

**WILLOW SPRINGS HIGH SCHOOL  
HOME OF THE  
BEARS**

**Willow Springs R-IV Schools  
MISSION STATEMENT**

The mission of the Willow Springs School District is to improve the quality of life for everyone through quality education.

**SCHOOL SONG**

Well here's to you dear old Willow Springs  
The school of many pleasant memories;  
Playing tennis, playing basketball,  
Study is the very best of all.  
Our tasks are long yet we never fail,  
Keep at it ever is the Golden Rule,  
So come, while we join with you, and give  
Three cheers for dear old Willow Springs!

(Repeat and clap along.)

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## **BELIEF STATEMENTS**

1. A quality school system is a reflection of a community, parents, and students that value education.
2. Learning is a natural and continuous process that has no known limits.
3. An ideal learning environment is stimulating and challenging, where everyone is emotionally and physically safe, and treated with respect.
4. A quality system of education is built on the foundational attributes of self-discipline, responsibility and trustworthiness.

## **OBJECTIVES OF WILLOW SPRINGS SCHOOL DISTRICT**

1. To have 100% of our students graduate or successfully complete their individual achievement programs.
2. To maintain 95% attendance at all grade levels.
3. To have each student achieve positive and continuous growth.
4. To have 100% of our students meet or exceed the performance standards for local, state and national measures of achievement.

## **PAWS**

### **Cooperative**

- Sharing of resources, methods, etc.
- Willing to listen, hear and work together to create a better result.

### **Compassionate**

- Faculty and students showing empathy without enabling.
- Being sensitive and acting for the well being of others by listening, encouraging and understanding.

**Respectful**

- Recognize and honor the expertise, abilities and potentials of all people.
- Model tolerance and encourage proper human dignity.

**Responsible**

- Accept your share of the load gracefully and completely, meet deadlines, be efficient and dependable.
- Follow school deadlines and be consistent.

**Mission Driven**

- Have a defined purpose and a common goal.

**Flexible**

- Be aware of and adapt to changing needs.
- Be open to new ideas and structures.
- Be forgiving.

**Trustworthy**

- Be straightforward, honest in communication and be “true to your word.”
- Have confidence in co-workers.

## **REPORTS TO PARENTS**

**REPORT CARDS** - Students are issued a grade card at the end of each nine-week period. Only semester grades are entered on the permanent records. Students who owe fines or fees will not be issued report cards until all obligations are met.

The grading system at Willow Springs High School is based on the total point system or percentage method. An additional .02 points per semester are added to weighted classes (see list on page 6) to determine class rank and honors.

# GRADING SCALE

Grade	Percentage	Grade Point Average
A	100-95	4.00
A-	94-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.00
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.00
D-	62-60	0.67
F	59-0	0.00

## **WEIGHTED GRADE POINT AVERAGES FOR CLASS**

**RANKING** -For the purpose of computing grade point averages for class ranking an additional percentage will be added in each of the following classes: Composition, English IV, Physics, Chemistry, Chemistry II, Calculus, Spanish III, Spanish IV, Anatomy - Physiology, College Psychology, College Algebra, College Composition, College Biology, Math Analysis

**PROGRESS REPORTS** - If a student is earning failing or near failing grades in a class after the fifth week of a quarter, a progress notice will be mailed to parents. Upon receipt of the notice, parents are encouraged to confer with the appropriate teacher (s) or guidance counselor.

## GRADE CLASSIFICATION

Students will need 30 credits to graduate from Willow Springs High School. The following guidelines have been established to classify students by grade levels:

<b>After 2004 Credits Earned</b>	
Freshman	0-6
Sophomores	7-14
Juniors	15-21
Seniors	22+

Students must have earned 16 credits before their junior year to be approved for South Central Vocational School at West Plains.

## GRADUATION REQUIREMENT

	<b>Regular Diploma</b>	<b>College Prep Certificate</b>
English/Language Arts	4	4*
Social Studies	3	3*
Mathematics	3	3*
Science	3	2*
Fine Arts	1	1
Practical Arts	2	1
P.E./Health	1	1
Core Electives	0	2
Speech	½	½
Electives	12 ½	12 ½
<b>Total Credits</b>	<b>30</b>	<b>30</b>
 ACT/SAT requirement	 None	 See below*

Students who earn a 2.5, or above, grade point average will receive the designation of a **comprehensive diploma**.

Successful passage of a test on the State of Missouri and the United States Constitution is required for either diploma.

\* Additional College Preparatory requirements, students must:

1. Earn at least 3.0 GPA on a 4.0 scale in the combined areas of English/language arts, mathematics, science and social studies.
2. Score above the prior year's national composite average on either college entrance exam, the ACT or SAT.
3. Complete a strong academic program as specifically outlined by the Missouri State Board of Education's revised requirements and guidelines for the College Preparatory Studies Certificate.

**Core Electives** are considered to be any class taken over and above the basic requirements in any of the following subject areas: English, Mathematics, Science, Social Studies, or Practical Arts.

**Fine Arts** includes art, music or drama

**Practical Arts** includes any and all vocational and business classes.

**GPA** - grade point average used for high school class ranks.

\*These credits must be Algebra I or higher math.

\*These credits must be Biology I or higher sciences.

The following general rules and requirements shall apply to all students who plan to graduate from Willow Springs High School.

- A. No more than two (2) units of correspondence work will be applied toward the total credits required for graduation.
- B. Students must have completed all course work and have earned the required number of credits prior to their participation in graduation exercises.
- C. Students who have been granted permission to complete graduation requirements within seven semesters will be permitted to participate in Graduation exercises, prom and the senior trip.
- D. Diplomas will not be given to graduates during the graduation exercises. The diplomas will be distributed following graduation exercises. This measure is necessary to insure proper conduct during graduation exercises.

## SCHEDULING

Parents and students will meet with their advisor at a designated time when scheduling classes. Parents **must** accompany students to make schedule changes with the counselor. Changes will only be made for educational purposes. Changes will only be made for educational purpose.

## G.A.P.

### **Guiding - Advising - Preparing**

The student advisement program (G.A.P.) will help to bridge the gap between the school and student needs. Each student will be assigned a faculty advisor during his or her freshman year. The advisor will work with students in areas of career education, study skills, school policies and procedures, personal (life) skills, school pride, and post-secondary college/work preparation as well as character development. Advisors will contact his/her advisees' parent/guardian at least one time per semester. Monthly group meetings will be held with formal activities and individual conferences between advisor and advisees depending upon the particular circumstances of the advisee.

## STUDENT PLANNERS

*Discover, Plan Do:*

*Good Habits Begin with You!*

A student planner will be provided for each student to use as a tool for organizing various school and non-school activities for students and parents. ***Students are required to take the planner to all classes.*** All students will receive instruction on how to use the planner during the first week of school. Parents are encouraged to review student handbooks for homework assignments and other pertinent information at least weekly. We believe that student success depends on acquiring life skills such as goal setting, time management, and personal organization and a student planner will help reach this goal.

The student planner is provided and shall be classified as school property. Therefore, any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action. If a student loses their planner, he/she will be required to purchase an additional planner at his/her own expense.

## **BELL SCHEDULE**

First and Fifth Blocks	8:10	8:15 - 9:45
Break		9:45 - 9:55
Second and Sixth Blocks		9:55 - 11:25
Third and Seventh Blocks		11:30 - 1:00
Lunch		1:00 - 1:30
Fourth and Eighth Blocks		1:30 - 3:00

## **DRESS**

All students are expected to come to school clean and neat in appearance. Students should dress in a manner that does not attract undue personal attention or dis tract others from the learning process. Students dressed inappropriately will be sent home to change. Repeated occurrences of inappropriate dress will be dealt with as insubordination and or defiant attitude as outlined in the disciplinary code.

The following items of clothing will be considered inappropriate:

1. Clothing with holes, halter-tops, open mesh shirts, shirts altered by tearing or cutting, or any shirt that exposes the midriff.
2. Sleeveless shirts and tank tops may be worn but of appropriate style without exposing a considerable amount of skin. Straps must be at least 1 ½ " wide.
3. Any item of clothing containing promotion of alcohol, tobacco, or drug products, sexual innuendoes or any offensive language shall not be worn to school or any related activity.
4. Caps or hats are not to be worn within school buildings during the school day or at school related activities. Head

gear, unless offensive, may be worn by those who pay to enter extracurricular activities when not a member of an organized school sponsored group (i.e. cheerleaders, band, etc.)

5. Shorts or skirts excessively tight or short are not appropriate. This area of inappropriate dress includes but is not limited to: shorts, mini skirts, cutoffs, gym shorts, etc.
6. Shoes shall be worn at all times.
7. Clothing must fit properly and not be a distraction.

## **WITHDRAWAL FROM SCHOOL**

A student who desires to withdraw from school should have his/her parent or guardian telephone the office (469-2114) and/or present a written note stating the time and reason for withdrawal. Any student withdrawing from school for reasons other than transfer must discuss the matter with the counselor prior to being allowed to withdraw. After talking to the counselor, the student will receive a withdrawal form from the counselor. Students must follow the instructions outlined on the form which they are to present to each individual teacher and the librarian along with his/her books. The slip is then returned to the counseling office. Any fees owed the school must be paid before forms are approved and transcripts are sent to any other agency or school.

## **STUDENT USE OF CARS**

Students shall park cars in designated parking lots upon arrival at school and will not be permitted to move them until the end of the day with the following exceptions:

- A. Students who leave to report to work.
- B. Emergencies that require use of cars during the school day.
- C. Special permission as granted by the Principal/Assistant Principal.

Students will not be allowed to be in the parking lot without permission from the Principal or Assistant Principal at any time. The

Principal will be delegated to enforce these rules using appropriate disciplinary action as necessary.

Students will register their vehicle(s) in the Principal's office by informing the office of their vehicle license number and car model. All students driving vehicles to school must have a parking permit displayed when driving to school. Violations of parking lots will be subject to the discipline code from the building principal.

School personnel may legally search vehicles with reasonable suspicion. **Students who drive to school must have a completed parking permit form on file at the office.**

## IMMUNIZATION

As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents or guardian of every pupil hereafter entering or attending public school, to furnish the school with satisfactory proof that the pupil has been immunized or that the immunization process is being accomplished in accordance with the rules and regulations of the State Department.

Missouri law allow two legal reasons for exempting students from immunizations:

1. Medical exemptions - written certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or the child has documentation of laboratory evidence of immunity to the disease.
2. Religious exemptions - If one parent or guardian objects in writing to the school that immunization of that child violates his/her religious beliefs.

Please note: In the event of an outbreak of any of the immunization-preventable diseases, students inadequately immunized due to the above medical or religious reasons will be excluded from school until such time as the Department of Health deems it safe for them to return.

# HEALTH SERVICES

Students who become ill or hurt during the school day are to report to their teacher for a pass to go to the Health Room. The School Nurse will contact the student's parent or guardian if necessary. The student should report to the principal's office if the nurse is not available. All sick or injured students should see the nurse before leaving school. The nurse will sign hall passes, but will not issue a pass if the student arrives without a pass.

## STUDENT MEDICATION POLICY

Medication should be given at home if at all possible. Any medicine that is taken 3 times a day or less should be taken at home. If the doctor's orders say that medicine must be given at school, the nurse or her designee may give the medicine by following these rules:

### Prescription Medicine

1. The medication should be in the original prescription bottle and plainly marked with: student's name, date, name of medication, dosage and the time to give the medicine.
  - A. Pharmacies will supply an extra bottle with label at no charge.
  - B. The most current bottle will be kept at school.
  - C. The student may not carry controlled substances such as prescription pain medicine, Ritalin, Adderal and others to school. Parents must bring these to the nurse and sign permission for them to be given.
2. The parent/guardian must sign a form requesting that the medicine be given at school. The nurse will follow the doctor's direction on the prescription bottle. This form is available in the nurse's office.
3. A doctor's letter may be required for the following:
  - A. Prescription medication that is to be given daily on a long-term basis.
  - B. Emergency medication such as bee sting kits
  - C. Self-administration of some medicines including inhalers used to treat asthma.

### Over-the-Counter Medicine

1. Students may carry a *small amount* of acetaminophen (Tylenol) if they have signed parent permission on file in the Health Room.

- A. The student must not share the medicine with anyone.
- B. Medicine must be in the original package with the label intact. Small, sample size containers are best.
- C. The parent or guardian may bring over the counter medicine for the nurse to give during the school day. A permission slip will be signed at that time. Medicines will be stored in the Health Room.

## STUDENT LOCKERS

All students are provided with a locker. These lockers are for the storage of books and school supplies. They should be maintained in a neat and orderly condition. Please note:

- 1. Lockers are owned by the school. Therefore, the school may legally search them should the need arise.
- 2. Unassigned lockers are not for student use.
- 3. You are responsible for the locker that is assigned to you. You may not switch lockers without administrative approval.
- 4. If your locker is abused, you must pay for the damages.
- 5. Students are to keep their lockers clean. Students that deposit trash in their locker will be subjected to the discipline code under littering.
- 6. Lockers must be cleaned out at the end of each semester. The school is not responsible for any items left in lockers after school is dismissed.

## LUNCH FACILITIES

Willow Springs High School has a closed lunch period. The lunch period is scheduled for 1:00 - 1:25 p.m. The school cafeteria provides the choice of a hot lunch or salad bar. Breakfast is also available in the cafeteria from 7:45 - 8:15 a.m. No food will be taken from the cafeteria. ***Students are not allowed to order or have food delivered from local restaurants during the school day.***

Students will be allowed to charge up to five lunches. After five charges you will be placed on a "no charge" list until charges are cleared.

## **PUBLIC NOTICE FOR SPECIAL EDUCATION**

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability.

Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders, language disorders, visually impaired, hearing impaired, physical/other health impaired, multi handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

## **STUDENT DIRECTORY INFORMATION**

Please be advised that the Willow Springs R-IV School District will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas, and awards received, photographs, and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

## **DISASTER DRILL PRACTICE**

A disaster or tornado drill will be announced by a continuous ringing of bells. Students in any room in the high school building should go to the nearest hall, sit down in the hall, and face either of the hall walls.

In-school suspension classroom will enter the old gym through the front entrance and go into the dressing rooms below the bleachers.

Students in the cafeteria will go to the nearest hall, sit down in the hall, and face the hall wall.

Students in the Industrial Arts complex will go to the Spanish classroom and sit and face the wall.

Vocational Agriculture students will go to the superintendent's office basement.

## **EVACUATION IN CASE OF FIRE OR BOMB WARNING**

In evacuating the building the following procedures should be followed:

When the alarm sounds, begin evacuation immediately without regard to supplies, equipment, or personal belongings.

All classes should exit as follows:

Room 99,100,101,102, and 103 should use the nearest exit on Fourth Street and go to the parking lot by the industrial tech building.

Rooms 104, 105, 107, and 108 should use the nearest exit on Ferguson Street and go to the teacher's parking lot on Ferguson Street.

Rooms 109, 110, 111, and 112 should use the nearest exit on Ferguson Street and go to the teacher parking lot on Ferguson Street.

Rooms 106 and 113 should use the nearest exit and go to the parking lot in back of the industrial tech building.

Room 114, 115, and 117 should use the nearest exit on the north side and go to the parking lot in the back of the industrial tech building.

Library, ESOL classroom, and counseling area should use the nearest outside exit and go to the parking lot in the back of the industrial tech building.

Industrial Tech, Spanish, CAT, Speech & Debate rooms should use the nearest exit and go to the parking lot of the industrial tech building.

Vocational Agriculture Building should exit through the nearest door and go to the parking lot in front of the building.

ISS Trailer should exit the nearest door and go to the parking lot.

Gym, Band, Choir should exit the nearest door and go to the basketball court behind the gym.

Old Gym should exit through the nearest door and go to the area between the elementary and the old gym area.

Alternative school students should exit the nearest door and go to the G & W parking lot.

*Remain in the designated area until an "all clear" signal is given.  
Bells will be sounded when it is safe to return to the building.*

## TORNADO WARNING

A tornado drill will be announced by a continuous ringing of bells or the city emergency siren system.

Students in any classroom in the high school should go to the nearest hall, sit down in the hall and face either of the hall walls.

Students in the gym, band, or choir room should go to the nearest dressing room and sit down and face the locker room wall.

Students in the ISS classroom should go to the hall in the bottom floor of the middle school building and face the wall.

Students in the vocational agriculture will go to the basement of the superintendent's office.

Students in the cafeteria will go to the nearest hall, sit down in the hall and face the wall.

Students in the old gym will go to the locker room and sit down facing the wall.

Students in the alternative school will go to the hallway/kitchen area and sit down facing the wall.

*Bells will signal the return to the classrooms*

## STUDENT ABSENCES AND EXCUSES

The following rules, regulations and procedures shall apply to student absences from the high school. **Students will be counted absent after 15 minutes into the block.**

1. **A student may accumulate, without penalty, a total of four (4) absences per class each semester.** All of the first four (4) absences will be considered excused unless the absences fall under the definition of truancy. Telephone calls to the home may be made to verify parental permission for any absence. The

student will fill out an admit slip on all absences as soon as they return to school.

2. After using the four (4) allowed absences, a student requiring additional absences may have his or her parent appeal to the administration for an extension due to extenuating circumstances. These circumstances include, but are not limited to the following:

- A. Illness verified by a physician or hospitalization
- B. Death in the immediately family
- C. Observation of a religious holiday

Days lost from classes due to employment will not be considered sufficient reason for granting an appeal.

After the first 4 absences in each class, students must have documentation in the form of **doctor note, court note, funeral program, school nurse, etc.** **A note from your parents does not qualify as valid documentation.** Not having a ride to school is not a valid excuse.

3. When a student has used the four (4) allowable absences in any one class or classes, a further absence will result in no credit being granted for that particular class or classes for the current semester. A grade of "VA" (violation of attendance policy) will be entered unless the student was failing at the time. If the student was failing, a grade F will be entered on the record. Before credit is denied, students will be afforded due process as guaranteed by constitutional provisions.
4. Late buses and school-sponsored or sanctioned activities will not count as absences.
5. Students who have regular appointments will have to verify each appointment in the office prior to absence or checkout and any student who leaves school during the school day must do so by checking out at the office prior to leaving and receive administrative approval. Leaving without approval will be considered truancy. Known trancies will automatically exclude a student from appealing for absence extension due to extenuating circumstances.
6. Upon each truancy and the 2nd and 4th absence, per semester, the student's parent or guardian will be contacted.

7. Tardies will be handled on a semester basis. On the 3rd tardy in any one class, the student will receive an administrative warning. On the 4th tardy the student will be placed on the discipline code.
8. In the event that the appeal process is used and the appeal denied by the administration, the parent may appeal subsequently to the superintendent and ultimately to the Board of Education.

## TRUANCY

Truancy is when a student; a) leaves the campus without permission from the office; b) comes to school but does not attend any or all classes; c) is somewhere other than at school when the parents think the student is at school; d) obtains permission from a teacher or the office to go to a certain place on campus, but does not go there; or e) brings a parent signed note that is forged or sets forth an invalid reason for the absence. Students who are truant from school are expected and encouraged to remain current with class assignments. They will not be allowed to make up missed schoolwork for credit during the time of truancy. Disciplinary action will be taken as per the student's discipline code. ***THERE ARE NO SCHOOL-SANCTIONED "SKIP" DAYS. STUDENTS WHO PARTICIPATE IN ORGANIZED SKIP DAY ACTIVITIES WILL BE CONSIDERED TRUANT REGARDLESS OF PARENTAL CONSENT.***

School administrators and teachers are responsible for keeping records of student attendance. Also, the designated attendance officer for the district shall assist the administration when a student attendance problem warrants additional investigation or assistance.

## LATE ARRIVALS

Students who arrive at school anytime after first period begins (including between periods) should sign in at the window of the assistant principal's office.

## TARDIES

After a student has been tardy to a class three times during a semester, the student will be subject to the discipline code.

## PROCEDURES FOR LEAVING SCHOOL GROUNDS

Students *are not* permitted to leave the school campus while school is in session without the direct approval and knowledge of the assistant principal or principal and their parent/guardian. The following procedures will be followed:

1. The student will have a written note and/or a phone call from their parent/guardian to receive permission from the assistant principal or principal to leave school grounds during the school day.
2. Students are required to sign out when departing campus and sign back in immediately upon return to campus if during the school day.

*Students who leave campus without a note/phone call from parent/guardian and permission from the assistant principal or principal and/or not properly signing out will be considered truant.*

## VISITORS

We encourage parents or guardians to visit the school anytime they wish. All visitors are required to check in at the office and pick up a visitor's pass which must be displayed while at school. Students from other schools or pre-school children are not allowed to visit school without an adult. Anyone who is a threat to the safety or welfare of any student or school personnel will be reported to the police and will not be allowed on school property without permission of the building principal.

## **SURVEYING, ANALYZING OR EVALUATING STUDENTS**

Without written consent of a parent or consent of the student if emancipated, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior and attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

If a survey covering one (1) or more of the eight (8) listed issues is distributed, regardless of the source of funding, the district will take measures to protect the identification and privacy of the students participating. These measures may include limiting access to the completed surveys and the survey results as allowed by law. Parents have the opportunity to opt the student out of participation in a survey covering one or more of the eight (8) listed issues. Refer to Policy JHDA.

## **WEAPONS IN SCHOOL**

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The superintendent to the Board of Education may modify the suspension or expulsion on a case-by-case basis upon recommendation.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place. Refer to Policy JFCJ.

## **INTERROGATIONS, INTERVIEWS AND SEARCHES**

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

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search or where the search cannot safely be conducted. Parents may also be contacted. Refer to Policy JFG.

## **BUS DISCIPLINE CODE PROCEDURE**

Proper behavior is necessary for the safe operation of school buses. It is the student's responsibility to observe all rules, obey the driver, and show courtesy and respect to others. When a rule violation occurs the driver will indicate such on a parent notification card, which is given to the student. The student is required to have their parent sign the card indicating they are aware of the incident. The student must return the signed card to the driver the following school day to continue riding the bus. The action taken following each incident is described below. More serious offenses will result in moving beyond the prescribed step.

## **DUE PROCESS**

All students at Willow Springs High School have the right not only to an education but also the rights guaranteed by the Constitution. In situations involving student infractions of district or building policies that may result in punishment, the following due process procedures apply:

1. Prompt and adequate notice of the charges.
2. An opportunity to respond to the charges.
3. A decision arrived at after hearing the charge and response to the charge.

Student Due Process Steps and Student Discipline hearings are set by Board of Education Policy in Sections JFA and FAA.

## **GENERAL DISCIPLINE POLICY**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend, impairs the morale or good conduct of the students, violates the shared values or philosophy of all stakeholders, or compromises the unity of purpose of all stakeholders. These policies, rules and regulations will apply to all students involved in district instructional and support programs, as well as those at school-sponsored activities and events. (Off-campus misconduct, which is not school-related and which adversely affects the educational climate, will also be subject to these policies, rules and regulations.) Criminal offenses by students may be considered along with other disciplinary violations in determining appropriate disciplinary actions. Refer to Policy JG.

### HIGH SCHOOL DISCIPLINE CODE

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Insubordination</b> and/or open defiant toward any staff member	Detention/ISS or suspension for severe violation (3 days)	ISS or Suspension (3 days) 6 days on 2nd suspension	Suspension (6 days); 10 days on 3rd suspension	Suspension (10 days)	Suspension (11-180 days)	
<b>Disruption /Misconduct</b> (any activity or conduct which materially disrupts the learning environment, or prevents the district from educating students)	Detention/ISS	ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<b>Tardies</b> per semester	4th Tardy DET	5th Tardy DET	6th Tardy ISS	7th Tardy ISS (2 days)	8th Tardy Suspension (3 days)	9th & Subsequent Suspension (6-10 days)

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Truancy</b> Half day plus	ISS	ISS (2 days)	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Less than half day	DET/ISS	ISS	ISS (2 days)	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)
<b>Failure to complete assignments</b>	Teacher warning	DET	DET/ISS	ISS	ISS (2 days)	Suspension (3-10 days)
<b>Failure to bring necessary materials to class</b>	Teacher warning	DET	DET/ISS	ISS	ISS (2 days)	Suspension (3-10 days)
<b>Bring unauthorized materials to class</b> (soda, food, etc.)	DET/ISS	DET/ISS	ISS	ISS (2 days)	Suspension (3 days)	Suspension (6-10 days)

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Profanity, degrading, offensive language and gestures</b>	Admin. Warning and/or DET/ISS	DET/ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180days)
<b>Lewd or obscene literature, writing, objects, materials</b>	DET/ISS	ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)	
<b>Offensive/Obscene language and gestures directed at staff members</b>	Suspension (5 days)	Suspension (10 days)	Suspension (11-180 days)			
<b>Indecent exposure, sexual acts, actions</b>	Suspension (10 days)	Suspension (11-180 days)				
<b>Possession or use of tobacco</b>	ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)	

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Parking lot/riding violation</b> /no parking sticker displayed	DET/ISS	ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<b>Littering</b> on school premises; unauthorized writing or marking	DET/ISS Student cleans up campus on own time	DET/ISS; clean up mess	ISS; clean up mess	Suspension (3 days); clean up mess	Suspension (5-10 days); clean up mess	Suspension (11-180 days); clean up mess
<b>Vandalism</b>	ISS/Suspension (1-5 days) and financial restitution	Suspension (6-10 days) and financial restitution	Suspension (11-180 days) and financial restitution			
<b>Gambling/Extortion</b>	DET/ISS	ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<b>Public display of affection</b> , except holding hands	DET/ISS	ISS	ISS	Suspension (3 days)	Suspension (5-10 days)	Suspension (11-180 days)

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Horseplay</b> , including wrestling, scuffling, tripping, harassment, threatening bodily harm	DET/ISS Suspension for severe violation	ISS Suspension for severe violation	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180)
<b>False Alarms</b> (tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.	Principal/Students Conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion; immediate report to law enforcement.	In-School suspension, 1-180 days out-of-school suspension or expulsion; immediate report to law enforcement.	In-School suspension, 1-180 days out-of-school suspension or expulsion; immediate report to law enforcement.			

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Fighting</b> occurring in or on school property. When reasonable doubt exists with respect to the amount of involvement of an individual, the administrative staff members, at their discretion, may absolve a student of any or all blame.	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)		
<b>Assault</b> (attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injuring another person)	Suspension (5 days)	Suspension (10 days)	Suspension (11-180 days)			

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Threatening bodily harm to any staff member</b>	Suspension (5 days)	Suspension (10 days)	Suspension (11-180 days)			
<b>Strikes, slaps, kicks at staff member</b>	Suspension (11-180 days)					
<b>Theft, attempted theft or knowing possession of stolen property</b>	DET/ISS or Suspension (3 days) & financial restitution	Suspension (3 days) & financial restitution	Suspension (6-10 days) & financial restitution	Suspension 11-180 days) & financial restitution		
<b>Cheating</b> (copying from another student's work or using a cheat sheet)	DET/ISS	ISS (2 days)	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Possession or use of disruptive/harmful device items, etc.</b> (i.e.; firecrackers, water balloons & guns, snowballs, rocks, pea-shooters, etc. (Some items such as stink bombs may require a suspension))	DET/ISS	ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180)	
<b>Possession or use of intoxicants</b> on school grounds, buses, or at school sponsored events.	Suspension (10 days)	Suspension (11-180 days)				
<b>Possession or use of controlled substance</b>	Suspension (10 days)	Suspension (11-180 days)				

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Selling or giving of controlled substance</b>	Suspension (11-180 days)					
<b>Possession or use of any instrument or device</b> , other than those defined in 18 U.S.C. 921 or §571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.	Suspension (1-180 days)	Suspension (11-180 days) or expulsion				

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Possession or use of a firearm</b> 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.	1 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent					
<b>Unacceptable use of computers/Internet</b>	DET/ISS or suspension (3-10 days) Loss of computer privileges	ISS/Suspension (3-10 days) Loss of computer privileges	Suspension (3-10 days) Loss of computer privileges	Suspension (11-180 days) Loss of computer privileges		

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Sexual Harassment</b> (use of verbal, written or symbolic language that is sexually harassing)	DET/ISS	ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)	
<b>Sexual Harassment</b> (physical contact that is sexually harassing)	DET/ISS or suspension (3-6 days)	ISS/Suspensi on (3-10 days)	Suspension (11-180 days)			
<b>Possession or use of walkmans, cell phones, etc</b> (other than in cars)	DET/ISS	ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)	

# NETWORK ACCEPTABLE USE

The purpose of the Willow Springs R-IV School District network is to provide students and teachers with opportunities for resource sharing, communication, and innovation to promote educational excellence in the school district.

Information services and features contained on the Willow Springs R-IV network are intended for the private use of its patrons, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden. Registered users are responsible for the use of their password and account. Any problems, which arise from the use of an account, are the responsibility of the account holder. Any misuse may result in suspension of the account privileges. Network administrators are responsible for the maintenance and security of the network. The network hardware, software and user accounts are the property of the Board of Education; network administrators have the right to inspect user accounts if deemed necessary.

The following activities are not permitted:

1. Sending or displaying offensive messages or pictures.
2. Harassing, insulting or attacking other.
3. Damaging or attempting to damage computers, computer systems/software or computer networks.
4. Violating copyright laws.
5. Trespassing in others' folders, work or files--including network files or unauthorized files on individual hard drives.
6. Intentionally wasting limited resources (i.e. changing computer screens and other setting).
7. Employing the network for commercial purposes.
8. Bringing diskettes from home to use on the network without approval of the instructor.
9. Loading software on network or networked equipment without legal license.
10. Using other people's accounts
11. Using a non-school e-mail client to send/receive e-mail. Students must use Gaggle.
12. Intentionally logging into pornographic sites.
13. Using a chat service.
14. Downloading music and videos to a local machine.

Abuse of the above mentioned items will result in immediate loss of network and/or Internet access for at least two (2) weeks. Additional disciplinary action may be determined at the building level in line with existing practice and Board policy regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

The Willow Springs R-IV network does not warrant that the functions of the system will meet any specific requirements users may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system.