

# Willow Springs Middle School Handbook 2004-2005

Middle School Office Phone: 469-3211, ext. 200  
School Website: [www.willowspringsschool.com](http://www.willowspringsschool.com)

## SCHEDULE

Class	Teacher/Ext.
M-1 _____	
M-2 _____	
M-3 _____	
M-4 _____	
W-1 _____	
W-2 _____	
W-3 _____	
W-4 _____	



## **This handbook/planner belongs to:**

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

**The mission of Willow Springs Middle School is to support students during this unique period while providing opportunities for quality education and future success.**

### **WELCOME TO WSMS**

On behalf of the Willow Springs Middle School Faculty, I would like to welcome you to the Willow Springs Middle School. The pages of this handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents together and discuss the use of the planner.

Our goal is for each student to be successful in preparing for his or her next step in education and life. Parents and home are critical in the educational process. If the home environment is stimulating, learning is respected and valued, and parents take an active interest in their child's education, the child is much more likely to do well in school.

I encourage each of you to become actively involved in your classes and programs offered at WSMS. If you meet with difficulty, seek out help from the trained professionals that make up the faculty. We are here to make your middle school years as successful, yet educationally challenging, as possible.

This planner is to help students improve their organizational skills in addition to serving as a reference for parents at home. WSMS parents are important partners in the job of educating the youth of our community and we thank you for your participation and support in reaching our goals for your student.

Mac Gum  
Middle School Principal

### **NOTICE OF NONDISCRIMINATION**

As per Board of Education policy adopted July 11, 1983, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Willow Springs R-IV School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning the Willow Springs R-IV School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Dr. Don Hamby, Title IX and Section 504 Coordinator, at 215 W Fourth, Willow Springs, Missouri 65793, or by telephone at (417) 469-3260, who has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, and Section 504.

**Student Medicine Policy  
Grades 5-8**

Medicine should be given at home if at all possible. If the doctor's orders indicate that medicine must be given during school hours it will be given by the school nurse or her designee. Medicine will only be given if the following rules are followed.

**Prescription Medicine**

1. All medicine must be in the original prescription bottle plainly marked with the student's name, date, medicine name, dose and time to be given.
  1. The pharmacy will supply a second prescription bottle at no cost
  2. The most current bottle will be kept at school
  3. Not more than one month's worth of doses shall be kept at school (up to 25 total doses)
2. The parent/guardian must bring the medicine to school and sign a form authorizing the nurse or her designee to give the medicine.
  1. The nurse will follow the physician's directions as listed on the prescription bottle
  2. Medicine brought to school by a student will be held in the Health Room until a parent can come pick it up or sign permission for the medicine to be given
3. A doctor's written authorization may be required for the following:
  - a. Prescription medicine that is to be given daily on a long term basis
  2. Emergency medicine such as bee sting kits
  3. Self-administration of certain medicines (such as an inhaler for asthma)

**Over-the-Counter Medicine**

1. The parent/guardian must bring the medicine to the Health Room and sign a form authorizing the nurse or her designee to give the medicine
2. All medicine must be in the original package with full label intact
3. Only the dose listed on the package as appropriate will be given
4. A doctor's authorization may be required

**The school nurses will destroy all medicine that is left in the Health Room after the last day of the regular school year. It is the responsibility of the parent/guardian to pick up any unused medicine.**

**Health Room**

Parents should complete and return the health update sheet as soon as possible. A new update should be filled out each year. Please call the school nurse if your child's health changes during the year.

Students who become ill or injured during the school day are to report to their teacher for permission 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 unannounced or without a pass. Students should check with the MS secretary before going to the Health Room during the lunch period.

### **Family Educational Rights and Privacy Act (FERPA)**

In accordance with FERPA, parents may request that their student not be identified through photographs in any publication, such as a newspaper or yearbook. If a parent elects to not allow this, they should notify in writing the middle school office of their intent.

### **School Arrival and Dismissal**

Classes begin at 8:10 a.m. each day and are dismissed at 3:00 p.m. Students should not arrive before 8:00 a.m. For those that it is necessary, the auditorium will be open on days of inclement weather. Students are not to enter the building before 8:00 a.m. Students are not to remain at school after dismissal unless they are taking part in an adult sponsored activity.

Parents or others bringing students to school should drop them off on Ferguson Street on the east side of the middle school. Sixth, seventh, and eighth grade students are to enter the building through the north facing doors. Fifth grade students are to enter at the west door facing the old gym.

### **Conduct**

We want school to be an enjoyable, rewarding experience for all students. Students are expected to conduct themselves in a manner conducive to learning, respectful to others, and understanding of the authority of all school staff. Consequences for inappropriate conduct are outlined in the middle school discipline policy.

### **Authority of Teachers**

Teachers and the Principal stand in the place of the parent during such time as students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the Principal.

Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning until their departure from school (not to exclude supervision of students that they are responsible for at extra-curricular activities).

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student(s) is expected to reprove the student(s) involved immediately and report the incident to the Principal if necessary. The student is expected to accept the reproof from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any middle school student who strikes, slaps, kicks, or curses a teacher shall be suspended from school and their parents may be requested to appear before the Board of Education before the student is allowed to enter school.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, going to town, or returning to their homes. Students wishing to leave school must check in at the Middle School Office, secure permission, and sign the check out sheet.

### **Student Responsibilities**

It is the responsibility of each student as a citizen of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students; therefore, please do not ask that exceptions be made. Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems. The student shall always remember to address or refer to his/her teacher as "Mr.", "Mrs.", or "Miss". Disrespect towards any school employee shall not be tolerated.

Students are expected to respect teachers, staff, and other students and act accordingly: be responsive to the requests of all school staff; be respectful and nondisruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community.

### **Dress**

Middle school is a time of many changes in a student's life including the physical transition from childhood to adolescence. This is a time when self-responsibility for personal hygiene and dress must be taken. Students are expected to come to school neat and clean. Any dress that might be construed as an impairment to the learning atmosphere of the school will not be permitted. This includes but is not limited to halter tops, tank tops, shirts revealing the midriff, "short" shorts, alcohol and tobacco advertisements, or obscene and suggestive pictures or slogans.

Hats, other headgear, or sunglasses are not to be worn in the building. Any body piercings which attract excessive attention are deemed to be disruptive and are not allowed. This includes nose, lip, tongue, and eyebrow piercing.

### **Course Offerings**

5<sup>th</sup> & 6<sup>th</sup> grade students at Willow Springs Middle School receive instruction in the basic core areas including reading, language arts, math, social studies, and science. In addition, these students rotate through classes in physical education, art, and music. Students wishing to participate in instrumental music can choose to enroll in band beginning in the 5<sup>th</sup> grade.

7<sup>th</sup> grade students have 6 required classes including language arts, math, social studies, science, physical education, and a rotational system involving reading/careers/keyboarding.

8<sup>th</sup> graders also have 6 required classes, language arts, math, social studies, science, physical education and a rotational system involving Family & Consumer Science/Tech. Lab./Speech.

In addition to the basic core instruction, 7<sup>th</sup> and 8<sup>th</sup> grade students also have available exploratory classes including art, choral music, instrumental music, and industrial technology. Although some flexibility is possible in choices of exploratory classes, students must request schedule changes within the first few days of the semester. Exceptions for schedule changes will be made only upon approval by the principal or counselor.

### **Counseling Services**

There is a full-time counselor available at Willow Springs Middle School. The counselor assists students with scheduling and career exploration as well as individual and small group counseling with students &/or parents.

### **Conflict Mediation Program**

A Conflict Mediation program is in place at Willow Springs Middle School. This program involves the selection and training of students to help their peers resolve conflicts. This Conflict Mediation Team is composed of students who want to help others avoid things that can result from conflict including physical violence. Before this occurs, the Conflict Mediation Team can intervene to avoid these negative results. The process involves two team members and the students involved in the conflict. The team members help their peers state the problem, accept their common problem, express their feelings, list solutions, agree on a solution, and evaluate the solution.

Students wishing to seek help with conflicts, through the use of this program, can contact a teacher, the counselor, or the principal to begin the process.

### **Student Planners**

This student planner is provided for the use of students and parents as a tool to use in and out of school. Students are required to take the planner to all core classes. They will be instructed in the use of the planner when they receive it. Parents are encouraged to go over homework assignments, etc. with students at least weekly.

**Truancy**

Unauthorized absence from school is considered truancy and will be treated as such. An unauthorized absence is one, which neither the school or parent had knowledge of nor had given permission prior to the absence. Leaving school without obtaining permission from the proper authority and checking out in the middle school office is considered truancy. This includes being absent from any class or activity for which the student is scheduled to attend or from the area designated for students during lunch.

**Drugs**

Any student who uses or has possession of any pills, drugs, or narcotics, not having a medical prescription issued by a duly licensed physician for a valid medical reason, while on school property, to or from school, in the vicinity thereof, or at a school sponsored activity, shall be suspended immediately from school.

**Alcohol**

Possession or use of intoxicating liquors, or being under the influence of intoxicants, or being intoxicated on school property, during school hours, or at school sponsored activities is prohibited for all students. Students in violation of this policy shall be suspended from school.

**Tobacco**

Middle school students are not to use or possess tobacco in any form while at school or at school activities. This includes smoking, chewing, and usage of snuff.

**Riding/Sitting in Motor Vehicles**

Students shall not be riding or sitting in any motor vehicle once they have arrived at school unless they have secured permission from the proper authority and checked out through the Willow Springs Middle School Office. Willow Springs Middle School students are not to ride in student vehicles once they arrive at school.

**Public Display of Attention**

Students shall conduct themselves in a proper manner at all times on school property and during school hours. Any physical contact, including holding hands, is defined as excessive public display of affection.

**Fighting**

No student shall engage in fighting (or provoke a fight) during the school day, on school property (including buses), going to or returning from school, or at extracurricular activities. (See the section on fighting in the Willow Springs Middle School Discipline Code)

**Vandalism**

Anyone guilty of damaging or destroying school property shall be held liable for payment of damages and suspension from school.

**Weapons**

Students shall not have knives, guns or any article used as a weapon in their possession while on school property nor during the school day. Any violation will be dealt with in strict accordance with the discipline policy.

**Snowballs, Rocks, Etc.**

Students shall not throw snowballs, rocks, or any other object that could result in injury while on school property or during the school day.

**Water Guns or Balloons**

Students shall not have water guns, balloons, or devices in their possession or use them on school property during the school day or at school activities due to their disrupting the educational learning environment.

### **Improper Language**

Cursing, profanity, obscene, lewd, and disrespectful language shall not be tolerated at school or school connected functions.

### **Sexual Harassment**

Sexual harassment of any student will not be tolerated. This can include unwanted physical contact, suggestive or obscene remarks, writing, drawings or pictures, or actions that are offensive. Any student who feels they have been subjected to any type of sexual harassment by any person should notify the principal or any teacher. Disciplinary action will be taken based upon the disciplinary policy in reference to other forms of harassment.

### **Report Cards**

Quarterly reports of student progress shall be issued to the parents of each pupil on a regular report form. Students shall be issued a letter grade on his report card to indicate his proficiency in the subjects he takes at the end of each quarter. Grade cards will be distributed one week following the end of the quarter.

Student's grades are affected by attendance since grades are based on, in most classes, preparation of assigned work, participation in class, and test grades.

The grading system at Willow Springs Middle School is based on the total point system or percentage method. The following system will be used for evaluating achievement:

<u>Grades</u>	<u>Percentage Grading Scale</u>
A Excellent	(100 - 95 = A, 94 - 90 = A-)
B Superior	( 89 - 87 = B+, 86 - 84 = B, 83 - 80 = B-)
C Average	( 79 - 77 = C+, 76 - 74 = C, 73 - 70 = C-)
D Below Average	( 69 - 67 = D+, 66 - 64 = D, 63 - 60 = D-)
F Failure	( 59 - 0 )

### **Progress Reports**

Progress reports will be sent home to parents the 5<sup>th</sup> week of the quarter. Students whose grade percentage is 59% or less will be notified of the lack of progress as well as their parents.

### **Disciplinary Reports**

Parents shall be contacted by telephone and/or mail if the student is involved in any disciplinary situation in which disciplinary action is taken.

### **Breakfast and Lunch**

Breakfast is available in the elementary cafeteria beginning at 7:34 a.m. Students riding the bus wanting to eat breakfast need to get off when the bus arrives and go to the cafeteria. A hot lunch will be available in the middle school cafeteria. The cost for breakfast is .75¢ and lunch \$1.50. Applications for free and reduced lunch are available in the office.

It is recommended that students pay for lunches in advance either weekly or monthly. Payment should be enclosed in an envelope with the student's name and grade on the outside and left in the office. Students may accumulate no more than five charges at which time an alternate lunch will be made available until charges are paid.

When students finish eating lunch, they may go outside to play or visit but not before staff members on outside supervisory duty are present. Everyone is to remain in the designated area between the auditorium, old gym, and elementary building. No one is to re-enter the middle school building without permission.

## **Homework**

The completion of homework is a vital factor in assuring academic success. It is strongly recommended that students have a designated time and place at home to do homework and that it be done the day it is assigned. Incomplete or late homework may not be accepted.

## **Extracurricular Activities**

A variety of extracurricular activities are made available to students including field trips, dances, athletics, band, and vocal music. These are valuable experiences adding to a student's learning but it is felt that proper behavior and quality schoolwork are of first priority. Students who accumulate disciplinary referrals or fail to complete homework or class work may be excluded from participation in extracurricular activities until adequate improvement is made. Students will be informed of the various grade level policies addressing this issue at the beginning of the school year.

A participation fee is required for athletics and other individual class fees for special projects might be required. The athletic fee must be paid before participation in the first event will be allowed. An athletic physical and assurance of insurance is also required.

## **Dismissal of School for Bad Weather**

When it is necessary to cancel school due to inclement weather, local radio stations will broadcast the notification as soon as they receive word. Springfield television stations are also notified and will then broadcast the notification. Students should not call school staff to ask but should listen to the radio or television.

If it is necessary to dismiss school early due to inclement weather, again local radio and Springfield television stations will broadcast the information.

## **Physical Education**

Physical Education is a required class for all students in the middle school. Students are at an age where physical changes are taking place and learning good personal hygiene is important. Sixth, seventh, and eighth grade students are required to dress out for P.E. and to take showers after each day of physical activities. Students need shorts, t-shirts, socks, and a clean pair of shoes with non-marking soles.

## **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.

## **Illness or Injury at School**

The school does employ a full-time nurse. Students who become ill or suffer injury at the school and cannot attend class should see the nurse who will then notify the office that the student has indeed been to her office. After examining an ill student the nurse will recommend that he/she: 1) see a doctor, 2) go home to rest if the parent can be contacted, or 3) return to classes.

Parents of students who become seriously ill or injured will be notified and their instructions will be followed in handling the situation. If parents cannot be reached in an emergency situation, students should give the office information as to the next nearest relative to contact.

## **Lockers**

Lockers will be assigned to each student as a convenient place for storage of personal property. Articles are left in lockers at your own risk, but an attempt will be made to help locate missing or lost property. Items of value should be left at home.

Students are to use only the locker assigned to them by the Middle School Office. All lockers are to be kept closed at all times and all books, paper, etc., is to be kept inside the lockers not on top of them.

Student lockers are for the convenience of the student. This privilege can and will be taken away if the student abuses the privileges by abusing the locker or using it to hide any material that does not belong in school. The lockers can and will be inspected by the administration at any time, for any reasonable reason, without prior notification to the students.

### **Changing Schools**

Obtain a Drop Sheet from the office your last day at school, complete the steps listed, and return the Drop Sheet to the office.

### **Class Materials**

All students need to go to class prepared with all materials required. Lists of required materials will be available at school and in local stores before school begins. A student should always have adequate paper, pencil, and textbook when reporting to any class.

### **Textbooks**

Textbooks are loaned to students. Notebooks, paper and other supplies necessary for use in their courses are to be purchased by students.

Students are expected to take proper care of their textbooks. When not in use, books are to be kept in students' lockers.

Students will be charged for all lost or damaged books.

### **Checking Students Out of School**

Parents are to go to the middle school office to pick up students when it is necessary for them to leave before 3:00 p.m. Students are to never leave early without checking out through the office and are to always check back in at the office if they return before 3:00. The office must be notified if someone other than a parent or legal guardian will be picking them up.

### **Student Movement on Campus**

It is sometimes necessary for students to travel from one building to another for various classes. Students should always use the route designated by the teacher and not waste time along the way. Students are not to go to the elementary, high school, nurse, or any other building or area without permission from the office. Middle school students are not allowed to use any vending machine with the exception of the juice machine in the auditorium at lunch.

### **Library**

Books may be checked out for two weeks and can be renewed. Current magazines may be checked out for one day. Back issues may not be checked out except for school assigned research. Photo copies of articles can be made if needed for class assignments.

The charge for overdue books is two cents per day. Lists of overdue books and fines will be given to grade level teaches each week.

### **Tardies**

Students are given a warning on the 4<sup>th</sup> cumulative tardy and disciplinary action will follow on the 5<sup>th</sup>.

### **Honor Roll**

The Honor Roll will be published after the grades have been tabulated after each quarter.

1. A Principal's Honor Roll will consist of students with all "A" grades that school quarter.
2. A Regular Honor Roll will consist of students whose grades are all "A's & B's".

### **Activities**

Student activities at Willow Springs Middle School provide opportunities for students to engage in special interests in addition to the more formal class activities. Student activities aid in the development of abilities necessary for leadership as well as those necessary for group cooperation. They also provide opportunities for finding new fields of interest. Students are encouraged to participate in school activities, but they should be selective as regular classroom work must come first.

### **Athletics**

The sports offered to 7<sup>th</sup> and 8<sup>th</sup> graders at Willow springs Middle School are cross country, volleyball (girls), football (boys), basketball, and track. The principle objectives are recreation, social contact, development of good sportsmanship, permanent interest in sports, development of spirit and team morals.

### **Telephones**

Students are privileged to use the telephone in the office for emergency business purposes, but not for social conversations or distinctly personal calls. Since much school business is transacted over the office telephone, the lines must be kept clear.

Only in case of emergency will students be called from class to accept phone calls. Important messages will be delivered to students.

Students are only allowed to use the telephone for emergencies after receiving permission from their classroom teacher and office staff.

Students are not allowed to have cell phones at school.

### **Residence**

Students who move or change addresses are required to notify the Middle School Office of this change. This is essential to insure that all records are accurate.

### **Fire - Tornado - Disaster Drills**

The signal for a Fire Drill is a series of short rings. When the signal is given students will follow the teachers' directions and go directly to the exit designated by the teacher in charge in the manner prescribed by the teacher. Promptness and orderliness in emptying the building insures safety for all. Speed is not the only factor. The first person to arrive at the doors should hold the doors open or fasten them open for those to follow until all have gathered in the designated areas. The teacher will designate a student or students to close all the windows. The return signal will be a single long bell.

The signal for a Tornado or Disaster Drill is a long continuous ringing bell. Students should follow teachers' instructions in every instance and proceed to the predetermined areas. Specific instructions are posted in each classroom.

### **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 public school, within thirty days after the pupil is enrolled, to furnish to the building principal, 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, or within such time, to furnish the principal his/her written objection to the immunization of the pupil. This program and all records shall be in charge of the school nurse.

No student affected with any contagious disease shall be permitted to attend school.

### **Insurance**

The school system does not pay for a student accident insurance to cover the students. However, the school shall offer parents the opportunity to participate in a group student insurance plan. A student accident policy is included for your inspection and voluntary participation in this Student Handbook. If it is not included, it will be available at the Middle School Office. All students participating in interscholastic athletics shall be required to obtain some type of accident insurance.

## **Selling in School**

No article may be sold by or to the students under the direction of the school except those approved by the building administrator.

## **Permanent Record**

The material recorded on a student's permanent record will be the student's semester grades, achievement test results, days absent from school, and M.A.P. test data.

## **Lost and Found**

The Lost and Found Department is maintained through the Middle School Office. Students who either find or lose items should report to the office. The loss of property may be minimized by placing the owner's name on every item or article, keeping valuable items and large sums of money at home, and by keeping your items secure or under lock and key.

## **Posting Items**

Materials are not to be posted on the walls or bulletin board, unless approval has been given by the building principal.

## **Bus Transportation**

Bus transportation is provided for students residing 1 mile from school. If a student's behavior creates a safety hazard on the bus, the student may be deprived of bus riding privileges. Parents will be expected to transport the student to school if a bus suspension should occur. The behavior and safety of the student at the bus stop is the parent's responsibility.

In order to minimize problems resulting from bus transportation, observation of the following rules should be encouraged:

- \*Arriving at the bus stop five minutes ahead of schedule should be sufficient. Arriving too early may result in mischief.
- \*While waiting for the bus, remain in the loading area, not in the street.
- \*Wait until the bus stops before advancing to board the bus.
- \*Board the bus and be seated.
- \*Talk softly with your neighbor when conversing on the bus.
- \*Be completely quiet when the bus reaches and approaches the railroad tracks.
- \*Keep the aisle of the bus clear of books, feet, etc.
- \*Keep head, hands and arms inside the bus at all times.
- \*Older children should assist younger ones in getting off the bus.
- \*Cooperate with and obey the bus driver at all times.
- \*No eating, drinking, or gum chewing on the bus.

Any student needing to ride a different bus than normal or get off at a different stop must bring a note from home which must then be signed by the principal to be given to the driver.

## **Bus Discipline Code Procedures**

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.

*Bus Rules That Would Necessitate Contact of Parent, and Consequences:*

_____ Failure to remain seated	
_____ Refusing to obey driver	1 <sup>st</sup> Offense - Administrative warning
_____ Fighting or scuffling	2 <sup>nd</sup> Offense - Parent conference with driver & principal
_____ Profanity	3 <sup>rd</sup> Offense - Loss of riding privileges for 3 days
_____ Throwing objects	4 <sup>th</sup> Offense - Loss of riding privileges for 10 days
_____ Hanging out of window	5 <sup>th</sup> Offense - Loss of riding privileges for remainder of school year
_____ Excessive noise or disruption	
_____ Possession of dangerous article	
_____ Lack of courtesy or respect	
_____ Vandalism	
_____ Possession of alcohol, tobacco or illegal drugs	
_____ Other _____	

**Discipline Statement**

The Willow Springs R-IV Schools are based upon a philosophy of continuous improvement, a unity of purpose among all stakeholders, and empowerment of stakeholders with responsibility. In essence, achievement of the district’s goals and objectives requires all stakeholders to work collaboratively to bring about success. Within the framework of this philosophy, all stakeholders are responsible and accountable for their own behavior.

Therefore, the Willow Springs R-IV School’s Discipline Policies and Procedures will focus on student, parent, faculty and administrator responsibility for appropriate behavior. Discipline policies and procedures will be based upon a collaborative process which:

1. Seeks to help students become accountable for their behavior.
2. Provides feedback to students about acceptable and unacceptable behaviors.
3. Seeks to improve student behavior as it relates to functioning as part of the school.

The discipline process includes specific parameters that are based upon respect for all students, parents, faculty, and administration. These parameters for this process include:

1. Understanding the District’s expectations concerning student behavior.
2. Constructively counseling, guiding, and reviewing student behavior.
3. Assisting students in assuming responsibility for their own behavior.
4. Creating an environment that assures student motivation.
5. Implementing strategies that encourage student contributions to the shared values and philosophy.
6. Identifying and providing support/resources for the student.

**Building Level Authority**

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 anyone who 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. In appropriate cases, students may be required to provide community service. Students who are charged with certain serious felony offenses may be excluded from school in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct necessary to maintain proper behavior in the school under their supervision. Disciplinary actions are also at the discretion of the principal. Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to contact the student’s parent/guardian by a written notice.

Principals, subject to due process procedures, may summarily suspend a student for ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given by letter or phone to the student’s parent/guardian and the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

The Board authorizes the immediate removal of a student upon a finding by a principal, superintendent or board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures set forth for suspensions.

Teachers shall have the authority to make and enforce necessary rules for the internal governance of the classroom, subject to review by the building principal. These rules should reflect the philosophy, shared values and unity of purpose of all organizational stakeholders. Teachers should correct, guide, advise and discipline students within the parameters of their daily teaching activities to as great an extent as possible. Grade level teams may also be employed to make and enforce rules for the effective operation of instructional settings. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of the district’s discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and all sub coded policy codes. This includes, but is not limited to, the following and regulations: JG-R, JGA, JGB, JGD, and JGF. A copy of the district’s comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent’s office during normal business hours.

### MIDDLE SCHOOL DISCIPLINE CODE - (GRADES 5 - 8)

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<b>INSUBORDINATION</b> and/or open defiant toward any staff member	Detention/ISS or suspension for severe violation (3 days)	DET or ISS or Suspension (3 days) 6 days on 2 <sup>nd</sup> suspension	Suspension (6 days) 10 days on 3 <sup>rd</sup> suspension or 6 hrs. Each suspended day	Suspension (10 days)	Suspension (11-90 days)	
<b>DISRUPTION /MISCONDUCT</b> (any activity or conduct which materially disrupts the learning environment, or prevents the district from educating students.)	Detention or ISS or Administrative Warning	DET or ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-90 days)
<b>TARDIES</b> per semester	4 <sup>th</sup> Tardy Admin. Warning Parent Contact	5 <sup>th</sup> Tardy DET or ISS	6 <sup>th</sup> Tardy DET or ISS	7 <sup>th</sup> Tardy Suspension (3 days)	8 <sup>th</sup> Tardy Suspension (6 days)	9 <sup>th</sup> & Subsequent Suspension (10 days)
<b>TRUANCY</b> Half day plus	DET or ISS	Suspension (3 days)	Suspension (10 days)	Suspension (11-90 days)		
Less than halfday	DET or ISS	DET or ISS or Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-90 days)	
<b>FAILURE TO COMPLETE ASSIGNMENTS</b>	Student/Teacher Parent/ Counselor Conf	DET or ISS	DET or ISS	DET or ISS	DET or ISS	DET or ISS
<b>FAILURE TO BRING NECESSARY</b>	Parent/Student Teacher/	DET or ISS	DET or ISS	DET or ISS	DET or ISS	

<b>MATERIALS TO CLASS</b>	Counselor Conf					
<b>PROFANITY, DEGRADING, OFFENSIVE LANGUAGE AND GESTURES</b>	Admin. Warning and/or DET or ISS	DET/ISS	Suspension (3 days)	Suspension (5 days)	Suspension (7 days)	Suspension (11-90 days)
<b>LEWD OR OBSCENE LITERATURE, WRITING, OBJECTS, MATERIALS</b>	DET or ISS	DET or ISS or Suspension (3 days)	Suspension (5 days)	Suspension (10 days)	Suspension (11 days)	
<b>OFFENSIVE/OBSCENE LANGUAGE AND GESTURES</b> directed at staff members	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)			

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<b>INDECENT EXPOSURE, SEXUAL ACTS, ACTIONS</b>	Suspension (10 days)	Suspension (11-90 days)				
<b>POSSESSION OR USE OF TOBACCO</b>	DET or ISS	Suspension (3 days)	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)	
<b>LITTERING</b> on school premises. Unauthorized writing or marking	Student clean up campus on own time	DET or ISS or Clean up mess	Clean up and Suspension (3 days)	Clean up and Suspension (5 days)	Clean up and Suspension (10 days)	Clean up and Suspension (11-90 days)
<b>VANDALISM</b> (see board policy ECA.)	Suspension (1-5 days) & financial restitution	Suspension (6-10 days) & financial restitution				
<b>GAMBLING/ EXTORTION</b>	DET or ISS	DET or ISS	Suspension (3 days)	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)
<b>PUBLIC DISPLAY OF AFFECTION</b> , including hugging, kissing, hand holding, etc.	Admin. Warning	DET or ISS	DET or ISS	DET or ISS	Suspension (3 days)	Suspension (5-10 days)
<b>HORSEPLAY</b> including wrestling, scuffling, tripping, harassment, threatening bodily harm	DET or ISS	DET or ISS	Suspension (3 days)	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)
<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/Student Conference, ISS, 1-180 days out-of-school suspension, or expulsion; immediate report to law enforcement.	ISS 1-180 days out-of-school Suspension or expulsion; immediate report to law enforcement.	ISS 1-180 days out-of-school suspension or expulsion; immediate report to law enforcement.			
<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 injury; physically injuring another person)	Suspension (3-10 days)	Suspension (10-90 days)	Suspension (11-180 days)			
<b>THREATENING BODILY HARM TO ANY STAFF MEMBER</b>	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)			
<b>STRIKES, SLAPS, KICKS AT STAFF MEMBER</b>	Suspension (10-90 days)					

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<b>THEFT, attempted theft or knowing possession of stolen property</b>	DET or ISS of Suspension (3 days) & financial restitution	Suspension (3 days) & financial restitution	Suspension (5-10 days) & financial restitution	Suspension (11-90 days) & financial restitution		
<b>CHEATING</b> (copying from another student's work or using a cheat sheet)	DET or ISS	DET or ISS (2 days)	Suspension (3 days)	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)
<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 or ISS	Parent Contact or DET or ISS	Suspension (3 days)	Suspension (10 days)	Suspension (11-90 days)	
<b>POSSESSION OR USE OF INTOXICANTS</b> on school grounds, buses, or at school sponsored events (see Board policy JFCH.)	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)			
<b>SELLING OR GIVING OF CONTROLLED SUBSTANCE</b> (see Board policies JFCH and JHCD.)	Suspension (180 days)					
<b>POSSESSION OR USE OF CONTROLLED SUBSTANCE</b>	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)			
<b>POSSESSION OR USE OF ANY INSTRUMENT OR DEVICE</b> , other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) 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.				
<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(g)(2). (See Board policy JFCJ for list.)	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		

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
SEXUAL HARASSMENT Verbal/No Physical Contact	DET/ ISS	DET or ISS	Suspension (3 days)	Suspension (10 days)	Suspension (11-90 days)	
SEXUAL HARASSMENT Physical Contact Involved	Suspension (3-10 days)	Suspension (11-90 days)				
POSSESSION OR USE OF A NON-PRESCRIBED SUBSTANCE	Suspension (3-5 days)	Suspension (6-10 days)	Suspension (11-90 days)	Suspension (91-180 days)		
SELLING OR GIVING OF A NON-PRESCRIBED SUBSTANCE	Suspension (6-10 days)	Suspension (11-90 days)	Suspension (91-180 days)			

### Middle School Attendance Policy

Any student who misses 25 or more days in the school year will be retained at the same grade level the following school year.

Absences at previous schools, attended in the same attendance year, will be counted toward this total.

The office is to be notified by a note or phone call from the parent on each absence.

The following steps will be taken to prevent violation of this policy.

- ❑ Letters will be sent home concerning attendance at the points where violation of the attendance policy is a concern.
- ❑ After reviewing absences, the attendance committee may request to meet with parents or guardian anytime the student is in jeopardy of violating the attendance policy.
- ❑ Outside agencies, including the Missouri Division of Family Services (DFS) and juvenile authorities, will be notified in cases of excessive absence.

If a student is in violation of the Attendance Policy, they will be retained at the same grade level the following school year and will be notified of this action. A parent or guardian may request a meeting with the attendance committee to discuss the retention of their student. Parents may appeal the attendance committee's decision to the Board of Education.