for payment processing. Students may charge up to a maximum of \$10.00 in meal charges; after that he/she will be provided an alternative meal; which includes a sandwich, fruit, and milk. Charges notices are emailed weekly to students with a current email address that owe at least \$5.00 in meal charges.

**ONLINE PAYMENTS:** Go to [www.waynesville.k12.mo.us](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 **student name as they are enrolled in school** and **date of birth** OR **student ID number** to sign up for this service.

**WHS ON-SITE PAYMENTS:** There are three (3) locked meal payment drop boxes located at WHS. In the 1st hallway outside the Main Office - *orange box*; one in the hallway outside the 9th Grade office - *grey box on the wall*; and in the cafeteria near the scanning area. **MEAL APPLICATIONS:** New Free and Reduced meal applications are due each year and need to be filled out and turned into the school as soon as possible. Only one application is needed per household to include all members of the household, regardless of age. If you

previously qualified for FREE or REDUCED meals, charges could accrue if we do not receive a NEW application as soon as possible for the new school year.

**HOT LUNCH:** Any student choosing to purchase a hot lunch will be required to use a WHS ID, which has a barcode that is scanned by the computer. Meal Prices are set at the June Board Meeting. Go to [www.waynesville.k12.mo.us](http://www.waynesville.k12.mo.us) click **Department** then **Food Services** tab for Food Service information.

**Payments are not accepted in the meal line.**

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

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

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

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

1. All food remains in the cafeteria; only plain water (no flavored water) is allowed in the halls or classrooms.
2. Students are responsible for emptying trays and cleaning up their own area. Deposit all lunch litter in wastebaskets and return all dishes and utensils to the dishwashing area. Leave the table and floor around your place in clean condition for others. Violation of this regulation will result in an office referral.
3. Students are not to cut in front of the lunch line.
4. All halls are off limits during lunchtime. Remain in the cafeteria during your assigned lunch session. Violation of this regulation will result in an office referral for skipping/truancy.
5. All students will be seated during breakfast and lunch.
6. Tiger Joe and the Snack Bar are privileges and subject to availability.
7. Procedures and guidelines are in place to reduce student travel during lunchtime to minimize class disruptions.

## **SECTION VI: EMERGENCY SITUATIONS**

**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 insure safety, students should conduct themselves in a quiet orderly manner.

**Earthquake Procedure** - The earthquake alarm sound is a constant vibrating sound. WHS follows the standard earthquake procedures.

- All teachers and students are to remain where they are. Assess the situation, then act directed by the teacher.
- IF INDOORS- Take cover under desks, tables, or other heavy furniture. Take cover in interior doorways or narrow halls. Stay away from windows and beware of falling objects.
- IF OUTDOORS- Move away from buildings, if possible. Avoid utility poles and overhead wires.
- Keep Calm

- Do not evacuate the building as long as tremors are occurring quite constantly. When tremors cease, or several minutes elapse between shocks, then evacuate using the fire plan. At no time should students re-enter a damaged building. Remember that the problems are varied and unpredictable; hard and fast plans may require on- the-spot decisions under the general guidance of governmental officials.

**Fire Procedure** -The fire alarm will sound along with the flashing strobes or an announcement over the PA system. Students should line up at the door and prepare to evacuate once the announcement has been given to do so **UNLESS** you **SMELL SMOKE OR SEE FIRE**.

- A. Classes exiting the East side of the building will assemble in the grassy area on the other side of the student parking lot.
- B. Classes exiting out the North side or back of the building will assemble up the hill on the football field area.
- C. Classes exiting out the West side of the building will assemble in the visitor parking area, past the bus parking area.
- D. Classes exiting out the south or front of the building will assemble in the visitor parking area, past the bus parking area.
- E. All classes will remain outside until the safety signal is sounded.

**Intruder Procedure** - An announcement will be made over the intercom of an intruder in the building go into a lockdown.

**“CODE RED LOCKDOWN”** - If possible the location of the intruder will be given continually throughout the lockdown.

Teachers will either go into **RUN, HIDE, FIGHT** depending upon the location of the intruder and what is happening in the hallway.

**RUN** - If an intruder’s location is given over the intercom or you can hear shots the teacher will need to decide if they can safely get their students out of the building and to safety. Once exited the building, do not come back into the building but once away from the building try to gather as many students as possible and call authorities.

**HIDE** - Teachers should immediately lock their door (sweep any students from hallway if it is safe to do so), pull the door shade, and get all students quietly into an area away from the door and out of any lines of sight and arm all students with books or anything that can be thrown at an intruder. **DO NOT** open the door until an all clear has been given or law enforcement comes to door.

**FIGHT** - Teachers/Students should use anything to throw or hit anyone with a weapon.

In all instances teachers should try to account for your students.

**“CODE YELLOW LOCKDOWN”** - Will be given when the threat is not within the building. Teachers should lock their doors, pull their shades, and do not let any student’s leave the room but continue to teach within the room. All teachers outside of the building should come indoors immediately.

Strangers in the building not displaying a valid “visitor” badge should be stopped by any member of the staff and directed to the office for screening and authorization.

Teachers should take control of students in their classrooms and immediate areas and implement the most appropriate response action below. Be cautious of allowing visitors into classrooms.

**Tornado Procedure** - The tornado alarm is a siren sound over the intercom or announcement over the PA system. Teachers will lead their students' single file to a designated area. Everyone is to stay as far away from the windows as possible.

1. 1st floor classes will remain in their rooms and move to an interior wall. The following 1st floor classrooms will exit their rooms to designated classrooms across the hall.
2. 2nd floor classes will exit into the hall and line students into first floor classrooms. Do not enter the center foyer area.
3. 3rd floor classes will exit into the hall and line students in first floor classrooms. Do not enter the center foyer area.
4. Gym classes will go to respective locker rooms. Students are to sit on the floor with their backs against the wall and cover their heads with their hands and/or arms; all must be considerate and regard the safety of others. Classes will remain in designated tornado areas until the safety signal is sounded.

**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**

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

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

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

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

1. For dances held following after an athletic competition, all students must have entered the dance within 30 minutes of the opening of the dance.

2. Students must be in attendance the entire day to attend the dance. An approved absence must be verified by the building administrator.
3. Students with no unserved ISS may attend dances.
4. No person who has dropped out of WHS or any other school will be allowed to attend.
5. Home school students and other students who are not currently in school for any other reason must be approved by the building administrator.
6. Only persons in the 9<sup>th</sup> grade through 20 years of age may attend.
7. Any student on OSS, from WHS or another school, or who has not yet completed a current OSS term will not be allowed to attend, including prom.
8. Students from other schools must be eligible under the previous guidelines and must be signed up in the office and approved by noon two days prior to the dance. They may be required to show photo ID to enter the dance.
9. All dress must be in good taste.
10. Dancing must be in good taste at all times. You will be asked to leave if this is not followed.
11. Once in the building, students are not permitted to exit the building without the approval of an administrator in attendance at the dance. Any student that leaves without permission will not be allowed to re-enter the dance.
12. Law enforcement and/or school administration will be on-site and may administer necessary tests on any student suspected of being under the influence.
13. Students who are not driving need to have a ride to pick them up immediately at the announced close of the dance.

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

**National Honor Society** - Membership in the WHS Chapter of National Honor Society is an honor bestowed upon students who have outstanding qualities in scholarship, character, leadership and service. The supervisory organization for NHS is the National Association of Secondary School Principals. WHS membership is determined by the achievement of a GPA of at least 3.500 after the end of the second semester of ninth (9<sup>th</sup>) grade. Candidates eligible for election to this chapter must be members of the sophomore, junior, or senior class and have attended WHS for a minimum of one full semester (military transfer students are the exception to this rule). The scholastic level of achievement shall remain fixed, and it shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in Scholarship to or above such standard must be submitted for candidacy for election to membership. Their eligibility shall then be considered on their Service, Leadership, and Character. Candidates will complete an application that will include listing areas of involvement in leadership, extra-curricular and service activities. Candidates will also be required to write an essay on character. Senior candidates are required to complete 20 community service hours before graduation to earn their tassels and stoles. All of this information will be submitted to the NHS Faculty Council for consideration for being selected as a member of the WHS NHS chapter. Once

selected for membership, candidates are required to pay a \$15-dollar induction fee and attend the Fall Induction Ceremony to complete their membership requirements for the WHS NHS Chapter. If the cumulative grade point average falls below 3.500, a member has one (1) semester of probation to regain the average before being dismissed. The Society provides many opportunities for leadership and service through school and community projects. Members must perform, record, and submit a minimum of 20 hours of community service per year to maintain membership. A faculty council monitors those efforts. A member in good standing may transfer membership to any other active chapter. If a member fails to maintain the level of performance in all qualities used for induction into the Society (Service, Leadership, and Character), her/she will be warned and given a period of time to raise the performance to the level used for induction. A serious violation of school policy could result in immediate termination of membership. In accordance with national guidelines, once membership is withdrawn for any reason, the member can never be reinstated.

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

1. People who are not currently enrolled at Waynesville High School will be admitted to school sponsored events only as a guest of a student currently enrolled at WHS.
2. Individuals who have been expelled will not be permitted at any social function.
3. Students leaving an event will not be allowed to return.
4. Students must be picked up no later than 30 minutes after event or they will be turned over to proper authorities.
5. Students who violate this policy will not be allowed to attend other school functions.
6. Currently enrolled WHS students who are not suspended or assigned to the Safe Alternative Viable Education (SAVE) School are invited and encouraged to attend school dances.
7. All students must present a valid WHS student ID to be admitted to the dance.

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

## **Athletics**

**View Athletic Handbook in detail at:**

[https://waynesvilletigerathletics.org/library/files/demo1069.bigteamsdemo\\_com\\_1743/files/Handbook%20-%20Online2019-20.pdf](https://waynesvilletigerathletics.org/library/files/demo1069.bigteamsdemo_com_1743/files/Handbook%20-%20Online2019-20.pdf)

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

1. Students will not be eligible if they have a failing grade for the semester.
2. New students to the district will have one (1) semester to meet these standards provided they meet all other MSHSAA standards Athletic Commitment-All students, as well as parents/guardians will be required to sign an Athletic Commitment Form.

3. The athletic commitment form must be:
  - a. completed prior to participating in any competition or performance for any interscholastic sport.
  - b. is a 365-day commitment to live up to the expectations of the Waynesville R-VI School District in regards to sportsmanship, citizenship, scholastics, and staying free from drugs, alcohol, and tobacco.
  - c. confirms that the athlete is responsible for all athletic equipment issued, as well as confirming an understanding of the risk of injury involved in athletic activities.
  - d. confirms that each student and parent have read and understand the school district athletic policies outlined in the athletic handbook.
  - e. Any student found in violation of the Athletic Commitment will be disciplined as outlined in the discipline section of this handbook.

The following sports and their seasons are available.

**Fall Season**

Football  
 Boys Soccer  
 Boys' & Girls' Cross Country  
 Girls' Tennis  
 Girls' Golf  
 Volleyball  
 Softball  
 Cheerleading  
 Boys' Swimming

**Winter Season**

Boys' and Girls' Wrestling  
 Boys and Girls Basketball  
 Cheerleading  
 Girls' Swimming  
 Dance

**MSHSAA Activities**

Choir  
 Color Guard  
 Speech & Debate  
 Band  
 Scholar Bowl

**Spring Season**

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

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

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

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

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

**Sportsmanship Standards**

The Ozark Conference players, coaches, and spectators will:

- Standards - Ozark Conference players, coaches and spectators will:
- Regard game officials as fair, accept their decision as final, and treat officials with respect.
- Respect the property of our school and other schools.
- Cheer for their team.
- Treat the opponent's coaches, players, and spectators with respect.
- Accept the decisions and judgments of the coaches.

- Remain off the playing field/court before, during, and after events.
- Be modest in victory and gracious in defeat.
- Maintain an atmosphere of good sportsmanship at all times.
- Ozarks Conference players, coaches and spectators will refrain from:
- Actions that will offend, embarrass, or intimidate any individual athlete.
- Actions that will call attention to yourself.
- Taunts, chants, noises, cheers, jeers, song, profanity or motions directed at the opposing team, coach, or school.
- Using noisemakers.
- Throwing objects.
- Displaying signs of any type other than official school banners.

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

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

**Eligibility for Participation** - To participate in an extracurricular activity, a student must be in attendance all school day to participate in an activity scheduled that day. Exceptions are granted only with prior administrative approval. All activities governed by WHS and the Missouri State High School Activities Association (MSHSAA) will adhere to the following guidelines for students participating. Be a good school and community citizen. Be enrolled in courses that will earn 3.0 credits currently and pass all classes each semester. Have entered school within the first 11 days of the current semester. Have not received an award other than that given by the school for services as an athlete in the sport in which competing. Have not reached the age of 19 before July 1. Have not competed under an assumed name. Have not transferred from one (1) school to another without a corresponding change of residence by parents. Have not graduated from a four-year high school or its equivalent. Have not competed at any time as a member of a junior college or senior college team. Have not competed on an outside team in the same sport after his/her high school season starts. Have not transferred from one school to another because of being influenced to do so.

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

**Parental Permission** - All students participating in MSHSAA sponsored events must have parent/guardian permission. Under no circumstances may a student practice or participate in athletics without first passing a physical examination and having a record of the examination on file with school officials. \*Note: To participate in athletics means participating in practice, as well as participating in the contests. The Waynesville Athletic Department will conduct a parent meeting for student athletics planning to participate in fall, winter, and/or spring for the 2019-20 school year. All 7th grade and 9th grade student athletes and new students who have not attended a sports parent/athlete meeting in the past will be required to attend. One parent/guardian must attend this meeting with their son or daughter. A student will not be allowed to play in a game, match, or contest if they do not attend with their parent/guardian. The focus of the meeting concerns eligibility, sportsmanship, the student-athlete code of conduct, and parent-coach communications.

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

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

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

Admission is charged at the following high school athletic events:

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

## **SECTION VIII: SCHOOL COUNSELING**

Counseling Office Hours 7:00-4:00

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

1. School Counseling Curriculum (Classroom lessons focused on social/emotional, academic and career development)
2. Individual Student Planning (Educational/career planning, educational transitioning, Individual Career and Academic Planning - ICAP)
3. Responsive Services (Individual counseling, small group counseling, crisis intervention, consultation, and referral.)

4. System Support (Professional development, community relations, consultation, committee work, and research. Management activities that support the comprehensive school counseling program)

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

ACT (administered at WHS) - Any high school student can register online at [act.org](http://act.org)

SAT (administered at Rolla High School) - Students can register at [collegeboard.org](http://collegeboard.org)

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

WorkKeys - Juniors and Seniors and students enrolled at WCC

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

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

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

Individual Intelligence Tests - Students who are referred for specific services

**Counseling Appointments** - Students can come to the counseling office before classes begin, between classes, at lunch, or after school has been dismissed to see if their counselor is available to meet with them. The Counseling Office will not issue passes to class for students requesting appointments. If the counselor is not available, sign-up sheets are available in the Counseling Office for students to request an appointment to see their counselor. Students may also scan available QR codes to request an appointment online. Counselors will contact students at the earliest time possible, which may be during class time. Students may also ask permission to go to the Counseling Office during class time and, if the teacher determines the student has a valid reason, that teacher should issue a pass for the student, even though an appointment has not been scheduled. Counselors may have to request students from classes as well.

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

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

**Course Description Book** - All Courses offered at WHS are listed in the Course Description Book. This document is available on the school website. Follow this link [WHS Course Description Book](#)

**Advanced Placement courses** - Expectations for students enrolled in advanced coursework, including Advanced Placement (AP), Dual Credit and Dual Enrollment Classes

In accordance with Waynesville High School's philosophy to "Prepare students to lead and succeed", we encourage students to challenge themselves with advanced coursework and participation in Career Technical Education. Students who enroll in advanced courses including dual credit, dual enrollment, OTC Fast Track and AP courses are committing to remain in the course until completion. Additionally, students in AP courses will take the AP exam at the end of the school year. Qualifying scores on AP exams may result in transferable college credit. To maximize college and career readiness for all students, advanced courses MAY NOT be dropped. Students in AP, dual enrollment and dual credit courses will be responsible for any tuition or fees accrued if changes are made after a course begins, including fees for unused exams.

Advanced Placement courses give high school students the opportunity to get a head start on college-level work. Students that are enrolled in AP courses take the AP Exam at the end of the year to potentially receive college credit for that course. College credit is earned based on student scores on the AP Exam. Students are encouraged to contact their future college or university to determine the AP credit policy for their school. Each AP course offered is approved by the College Board. These courses are subject to teacher availability.

- AP Calculus AB
- AP Literature and Composition
- AP US Government and Politics
- AP Biology
- AP French
- AP Chemistry
- AP Spanish
- AP Calculus BC
- AP Language
- AP United States History
- AP Environmental Science
- AP Statistics
- AP Psychology
- AP Computer Science
- AP Human Geography
- AP Physics

**Dual Credit Courses** - WHS has a dual credit agreement with Drury University in Springfield, Missouri. The purpose of the dual credit agreement is to provide a mechanism, which will allow high school students enrolled at WHS to enroll in a college course offered by Drury University, thereby earning both high school and college credit at the same time. Students who elect to receive college credit through dual credit in the courses below would pay Drury University in order to receive college credit. Absences for extenuating circumstances should be reported to the school immediately, fees WILL NOT be refunded. These courses are subject to teacher availability.

- AP Biology
- British Literature I
- Leadership
- Medical Terminology Online via Way-MED Program
- Advanced Composition
- Chemistry II
- AP Physics
- College Algebra
- French 3, 4, (5 - Pending approval)
- AP Literature and Composition
- British Literature II
- AP Spanish

**OTC Fast Track** - The Fast Track Program is an educational partnership between Waynesville High School and Ozarks Technical Community College that offers qualified juniors and seniors the opportunity to earn college credit along with high school credit. Students take courses funded by the Waynesville School District at OTC Waynesville during the school day. The current programs of study are the Associate of Arts in Criminal Justice and the Associate of Arts in Teaching. Classes vary by semester and include coursework in general education. Students will be responsible for any fines, fees, or expenses incurred as a result of failing courses or making changes to courses.

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

**Weighted classes** - The weighted class system gives bonus points to certain courses, which is used for calculating class rank. This system gives a student 1.0 additional grade point for each grade earned in a weighted class. Instead of being worth 4.0 points, it is worth 5.0 points.

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

1. Each student is enrolled for seven (7) periods; the building principal must approve any exception.
2. No student may enroll in more than one (1) music, art, or physical education course per semester unless approved by instructor and principal.
3. Students are required to complete eight (8) semesters of high school work before graduation. Exceptions are made by guidelines established by the state and local school district.
4. Students will be allowed to take only one (1) non-credit class per semester. Examples are study skills, office assistant, and library assistant.
5. 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.

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

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

**Schedule Changes** - Students are strongly encouraged to remain in the classes for which they have scheduled because that is how the building is staffed. **(Schedule changes will only be made for educational purposes.)**

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 or principal 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 within a 5 day window before the start of the semester:

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

Requests for class changes **will not be considered** for the following reasons:

1. Change of student interest.
2. A negative effect of course grade on GPA.
3. Not needing the course to graduate.

**Dropping and Adding Classes First and Second Semester** - Students must request changes at least 5 days prior to the beginning of the semester and present an educational reason for the requested change. A form is available from the counseling office. Any student who drops below 3 credit hours in a semester is ineligible for MSHSAA sponsored activities and athletics. A student may drop a class within 5 school days after a semester begins without penalty if he/she is making unsatisfactory progress, **if the class is not an AP**

**or Dual Credit offering**, the teacher approves, and parental consent has been obtained. **A class change made after 5 days will result in the student receiving an F on his/her transcript unless administrative approval has been granted.**

**Graduation Requirements** - Any student graduating from WHS is required by the Waynesville R- VI Board of Education to attain twenty-five (25) units of credit.

SUBJECTS	UNITS
Communication Skills	4
* Math	3 (Algebra I or above)
Social Studies	3 (including American History & American Government)
Science	3 (2 lab units)
Physical Education	1.5
Health	0.5
Fine Arts	1
Practical Arts	1
Electives	7.5
** Personal Finance	0.5
<b>TOTAL UNITS</b>	<b>25</b>

The above graduation requirements will be met under the approved courses of studies offered at Waynesville High School. Any exceptions to these requirements must have prior permission from the high school principal and the superintendent or his/her designee. Students are required to pass the Missouri and United States Constitution Exams, Civics exam and take the following End of Course Exams before graduation: English 10, Biology, American Government and Algebra I, or an additional math if Algebra I was taken prior to High School. Students are required to take at least one College and Career Readiness Exam prior to graduation: ACT, SAT, ASVAB, or WorkKeys. Students must also complete CPR training.

*\*WHS students are required to take four years of Math classes.*

*\*\*In order to meet the personal finance requirement students must either earn 0.5 credit in Personal Finance or pass the Missouri Personal Finance Exam. The exam will be given to juniors and seniors enrolled in JROTC LET III.*

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

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

**College Preparatory Studies Certificate** - The College Preparatory Studies Certificate is designed to recognize students who follow a rigorous academic program. Those graduating seniors who complete this

program at a high level of achievement will be awarded a certificate in addition to the high school diploma. Requirements are as follows:

SUBJECTS	UNITS
English/Language Arts *	4
Math*	3 (Algebra I and above)
Science*	2 (Integrated Science and above)
Social Studies*	3 (American History & Government)
Fine Arts	1
Practical Arts **	1
Physical Education	1
General Electives	6
Advanced Electives	3 (From English, Math, Science, Social Studies, Foreign Language or CTE)
<b>TOTAL</b>	<b>24</b>

\*Grade Point Average in Math, Science, Social Studies, and English must be 3.0 or above on a 4.0 scale.

Additionally: SAT score equal to or above the National Average (subject to change) or ACT score equal to or above the State Average (subject to change).

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

1. Attend seven (7) complete semesters.
2. Accumulated GPA of 2.5 and above Ninety percent (90%) attendance for entire 7 semesters
3. Meet WHS graduation requirements-Students must have a special need to leave high school in less than four (4) years and must have an appropriately planned educational experience in college, vocational/technical school, military service or on-the-job training for the remainder of the four (4) years.

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

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

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

**Progress Reports** - Progress Reports will be available approximately every six weeks. These reports are designed to be informative to you and your parents as to your current grade. We encourage parent-teacher

conferences if you are experiencing academic difficulty in your classes. At any time, students/parents can check grades using the Tyler SIS/Canvas grade portal.

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

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

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

**Homework/Retesting Policy** - It is the belief of the high school staff that students may have an opportunity to retake summative exams 1 time, if: 1. Students have turned in all homework prior to the first summative exam, 2. Students have attended academic assistance such as Tiger Time, W.I.N., F.I.N.O., or 1 on 1 with the teacher.

The students can earn up to 80% credit on the retaken summative. Dual Credit and Advanced Placement classes are exempt from this policy.

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

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

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

**School Nurse** - The nurse is charged with the responsibility of record keeping, recommending safety procedures to the school administration, and caring for students reporting to him/her for care during the school day. They are also authorized to administer medications once the correct documentation is complete. The school nurse is responsible for calling parents/guardians when illness occurs. **At no time is a student to make this call.** If students desire to be excused from school during the regular school day because of illness, they must first report to the school nurse. Failure to report to the nurse will result in disciplinary action.

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

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

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

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

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

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

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

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

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

Documentation will minimally include the:

- Student's name.
  - Prescriber's name.
  - Pharmacy.
  - Prescription number.
  - Name of the medication.
  - Dosage.
  - Date and time administered.
  - Reasons for not giving medications as prescribed (e.g. vomiting, spills, refusal).
  - Name and signature of person who actually administered the medication.
- To the extent practical, students shall be provided privacy when receiving medications.

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

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

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

**Physicals** - Physicals are required of all students entering the Waynesville R-VI School District. Updated physicals are required every four (4) years. STUDENTS PARTICIPATING IN SPORTS must have a physical each school year. This physical must have been completed after February 1 prior to the ensuing school year. PHYSICALS MUST BE ON FILE WITH THE NURSE, SIGNED BY THE STUDENT, PARENT/GUARDIAN AND PHYSICIAN BEFORE PARTICIPATION IN A SPORT ACTIVITY, TO INCLUDE THE FIRST DAY OF PRACTICE.

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

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

**Honor Roll** - The faculty of Waynesville High School believes that the students who do superior academic work should receive special recognition. This special recognition will be given through an honor roll and awards assembly at the end of the year. At the close of each semester the honor roll will be published in the local newspaper. To be eligible for the honor roll, a student must have a B- average with no grade below C.

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

1. Qualify for the A honor roll both first and second semester, this includes all classes taken.  
Freshmen will have 8th grade classes taken for high school credit and/or summer school classes taken for high school credit applied toward GPA in order to determine eligibility for academic letters and academic awards.  
10th, 11th, and 12th grade students who take summer school classes for high school credit will have

those classes applied to the following fall semester for calculation of academic letters and/or academic awards.

2. Have earned at least four units of credit during the current school year from courses within the following curriculum areas (three units from weighted classes will be counted as having met the four unit requirements in the designated curriculum areas).
  - A. English
  - B. Math
  - C. Social Studies
  - D. Science
  - E. Business
  - F. Computer Science
  - G. Foreign Language

**Cum Laude** - The Cum Laude system is designed to recognize students who have distinguished themselves with academic excellence over all four years of high school. (Cum Laude status for graduating seniors will be based on the cumulative G.P.A.) The following levels of recognition will be awarded (G.P.A. will be calculated to the nearest hundredth):

1. Summa Cum Laude 3.90 and above
2. Magna Cum Laude 3.75-3.89
3. Cum Laude 3.40-3.74

**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**

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

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

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

## **SECTION XII: SECURITY**

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

**Entering the building** - The only accessible entrance to the school from outside, throughout the school day, are the main office and 9th grade office entry doors. Signs are posted directing all visitors to the office to be signed in and cleared for visits to other parts of the school. Visitors who are cleared and provide a photo ID will be given a visitor ID badge.

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

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. Locks are the student's personal responsibility. There will be a charge for replacement of a lost lock. Students are to report the loss of a lock to the office immediately. Failure to follow these rules may result in loss of locker privileges or other disciplinary action. Lockers are the property of the school and are subject to inspection at any time. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, the school authorities have reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior notification. The school is not responsible for items in unlocked lockers.

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

behalf of the district. The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without full or joint legal or physical custody the opportunity to deliver packages, gifts, messages, etc., to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian. Parents/guardians wanting to visit with their student's teacher(s) are requested to call the guidance or principal's office and give 24 hours notice to indicate the classes they plan to attend. As a general guideline, high school age students from other schools will not be allowed to visit classes at WHS.

**Visitors to School Events** - The Waynesville R-VI School District believes that school events are a vital part of the total educational program and should be used as a means for developing wholesome attitudes, positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations. To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedure for crowd control at district events consistent with this policy. In the event that a visitor's or spectator's conduct becomes disruptive, threatening or violent, the superintendent, building principal, or designee may request the visitor leave and may then contact the proper legal authorities if necessary. In extreme situations the superintendent or designee may inform a visitor that he or she is not welcome back on school property. If the visitor returns to school property, the superintendent, building principal or designee may file a trespassing charge on the district's behalf. A visitor denied access to school property may request an informal hearing before the Board on the matter. However, no person will be denied access to school property for the following reasons: Parent/Teacher Conferences Posted public meetings Dropping off or picking up students for school or school activities Scheduled appointments with school staff.

### **SECTION XIII: STUDENT DISCIPLINE (JG-R3 Critical) and Regulations**

**Regulation**

**Descriptor Code: JG-R3**

#### **STUDENT DISCIPLINE**

#### ***(High School and Waynesville Career Center)***

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense which may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. A student's prior discipline history may be taken into consideration when determining appropriate consequences. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may

also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

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

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

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

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

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

### **Impact on Grades**

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

### **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

**First Offense:** No credit for the work, grade reduction, or replacement assignment, 1 Saturday School.

**Second Offense:** No credit for the work, 2 Saturday Schools.

**Third and Subsequent Offense:** No credit for the work, 1-10 days in-school suspension/out-of-school suspension.

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion. Law enforcement will be contacted.

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

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

**Assault Against Students (Physical or Verbal)**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree. All fights and assaults carry through a student's high school years. Law enforcement will be contacted.

**First Offense:** Up to 10 days out-of-school suspension with parent/guardian conference.

**Second Offense:** 10 days out-of-school suspension, long-term alternative suspension program, recommendation for up to 180 days out-of-school suspension.

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

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

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

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

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

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

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

### Attendance Regulations

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

**First Offense:** 1 Saturday School.

**Second Offense:** 2 Saturday Schools.

**Third Offense:** 5 days in-school suspension.

**Fourth and Subsequent Offense:** 10 days in-school suspension and/or 5 days out-of-school suspension.

**2. Tardies** – A student is considered tardy if not in the classroom when the bell rings. It is important that everyone makes being on time a priority. When students come to class late, it is an interruption to the teaching and learning process. The purpose is to encourage students to be on time to each class. When a student is tardy, a tardy will be recorded in the student's daily attendance record. A chronic tardy problem occurs when a student is tardy four times in a semester in a combination of classes.

**Fifth Tardy to Class:** Warning and notification to parents/guardians.

**Sixth Tardy to Class:** 1 detention.

**Seventh Tardy to Class:** 2 detentions.

**Eighth Tardy to Class:** 1 day of in-school suspension.

**Ninth Tardy to Class:** 2 days of in-school suspension.

**Tenth and Subsequent Tardy to Class:** 3 days of in-school suspension.

**3. Truancy (see Board policy JED and JED-R2) –** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. It is considered truancy when students leave school grounds or fail to report to class without approval from the principal. Truant absences may be for 1 period, several periods or all day.

**First Offense:** 2 Saturday Schools (if the student is a minor, the juvenile officer will be notified and may be present).

**Second Offense:** 5 days in-school suspension (if the student is a minor, the juvenile officer will be notified and may be present).

**Third and Subsequent Offense:** 10 days in-school suspension and/or 10 days out-of-school suspension, short-term alternative suspension program and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion (if the student is a minor, the juvenile officer will be notified and may be present).

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

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

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

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

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

**Second and Subsequent Offense:** 1-180 days out-of-school suspension or expulsion, long-term alternative suspension program.

**Bus, Bus Stop or Transportation Misconduct (see Board policy JFCC)** – Transportation provided by or through the district is an extension of the school and students are expected to follow

all rules of the school, transportation department and driver. The driver is in charge of the students riding district transportation and may establish rules necessary to maintain safe and orderly conduct.

**The director of transportation will confer with the building principal to address issues necessary or provided by policy JG-R2. Depending on the infraction, school consequences may be assigned in addition to bus consequences. Minor bus discipline problems not already aligned with other areas of JG-R3 will be assigned discipline as follows:**

**First Offense:** Conference with principal and/or detentions.

**Second Offense:** 2 detention(s).

**Third Offense:** 2 Saturday Schools.

**Fourth Offense:** 5 days in-school suspension and/or 1-5 days bus suspension.

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

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

**First Offense:** Conference with principal and/or detentions.

**Second Offense:** 2 detention(s).

**Third Offense:** 2 Saturday Schools.

**Fourth Offense:** 5 days in-school suspension.

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

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

**First Offense:** Nullification of forged documents. Principal/Student conference, detention, Saturday School or in-school suspension.

**Subsequent Offense:** Nullification of forged documents. Detention, Saturday School, in-school suspension, short-term alternative suspension program or 1-180 days out-of-school suspension.

**Disrespect to Staff Members-Profanity (Verbal or Written), Disrespectful Language (Threatening or Nonthreatening) or Obscene Gestures** – Verbal, written, pictorial or symbolic language or gestures that is directed at any staff member that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

**Dress Code (see procedure JFCA-AP1)**

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

**Second  
Offense:** 2 detentions.

**Third  
Offense:** Saturday School.

**Fourth and  
Subsequent  
Offense:** 1-10 days of in-school suspension.

### **Drugs/Alcohol (see Board policies JFCH and JHCD)**

Medication should be delivered to the nurse's office by parent/guardian unless prior arrangements have been made with school administration. Students under a physician's care and requiring medication are required to follow the procedures set forth in policy JHCD.

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

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

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

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

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

### **Disciplinary Guidelines**

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

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

2. Supplying/Sales, Sharing, Transfer of Alcohol/Drugs or Substances Represented to be Controlled Substances –Possession of or attendance under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

3. Sale, offering for sale or distribution, or purchase any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c)of the Controlled Substances Act.

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

### **Excessive Discipline Referrals**

A student who amasses 5 or more discipline referrals is not conforming to the desired behavior requirements in the Waynesville R-VI School District. Continued poor behavior shows a student’s lack of cooperation. In order to maintain an effective learning environment, a non-disruptive climate must be maintained in the building. As referrals continue to be written on an individual student, the administrator will have the discretion of determining the appropriate action. Additional interventions for excessive referrals can be in-school suspension or 10 days out-of-school suspension, short-term alternative suspension program, possible notification of law enforcement or juvenile officials, and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

## **Extortion or Theft**

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

**Theft** – Stealing from students, school personnel and district buildings will not be tolerated.

- First Offense:** Restitution and 1-10 days out-of-school suspension.
- Second Offense:** Restitution and 10 days out-of-school suspension, short-term or long-term suspension program and recommendation for up to additional 10 days out-of-school suspension.
- Third and Subsequent Offense:** Restitution and 1-10 days out-of-school suspension and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

**Failure to Attend Detention-** After receiving two failure to attend detentions, the student will no longer have the option of being assigned detention.

- First Offense:** Saturday School.
- Second Offense:** 3 days in-school suspension classroom.
- Third Offense:** 3 days out-of-school suspension, short-term alternative suspension program.

**Failure to Attend In-School Suspension-** After receiving two failure to attend in-school suspensions, the student will no longer have the option of being assigned in-school suspension.

**First Offense:** 5 days out-of-school suspension, short-term alternative suspension program.

**Second Offense:** 10 days out-of-school suspension, short-term alternative suspension program.

**Students who are suspended from the In-School Suspension Program will return to in-school suspension at the end of their suspension to fulfill their in-school suspension obligation.**

**Failure to Attend Saturday School-** After receiving two failure to attend Saturday Schools, the student will no longer have the option of being assigned Saturday School.

**First and Subsequent Offense:** 3 days in-school suspension.

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

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

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

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

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

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

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

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

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

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

**Fighting**– Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. All fights and assaults carry through a student’s high school years. An accumulation of two fights and/or assaults over the high school years may result in a recommendation to the superintendent for up to 180 days of out-of-school suspension.

**First Offense:** 10 days out-of-school suspension with a parent/guardian conference and/or police and/or juvenile officers.

**Second and Subsequent Offense:** 10 days out-of-school suspension, long-term alternative suspension program, with a recommendation to the superintendent for up to 180 days of out-of-school suspension.

**Foul Language, Profanity (Verbal or Written), Disrespectful Language (Threatening or Nonthreatening) or Obscene Gestures (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gestures that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant

considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

**First Offense:** Principal/Student conference, loss of privileges, detention, in-school suspension, or short-term alternative suspension program.

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

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

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

**First Offense:** Principal/Student conference, detention, in-school suspension, long-term alternative suspension program, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

**First Offense:** 1-10 days in-school suspension short-term or long-term alternative suspension program, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Short-term or long-term alternative suspension program, 1-180 days out-of-school suspension or expulsion.

**Horseplay-** Rough and/or boisterous play, rough housing, mock-wrestling, tasseling, that disrupts the educational environment.

**First Offense:** 2 Saturday schools.

**Second Offense:** 5 days in-school suspension or out-of-school suspension.

**Third and Subsequent Offenses:** 10 days out-of-school suspension.

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

**First Offense:** Confiscation. Up to 5 days out-of-school suspension.

**Second and Subsequent Offense:** Confiscation. 5-10 days out-of-school suspension.

**Insubordination** – It is the student’s responsibility to comply with the rules and regulations of the school and those of the classroom teacher administration and supervisors at any school classroom or activity in or out of the district. As well, students are expected to know and obey the general rules set by the principal and staff. The JGR3 policies for conduct apply at all events.

**First Offense:** 3-5 days in-school suspension.

**Second Offense:** 5-10 days in-school suspension.

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

**Nuisance Items/Electronic Devices** – Personal electronic devices may only be used at school before and after school hours, in the lunchroom during the student’s lunch shift and between classes during designated passing times. These items may NOT be used, displayed or heard during class periods either inside or outside the classroom, unless the teacher has given approval for educational purposes.

**Cameras, Use of (see Board policy KKB)** – Students are prohibited from using camera phones or other electronic devices to take visual or audio recordings or images, whether in digital or other form, during any class or instructional period during the school day, unless the use is part of the instructional program, required by district-sponsored class or activity, or otherwise permitted by the

building principal. Students are prohibited from using camera phones/photographic devices in a facility or location at which students or others have a reasonable expectation of privacy and in staff offices, staff areas or records storage areas.

Additional distractive nuisance items such as, but not limited to, sound making devices, skate boards, skate shoes and any other item that detracts from the educational process are prohibited. Personal electronic devices are carried at the student's risk. The school assumes no responsibility for their loss or theft, nor will effort be made to search for or retrieve them. Nuisance items may not be picked up until after 2:35 p.m. on the day the item was confiscated. Lack of cooperation by student will result in additional consequences.

**First Offense:** Items confiscated by staff, and returned to the student at the end of the school day, 1 detention.

**Second Offense:** Items confiscated by staff, parent/guardian must claim item and 1 Saturday School.

**Third and Subsequent Offense:** Items confiscated by staff, up to 10 days out-of-school suspension, short-term alternative suspension program and/or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

### **Off-Campus Threats or Vandalism of Property of District Employees**

Students enrolled in the Waynesville R-VI District who commit intentional acts of vandalism of the property of teachers, bus drivers, school administrators or other school Board employees including, but not limited to, homes, automobiles, mail boxes or any other real or personal property, and whether the acts of vandalism occur during the school term or during vacation or holiday time, or whether the acts of vandalism occur on school property or on private property shall be subject to paying restitution, mandatory suspension and/or expulsion and notification of proper law enforcement with possible criminal charges.

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

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

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

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

**First Offense:** Two Saturday Schools.

**Second Offense:** Five days in-school suspension.

**Third and Subsequent Offense:** Ten days in-school suspension and/or ten days out-of-school suspension, short-term alternative suspension program, and/or recommendation to superintendent for up to 180 days out-of-school suspension.

**Parking Privileges** – Failure to obtain parking permit or park in assigned parking will result in the following consequences.

**First Offense:** Warning

**Second Offense:** \$5 parking ticket.

**Third Offense:** \$5 parking ticket and 1 Saturday School.

**Fourth and Subsequent Offense:** Loss of parking privileges for the remainder of the year and vehicle may be towed.

**Parking privileges may also be revoked for the following reasons:**

1. Truant from school.
2. Absences exceed the 95 percent attendance policy (per class).
3. Excessive or serious discipline problems.
4. Driving on district property carelessly or without due caution, so as to endanger person or property.
5. Excessive tardies (5 or more)

**Students may still park at alternative lots. If subsequent offenses occur, students may be banned from parking on school property. By accepting the privilege to park on district premises, the student consents to the search of any vehicle parked on district property.**

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

**First Offense:** Warning and/or 1 detention, parents/Guardians of both students contacted.

**Second Offense:** 2 detentions.

**Third Offense:** Saturday School, 1-10 days in-school or out-of-school suspension.

***Refusal to give Device to Staff Member (see Insubordination)***

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

**First Offense:** Items confiscated, 1-5 days in-school suspension.

**Second Offense:** Items confiscated, 10 days of in-school suspension.

**Third and Subsequent Offense:** Items confiscated, up to 10 days out-of-school suspension, or short-term alternative suspension program.

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

**First and Subsequent Offense:** Confiscation. Principal/Student conference, 1-10 days in-school suspension, short-term alternative suspension program, and/or 1-180 days out-of-school suspension, or expulsion.

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

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

### **Scuffling (Shoving/Pushing)**

**First Offense:** 5 days in-school suspension.

**Second Offense:** 1-5 days in-school suspension.

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

**Sporting Event/Extra Curricular Activities Misconduct-** It is the student's responsibility to comply with the rules and regulations of the school and those of the administration and supervisors at any school activity in or out of district. As well, students are expected to know and obey the general rules set by the principal and staff. Including but not limited to seating, loitering,

insubordination, etc. Applies to students both on and off district property. The JGR3 policies of conduct apply at all events. The district administrators are the sole authorities at any extracurricular activity or sporting event.

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

Students whose technology misconduct falls under the Gaggle or Blackboard reporting system, will be disciplined using the corresponding offense: ie: bullying, harassment, class discipline, foul language, etc.

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

**First Offense:** Restitution. Loss of user privileges, and 1-10 days out-of-school suspension, short-term alternative suspension program.

**Subsequent Offense:** Restitution. Loss of user privileges, short-term alternative suspension program, 1-180 days out-of-school suspension, or expulsion.

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

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

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

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

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

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

**First Offense:** Restitution, 1- 5 days in-school suspension and or out-of-school suspension.

**Second Offense:** Restitution, 10 days out-of-school suspension, and or short term alternative suspension program.

**Third and Subsequent Offense:** Restitution, short term alternative suspension program or recommendation to superintendent for up to 180 days out-of-school suspension and/or recommendation to Board of Education for expulsion.

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

**Threatening/Intimidation/Tampering Witnesses** – Threatening or intimidating any student for the purpose of, or with the intent of, causing him or her to withdraw a complaint, change a statement, or in general prohibit a witness from providing authorities with information. Applies to students both on and off district property if the situation is connected to a district-related incident.

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

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

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

**Tobacco (Smoking and/or Possession)** – Possession of any tobacco products, vaping devices, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity will result in the confiscation of prohibited product. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. In addition the following applies:

1. Students under the jurisdiction of the Waynesville R-VI schools will not be permitted to use tobacco products, vaping devices, electronic cigarettes, or other nicotine-delivery products on district property during the school day, during extracurricular activities held on district premises, on district-sponsored activity trips or on district transportation.
2. Assemblage of students during the school day in areas adjacent to the school campus for smoking purposes shall be prohibited.
3. The possession of any tobacco product, vaping devices, electronic cigarettes, or other nicotine-delivery products on a student's person or anywhere in his or her possession (lockers, book, etc.) shall be considered a violation of this ruling.

**First Offense:** Confiscation, 5 days in-school suspension and/or 3 days out-of-school suspension, short-term alternative suspension program.

**Second Offense:** Confiscation, 5 days out-of-school suspension, short-term alternative suspension program.

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

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

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

Administrators, teachers, staff members, police officials or any citizen may assist the Board in the determination of any student participation in any prohibited gang, fraternity/sorority or other unapproved gang. Any student in violation of this policy is subject to immediate suspension or expulsion.

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

**First Offense:** Principal/Student conference, 3 days in-school suspension.

**Second Offense:** 5 days in-school suspension.

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

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

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

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

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

**Vaping** - (See Tobacco (smoking and/or Possession))

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

**First Offense:** Up to 5 days out-of-school suspension, short-term alternative suspension program.

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

**Weapons (see Board policy JFCJ)** – Students are forbidden to bring into school or onto school grounds or property any item that is considered to be a weapon. In order to provide for additional safety for students and faculty, it may become necessary to electronically scan and search students, parents/guardians and visitors while on school property or at a school-sponsored event. A weapon is any instrument, which when used in a calculated manner, can inflict bodily injury. Examples of weapons include, but shall not be limited to, guns, knives, chains, metal knuckles and explosives.

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

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

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

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

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

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

**Subsequent** Long-term alternative suspension  
**Offense:** program, 1-180 days out-of-school  
suspension or expulsion.

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

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

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Due to the **COVID-19** pandemic we are not going to be able to allow students to dress out during PE/weight lifting classes. Because of this students will most likely be wearing their PE/workout clothes all day to school. The past few years we have allowed students to wear shorts in PE that did not meet the knee length requirement during PE/weightlifting. Additionally, we would like to note for students that this is just for the 2020-21 school year but will be reviewed by the full handbook committee following this school year and based on the discipline data could be changed permanently if students follow the new expectations.

**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. **Due to the COVID-19 pandemic for the 2020-21 school year students will be permitted to wear shorts or skirts that reach their mid thigh and remain there. No holes in clothing, cut or torn which exposes skin or undergarments above the 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.**

**Electronic Devices** - In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to help protect the integrity of the curriculum, Waynesville High School's limits the use of personal devices throughout the school day. Examples of electronic devices include but are not limited to the following: cell phones, computers, music players, cameras, video games and readers. These devices may be used during regular school hours, but are not to be used during class time, unless specifically allowed and monitored by the classroom supervisor. Misuse of electronic devices being used on school grounds during regular school hours may be confiscated by any school employee and returned at the end of the school day. Cameras, video cameras, video phones, and/or other types of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students and/or staff may have expectations of personal privacy. This includes photos or videos of staff during class.

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

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

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

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

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

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

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

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

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

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

## **SECTION XV: ALTERNATIVE EDUCATION**

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

**Alternative School** - The Waynesville R-VI School District offers an alternative school setting that is dedicated to its students and works using a variety of different methods in order to tailor individual needs to the Missouri state guidelines for graduation so that each student can thrive emotionally and academically. Please inquire with your counselor if you have any questions.

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

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

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

**Credit Recovery Opportunities** - WHS offers students the opportunity to make up credit for courses in which students have already taken and not earned credit in through an online curriculum delivery method. The opportunity to recover these credits is given during designated after school times, summer school and during some hours throughout the school day. Students enrolled in credit recovery must be given all assessments while in the presence of a faculty member.

**Virtual Courses** - Waynesville High School offers several on-line options for credit recovery or for distance learning. These classes may be taken through the Edmentum Education program or correspondence courses from the University of Missouri. Students may receive high school credit, but enrollment must be

pre-authorized through the School Counselor/Administration. Classes taken through Edmentum or correspondence shall not be classified as “weighted” but may count towards college dual credit.

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

**Missouri Department of Elementary & Secondary Education  
No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES  
Missouri Department of Elementary and Secondary Education  
Complaint Procedures for NCLB Programs**

General Information

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

Complaints filed with LEA

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

Complaints filed with the Department

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

Appeals

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

1. What is a complaint under NCLB? For these purposes, a complaint is an 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 NCLB.
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 locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes:
  - a. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department , and
  - b. 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 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 ten 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 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 ten 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, and/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.
7. How are complaints related to equitable services to private school children handled differently? If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint 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 Departments' resolution of the complaint (or its failure to resolve the complaint).
8. How will appeal to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within fifty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the fifty 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.
9. 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 Parental Information and Resource Center (PIRC)

**Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.**

- Parents and students who are 18 have the right to inspect, review and seek amendment to education records.
- Information the district has designated as directory pursuant to FERPA will be released to anyone that requests it. A parent may opt out of having information released by contacting the high school office.
- The district will transfer student records, including discipline records, to another school district where the student is seeking to enroll.

**THE RIGHTS PURSUANT TO THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

- Parents may opt their child out of any non-emergency, invasive physical exam or screening administered by the district or its agent, not necessary to protect the immediate health or safety of the student, and required as a condition of attendance. This notice does not apply to hearing, vision or scoliosis screenings or any physical exam or screening permitted under state law.
- Parents may opt their child out of activities involving the collection, disclosure or use of personal information obtained from students for marketing, sale or distribution to others.
- The parent's have the right to inspect instructional materials used as part of the curriculum.
- Parents have the right to inspect materials used in sexuality instruction.
- The district is obligated to provide education to children who are homeless.
- Parents can request information on the professional qualifications for their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well.

## Waynesville School District -Policy IL- Assessment Program Notice - (August 14, 2019)

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

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

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

Any person(s) having inquiries concerning the non-discrimination policies and compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the assistant superintendent for personnel services, 200 Fleetwood Drive, Waynesville, MO 65583, (573) 842-2094 (Title IX, Title VI, Title VII and ADA, Age Discrimination Act, Boys Scout Access), or the director of special services, (573) 842-2007 (Section 504), 200 Fleetwood Drive, Waynesville, MO 65583, or RELAY MISSOURI 800-735-2966.

## 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, highly mobile children, such as migrant and homeless children, 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 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, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The R-VI 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 R-VI 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 R-VI 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 Education Office between the hours of 8:00 a.m. and 3:00 p.m.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Waynesville School District Instructional Services Office with any questions you may have, 573-842-2050.

## **RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

- Parents and students who are 18 have the right to inspect, review and seek amendment to education records.
- Information the district has designated, as directory pursuant to FERPA will be released to anyone that requests it. A parent may opt out of having information released by contacting the high school office.
- The district will transfer student records, including discipline records, to another school district where the student is seeking to enroll.

## **THE RIGHTS PURSUANT TO THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

- Parents may opt their child out of any non-emergency, invasive physical exam or screening administered by the district or its agent, not necessary to protect the immediate health or safety of the student, and required as a condition of attendance. This notice does not apply to hearing, vision or scoliosis screenings or any physical exam or screening permitted under state law.
- Parents may opt their child out of activities involving the collection, disclosure or use of personal information obtained from students for marketing, sale or distribution to others.
- The parent's have the right to inspect instructional materials used as part of the curriculum.
- Parents have the right to inspect materials used in sexuality instruction.
- The district is obligated to provide education to children who are homeless.
- Parents can request information on the professional qualifications for their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well.

**PLEASE REMOVE AND RETURN TO HS OFFICE**

**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)**