

Consent Form

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

DISCIPLINE POLICY: I have received a copy of the Willow Springs R-IV Schools High School Handbook for 2017-18. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

Name of Student: _____ Date: _____
Please Print

Signature of the Student: _____

Signature of the Parent/Guardian: _____

SCHOOL-SPONSORED TRIP PERMISSION NOTICE: During the school year, students will be taking field trips by bus, walking, or other authorized transportation. In order for your child to participate in a school sponsored field trip, he/she must have a signed permission slip on file in the office. One permission slip will cover all field trips for the year.

I give permission for my child to participate in bus and walking field trips for the 2017-18 school year.

Name of Student: _____
Please Print

Parent Signature: _____ Date: _____

*******IMPORTANT*******

This form must be signed and returned to the office
the first week of school.

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has been left blank
intentionally.*

**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.)

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____ Advisor _____

*Phone 417-469-2114 Fax 417-469-2507
Web Site www.willowsschool.com*

SCHOOL CALENDAR

2017-18

August 15	First Day of Classes
September 4	Labor Day – NO SCHOOL
September 18	Prof. Dev. Day – NO SCHOOL
October 13	End of 1 st Qtr. – 42 Days
October 19	Dismiss 12:45 Parent/Teacher Conferences
October 20	Fall Break – NO SCHOOL
November 20.....	Prof. Dev. Day – NO SCHOOL
November 21-24	Thanksgiving – NO SCHOOL
December 21	End of 2 nd Qtr. – 43 Days End of 1 st Semester – 85 Days
Dec. 22–Jan. 1.....	Christmas Break– NO SCHOOL
January 2.....	Teacher PD Day/Work Day – NO SCHOOL
January 3.....	Classes Resume
January 15	ML King Day – NO SCHOOL
February 16.....	Prof. Dev. Day – NO SCHOOL
February 19.....	President’s Day – NO SCHOOL
March 9.....	End of 3 rd Qtr. – 45 Days
March 26-30.....	Spring Break – NO SCHOOL
April 16.....	NO SCHOOL
May 18.....	LAST DAY OF CLASSES Dismiss 12:45 End of 4 th Qtr. – 44 Days End of 2 nd Semester – 89 Days
May 13.....	Tentative Graduation Date

If school is closed for more than 10 days due to inclement weather, the following dates may be used as additional instruction days:

January 15, February 19, March 26, March 27,
March 28, April 16

If more school is missed after using the above dates, additional days may be added to the end of the school year at the discretion of the school board.

DIRECTORY INFORMATION

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information for students in grades 9-12: student's name, parent's name, date and place of birth, grade level, diplomas, bus assignments, enrollment status (e.g., full-time or part-time), participation in school-based activities and sports, weight and height of members of athletic teams, dates of attendance, honors and awards received, artwork or coursework displayed by the district, most recent previous school attended, and photographs, video tapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound be considered harmful or an invasion of privacy.

In high school, the information provided is mainly for yearbooks, programs, newspapers, and display of work.

If you do not want this type of information about your child released, please send a note to that effect to the high school principal.

TABLE OF CONTENTS

Belief Statement	5
Objectives	5
PAWS	5-6
Reports to Parents	6-7
Grading Scale	7-8
Graduation Requirement.....	9-10
Scheduling/G.A.P	11
Junior-Senior Prom.....	11-12
Student Planners	12
Bell Schedule.....	13
Dress	13-14
Withdrawal from School	14
Student Use of Cars	14-15
Cell Phones	15
Immunization.....	15-16
Health Services.....	16
Absence from School Due to Illness or Injury.....	16
Student Medication Policy.....	17-18
Screenings	18-19
Emergency Medications	19-20
Student Lockers	20
Lunch Facilities	20-21
Public Notice for Special Education	21
Student Directory Information.....	21
Earthquake Procedure.....	21-22
Evacuation in Case of Fire or Bomb Warning	22-23
Tornado Warning.....	23-24
Student Absences and Excuses	24-26
Truancy/Late Arrivals/Tardies.....	26-27
Fieldtrips.....	27
Procedures for Leaving School Grounds	27
Visitors	28
Surveying, Analyzing or Evaluating Students	28-29
Weapons in School.....	29
Interrogation, Interviews and Searches.....	29-30
Bus Discipline Code Procedure	30
Student Safety.....	30
Standard Complaint Resolution Procedure for No Child Left Behind Programs.....	31
Student Complaints & Grievances.....	31-32
Due Process	33
General Discipline Policy	33
Participation in Activities	33
High School Discipline Code	34-46
Network Acceptable Use	47
Public Notice	48
Nondiscrimination Statement	49
Parents Right To Know	49

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 mid-quarter and at the end of each nine-week period. Only semester grades are entered on the permanent records. Students who owe fines, fees, uniforms, equipment, etc. will not be issued report cards until all obligations are met. Upon retaking a class, no grades will be replaced with the exception of mathematics classes per board policy IGAN

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.

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.

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 .02 per semester (provided the student earns a C or higher) will be added in each of the following classes: College Prep Language Arts III, College Prep Language Arts IV, English 110, English 221, Fundamentals of Public Speaking Com 115, Math 135, Math Analysis, Anatomy & Physiology, History 121, History 122, Spanish III, Spanish IV, Spanish V, Physics, Chemistry II, Biology II, Russian III, Russian IV, Russian V, and CIS101 (*any of these classes taken independent study will not be weighted*).

Weighted grade point averages are calculated using the following formula:

Point Value of Grade + Weight (.02/semester) = Grade Points for one class

Add all grade points

Divide total by attempted credits

Graduating seniors will earn the designation of Summa Cum Laude, Magna Cum Laude, or Cum Laude by earning the following accumulative non-weighted grade point averages based on a 4.0 scale.

Summa Cum Laude - 3.9-4.0
Magna Cum Laude – 3.75-3.89
Cum Laude – 3.4-3.74

Valedictorian and Salutatorian are determined based on weighted grade point average.

COLLEGE PREP-ENGLISH I - A grade of “A” in 8th grade language arts or teacher recommendation and sample composition that supports student performance qualifies a student for College Prep-English I. A student enrolled in LA I wanting to transfer to College Prep-English I (CPE-I) may do so at semester under the following conditions: A/95 percent average in two (2) quarters of LA I and teacher recommendation. CPE-I students wishing to stay in the course must maintain an 85 percent average during the fall semester.

COLLEGE PREP-ENGLISH II & III - An eighty-five percent (85%) combined average for first, second, and third quarter in CPE-I or CPE-II; or teacher recommendation and sample composition that supports student performance qualifies a student for College Prep-English II or III. A student enrolled in LA II or LA III wanting to transfer to College Prep-English II (CPE-II) or College Prep-English III (CPE-III) may do so at semester under the following conditions: A/95 percent average in two (2) quarters of LA II or LA III and teacher recommendation. CPE-II & III students wishing to stay in the course must maintain an 85 percent average during the fall semester.

ENGLISH 110, ENGLISH 221, and COLLEGE PREP ENGLISH IV (prerequisite College Prep English III) – Students must successfully pass the Missouri State University placement exams in writing and reading. Students must also have a 3.0 accumulative G.P.A.

GRADUATION REQUIREMENTS

	Regular Diploma	College Prep Certificate
English/Language Arts	4	4
Social Studies	3	3
Mathematics	3	4
Science	3	3
Fine Arts	1	1
Practical Arts	2	1
Computer Applications I*		
Personal Finance**		
Physical Education	1	1
Health	½	½
Core Electives	0	3
Speech	½	½
Electives	12	9
Total Credits	30	30
ACT/SAT requirement	None	See below***

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

Students, who earn a 3.0 grade point average, successfully complete two years of the same foreign language, and maintain 95% attendance will receive the designation of a “comprehensive diploma”.

* Computer Applications I will also satisfy one-half credit of practical arts.

**Personal Finance will also satisfy one-half credit of practical arts.

***To be eligible for the College Preparatory Studies Certificate, a student must meet these requirements.

1. Complete a rigorous personal plan of study cooperatively developed by the school, the student and the student’s parents. The personal plan of study should be developed around a career path or cluster and must include the credits outlined above.

2. Earn at least a 3.0 grade point average (GPA), on a 4.0 scale, in the combined subject areas of English/language arts, mathematics, science and social studies. The school may calculate GPAs for its students at the end of the seventh or eighth semester of high school.
3. Score above the prior year's national composite average mean on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT). This criterion is revised annually to reflect the latest national averages from the ACT and SAT. Check the current year's certification forms for the required minimum scores.
4. Maintain a 9-12 attendance rate of at least 95 percent.
5. 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. Dual-credit courses taken in high school for both high school and college credit may be counted toward satisfying the core curriculum requirements.

Courses taken by middle/junior high school students may be counted as satisfying the high school core curriculum requirement if the content is equivalent to high school courses and if subsequent courses in the subject are shown on the high school transcript.

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

Fine Arts includes art, music or drama

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

- A. Students must have completed all course work and have earned the required number of credits prior to their participation in graduation exercises.
- B. 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 and parents must approve the schedule for the upcoming school year. Students may change their schedule in the following manner:

- drop a core class for another core class
- drop an elective class for a core class
- drop an elective class for another elective class

Students may not drop a core class for an elective without parental signature. The school may need to make a schedule change due to the cancellation of a class, teacher recommendations, etc. Changes will only be made for educational purposes.

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. Regular group meetings will be held with formal activities and individual conferences between advisor and advisees depending upon the particular circumstances of the advisee.

JUNIOR-SENIOR PROM

Each spring the members of the junior class sponsor a dance in honor of the graduating seniors. The following age limits for guests invited by Willow Springs High School juniors and seniors will be followed:

- Guests must be at least a freshman in high school
- No guests can be over 21 years of age

- The out-of-school guests form must be completed and returned to the assistant principal by the established deadline
- Students who have dropped out of high school are not allowed to attend

Students participating in prom must:

- Have 90% attendance
- Have no discipline that requires out of school suspension
- No more than 5 days of ISS

The administration will conduct background checks of all out-of-school guests and determine eligibility to attend.

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 - 9:40
10 Minute Break		9:40 -9:50
Second and Sixth Blocks		9:50 - 11:15
Lunch for 9 th & 10 th grades		11:15-11:37
Lunch for 11 th & 12 th grades		11:37-12:00
Third and Seventh Blocks		12:05-1:30
Fourth and Eighth Blocks		1:35 - 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 disrupt 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 that display an inappropriate amount of skin, halter-tops, racer-back shirts, open mesh shirts, shirts altered by tearing or cutting, low-cut shirts or those that expose cleavage, 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 2” wide.
3. Any item of clothing, jewelry, wristbands, or labels containing promotion of alcohol, tobacco, or drug products, sexual innuendoes or any suggestive or offensive language shall not be worn to school or any related activity.
4. Caps, hats, or hoods 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, pants or skirts excessively tight or short (less than fingertip length) are not appropriate. This area of inappropriate dress includes but is not limited to: shorts, miniskirts, cutoffs, gym shorts, etc.
6. Shoes shall be worn at all times.
7. Clothing must fit properly and not be a disruption. Pajamas may not be worn to school.
8. Large chains, chains on billfolds, and all jewelry with spikes.
9. Facial painting is only appropriate during spirit week and extra-curricular activities.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school for reasons other than transfer must discuss the matter with the principal/counselor prior to being allowed to withdraw. After talking to the administrator, the student will receive a withdrawal form. 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 must park cars in an appropriate manner in the designated student parking lot 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 Assistant Principal will be delegated to enforce these rules using appropriate disciplinary action as necessary.

Students will register their vehicle(s) in the Assistant 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. Traffic laws, including seat belt usage, must be adhered to. 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.**

CELL PHONES

A student is prohibited from using or having his/her personal cell phone turned on during class time or in classrooms, except at the specific request of the teacher for educational purposes. Cell phones may be used in the hallways during passing time and in the cafeteria during lunch. The intent of this policy is to allow the use of cell phones during non-instructional times and in non-instructional areas. Any unauthorized use of a cell phone will be subject to the discipline code.

Willow Springs R-IV Schools will not be responsible for lost or stolen electronic devices.

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 allows 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 vaccine-preventable diseases, students inadequately immunized for any reason 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 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. Students who come to the health room without a signed planner will be sent back to class.

ABSENCE FROM SCHOOL DUE TO ILLNESS OR INJURY

The goal of School Health is to help students be fit, healthy and ready to learn. If a student sees the nurse before signing out of school, the nurse will send a pass to the office that notes whether or not the absence is recommended. A student with more than the allowed number of absences per semester may see the nurse at the start of the school day in case of illness. The nurse will assess the student and recommend that they attend school or stay home. The nurse may not recommend an absence by phone. For questions about this policy, please talk to the HS nurse or principal.

STUDENT MEDICATION POLICY

Grades 9-12

Medicine should be given at home if at all possible (such as any medicine that is taken 3 times a day or less often). If the doctor's orders say that medicine must be given during school hours the school nurse or other designated staff member may give the medicine at school by following these rules:

Prescription Medicine

1. Prescription medicine should be in the original prescription bottle and plainly marked with the original prescription label that includes the student's name, date, name of medicine, dose and the time it is to be given.
 - a. Pharmacies will give an extra empty 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, Adderall and others to school. Parents must bring these to the nurse and sign permission for them to be given.
 - d. There are serious legal consequences for students who are carrying these kinds of medicines at school.

2. **Over-the-counter-medicine (OTC)**
 - a. Students may carry a small amount of acetaminophen (Tylenol) for personal use. The medicine must be in the original bottle with the label in place. Only students who have returned the **Health Information Update** may carry acetaminophen.
 - b. **All other over the counter medicine must be brought to the school nurse!** This includes ibuprofen, Excedrin, aspirin and all other medicine.
 - c. OTC medicine must be in the original container with the label in place.
 - d. Be sure that the expiration date has not passed.
 - e. The school nurse may not give a larger dose than what is recommended on the label.

3. **The parent/guardian must sign a medicine form so that the medicine may be given at school.** This form is available from the nurse or the HS office.
4. **A physician's written authorization is required for the following:**
 - a. Prescription medicine that is to be given daily on a long-term basis
 - b. Emergency medicine such as bee sting kits
 - c. Self-care for some medicine, like asthma inhalers.
5. **Students found in possession of medicine or who share medicine with others will be subject to the discipline code.**

SCREENINGS

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

Students who are entering Kindergarten will receive vision and hearing screenings as time allows throughout the school year. Students in 1st, 3rd, 5th and 7th grades will receive vision screenings as time allows throughout the school year. Students in 2nd, 4th, 6th and 8th grades will receive hearing screenings as time allows throughout the school year.

All students in pre-school, kindergarten and first grade will have screening to detect amblyopia (lazy eye).

Girls will be screened for scoliosis during sixth and eighth grades as time allows.

Boys will be screened for scoliosis during eighth grade as time allows.

Parents/Guardians are given the opportunity to excuse their child from a screening by contacting the school nurse's office and signing a form stating their child is not to participate in a particular screening.

EMERGENCY MEDICATIONS

Allergic Reaction – An immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions trigger inflammation in the skin (hives, itching, a rash), the respiratory system (coughing, wheezing, difficulty breathing), the gastrointestinal tract (vomiting, diarrhea, stomach pain) and the cardiovascular system (lowered blood pressure, irregular heartbeat, shock).

Anaphylaxis – A life-threatening allergic reaction that involves the entire body. It may be characterized by symptoms such as lowered blood pressure, wheezing, nausea, vomiting, diarrhea, swelling or hives. Anaphylaxis may result in shock or death.

Various locations throughout the school district are supplied with prefilled epinephrine auto syringes and asthma-related rescue medications. This medication is used for life threatening anaphylactic allergic reactions and life threatening asthma episodes. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life threatening asthma episode.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber.

If you, as a parent/guardian, do NOT want your child to receive epinephrine or asthma related rescue medications, in the event of a

life threatening episode, you MUST contact the school nurse's office and sign a form stating your refusal.

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. This includes adhesive stickers.
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. Pictures, posters, etc. may not be displayed on the outside of the locker.
7. 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 9th and 10th grade at 11:15-11:37 a.m. and 11th and 12th grade at 11:37-12:00 p.m. The school cafeteria provides a hot lunch. Breakfast is also available in the cafeteria from 7:45 - 8:15 a.m. No food will be taken from the cafeteria.

Students/parents are not allowed to order nor 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, address, telephone number, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas, honors 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.

EARTHQUAKE PROCEDURE

An earthquake will probably occur without warning; therefore, a bell system will not be used. The following instructions are given regarding actions to be taken.

- Remain calm; assess the situation, and then act.
- Teacher should instruct students to immediately take cover beside desks or other heavy furniture in a kneeling position with head covered. Turn away from the windows.
- Remain in sheltered position for a least 1 minute.
- Be silent and listen to instructions.
- When tremors cease, evacuate the building the same as the fire routes.

EVACUATION IN CASE OF FIRE OR BOMB WARNING

A signal to evacuate in case of fire will be a series of short rings of the school bell.

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, 108, and the Resource Room 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, 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, and CAT 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.

Alternative school should exit the nearest door and go to the superintendent's office.

*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 the main HS building, HS "B" building, old gym and MS building should go to the "Bear's Den" FEMA storm shelter

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 continue into the Bear's Den.

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

Students in the Industrial Tech/Spanish/CAT/Speech & Debate rooms should go to the Bear's Den.

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

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

Alternative school will exit the nearest door and go to the basement of the superintendent's office.

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 or upon leaving 15 minutes before the end of 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.
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 “V” (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. 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.
4. On the eighth (8th) absence, the Juvenile Office will be notified of the absences with a copy of all the contacts the school has made. The school will then contact the Juvenile Office and request a meeting of task force personnel with the parents/guardians/custodians. A representative of the school, Juvenile Office, Children’s Division, the Prosecuting Attorney, and any other agency or individual(s) providing services to the family will meet with the parents/guardians/custodians to ascertain what the problem is and to attempt to rectify it. The representatives will also outline the alternatives if the parents/guardians do not cooperate with the task force.
5. Late buses and school-sponsored or sanctioned activities will not count as absences.
6. Seniors will be granted one college or work interview day provided they meet the following qualifications and obligations. Seniors must not have over two discipline issues their senior year, must be within the attendance policy, and must not be failing a class. Seniors must obtain a school/work visit form from the counselor, make an appointment with the institution, obtain signed parental permission, and must return the top half of the signed form to the counselor prior to the absence. Upon completion of the visit, the student must obtain a signature from the representative of the institution and return that portion of the form to the high school counselor for the absence to be excused.
7. 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.

8. Upon each truancy and the 2nd and 4th absence, per semester, the student's parent or guardian will be contacted.
9. Tardies will be handled on a semester basis. On the 4th tardy the student will be placed on the discipline code.

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; e) is somewhere other than where they are supposed to be; f) 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. 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 any time 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 four times during a semester, the student will be subject to the discipline code.

FIELDTRIPS

Students must have

- at least 90% attendance
- no current quarterly failing grades
- not more than 5 days of ISS
- no OSS during the current school year

to participate in a school-sponsored fieldtrip.

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 who 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, ammunition or a component of 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 in the student parking lot 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.

In the case of reasonable suspicion where a student might possess or be using tobacco products, unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances, a search will be conducted according to Policy JFG.

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.

STUDENT SAFETY

The Missouri Department of Social Services provides a website where students, parents and others can file anonymous reports of school violence, such as fights, bullying and vandalism.

<http://schoolviolencehotline.com>

School violence hotline: 866-748-7047

Missouri Child Abuse/Neglect Hotline: 800-392-3738

Anonymous Tip Hotline: 417-469-3260, ext. 7

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: (FILE: JFH)

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians

may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.

- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the Superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

* * * * *

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 08/08/1994 Last Revised: 03/08/1999

Cross Refs: AC, Nondiscrimination and Anti-Harassment

IGBC, Parent/Family Involvement in Instructional and Other Programs

IGBCA, Programs for Homeless Students

IGDBA, Distribution of Noncurricular Student Publications

KL, Public Complaints

Willow Springs R-IV School District, Willow Springs, Missouri

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

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.

PARTICIPATION IN ACTIVITIES

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

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>
Academic Dishonesty -Cheating on tests assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics. (see Board Policy JG-R3)	DET/ISS	ISS (2 days)	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Arson -Starting or attempting to start a fire, or causing or attempting to cause an explosion.	Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.				
Assault -Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. (see Board Policy for assault degrees)	Suspension (5-10 days)	Suspension (10 days)	Suspension (11-180 days)			
Assault of staff -Strikes, slaps, kicks at staff member. (see Board Policy for assault degrees)	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>
Bringing unauthorized materials to class – Soda, food, energy drinks, etc.	DET/ISS	DET/ISS	ISS	ISS (2 days)	ISS (3 days)	Suspension (6-10 days)
Bullying and Cyberbullying (see Board Policy JFCF)-Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.	DET, ISS or suspension (1-180 days)	Suspension (1-180 days) or expulsion	Suspension (1-180 days) or expulsion			
Disagreements between Students-Unresolved student conflict	DET(at discretion of administration)	DET(at discretion of administration)	DET(at discretion of administration)	DET(at discretion of administration)	DET(at discretion of administration)	DET(at discretion of administration)

<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>
Dishonesty -Any act of lying, whether verbal or written, including forgery.	Nullification of forged document. Principal/Student conf., DET, ISS or suspension (1-10 days)	Nullification of forged document. DET, ISS, suspension (1-180 days) or expulsion	Nullification of forged document. DET, ISS, suspension (1-180 days) or expulsion	Nullification of forged document. DET, ISS, suspension (1-180 days) or expulsion		
Disrespectful or disruptive conduct or speech (see Board Policy AC if illegal harassment or discrimination is involved)-Verbal, written, pictorial or symbolic language or gesture, that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational setting or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.	DET/ISS	ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Disruptive/harmful device or item, possession or use of -e.g., needles, water balloons, snowballs, rocks, pea shooters, etc.	DET/ISS	ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)	
Dress Code Violation (see Board Policy JFCA) Any violation of the student dress code as outlined on page 13-14 of the student handbook.	DET	DET	ISS	ISS (3 days)	Suspension (3 days)	Suspension (5 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>
Drugs/Alcohol-Possession or use of intoxicants or drug paraphernalia on school grounds, school transportation, or at school-sponsored events (see Board Policy JFCH, JFCI).	Suspension (10 days) suspension from all MSHSAA sanctioned activities (28 days)	Suspension (11-180 days) suspension from all MSHSAA sanctioned activities (90 days)	Suspension from participation in all MSHSAA sanctioned activities for the remainder of the student's enrollment in the district			
Drugs-Possession or use of controlled substance (see Board Policies JFCH, JFCI, JHCD)	Suspension (10 days) suspension from all MSHSAA sanctioned activities (28 days)	Suspension (11-180 days) suspension from all MSHSAA sanctioned activities (90 days)	Suspension from participation in all MSHSAA sanctioned activities for the remainder of the student's enrollment in the district			
Drugs-Selling or giving of controlled substance (see Board Policies JFCH, JFCI and JHCD).	Suspension (11-180 days); suspension from all MSHSAA sanctioned activities (28 days)	Suspension from all MSHSAA sanctioned activities (11-180 days)	Suspension from participation in all MSHSAA sanctioned activities for the remainder of the student's enrollment in the district			

<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>
Drugs-Possession of a non-prescribed substance (see Board Policies JFCH, JFCI, JHCD).	Suspension (3-5 days) suspension from all MSHSAA sanctioned activities (28 days)	Suspension (6-10 days) suspension from all MSHSAA sanctioned activities (90 days)	Suspension (11-90 days) from participation in all MSHSAA sanctioned activities for the remainder of the student's enrollment in the district	Suspension (91-180 days)		
Drugs-Selling or giving of a non-prescribed substance (see Board Policies JFCH, JFCI, JHCD).	Suspension (6-10 days) suspension from all MSHSAA sanctioned activities (28 days)	Suspension (11-90 days) suspension from all MSHSAA sanctioned activities (90 days)	Suspension (91-180 days) and suspension from participation in all MSHSAA sanctioned activities for the remainder of the student's enrollment in the district			
Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.	ISS	ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Failure to bring necessary materials to class - planners, pencils, paper, books, etc.	Teacher warning	DET	DET/ISS	ISS	ISS (2 days)	Suspension (3-10 days)
Failure to care for or return district property.	DET/ISS Reimbursement	ISS/OSS (1-5 days) Reimbursement	ISS/OSS (3-10 days) Reimbursement			

<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>
Failure to complete assignments, including not dressing out in gym/P.E., sleeping in class.	DET	ISS	ISS	ISS (2 days)	ISS (3 days)	ISS (3 days)
Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequences including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension Expulsion and Other Disciplinary Consequences."	Admin. warning, DET, ISS, suspension (1-180 days) or expulsion. Report to law enforcement for trespassing if expelled.	Admin. warning, DET, ISS, suspension (1-180 days) or expulsion. Report to law enforcement for trespassing if expelled.	Admin. warning, DET, ISS, suspension (1-180 days) or expulsion. Report to law enforcement for trespassing if expelled.			
False Alarms- (see also "Threats or Verbal Assault") Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing people, disrupting the educational environment or causing the evacuation or close of school property.	Principal/Student conference, ISS, suspension (1-180 days) or expulsion	ISS, suspension (1-180 days) or expulsion	ISS, suspension (1-180 days) or expulsion			
Fighting- (see also "Assault") Occurring 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)		

<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>
Gambling -Bet on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	DET/ISS confiscation	ISS, confiscation	Suspension (3 days), confiscation	Suspension (6 days), confiscation	Suspension (10 days), confiscation	Suspension (11-180 days), confiscation
Harassment, including Sexual Harassment (see Board Policy AC) Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on race, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital area, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.	DET/ISS or suspension (3-6 days)	ISS/ Suspension (3-10 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>
Hazing (see Board Policy JFCG).	ISS or suspension (1-180 days)	Suspension (1-180 days) or expulsion	Suspension (1-180 days) or expulsion			
Horseplay —Includes wrestling, scuffling, tripping and harassment.	DET/ISS or Suspension for severe violation	ISS Suspension for severe violation	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Incendiary Devices —Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff. Some items such as stink bombs may require a suspension.	Confiscation, Warning, principal/student conference, detention, or in-school suspension	Confiscation, Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension				
Insubordination —Open defiance toward any staff member.	DET/ISS or suspension for severe violation (3 days)	ISS or suspension (3-6 days)	Suspension (6-10 days)	Suspension (10 days)	Suspension (11-180 days)	
Littering —Littering on school premises; also unauthorized writing, marking, or throwing food.	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

<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>
Nuisance items	Admin. warning and/or DET/ISS	DET/ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Obscene or lewd literature, writing, objects or materials, distribution of (see Board Policy IGDBA).	DET/ISS	ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)	
Offensive/Obscene language and gestures, profanity.	Admin. warning and/or DET/ISS	DET/ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Offensive/Obscene language gestures/profanity- Directed at staff members.	Suspension (5 days)	Suspension (10 days)	Suspension (11-180 days)			
Parking lot/riding/driving violation- Uncourteous, unsafe or inappropriate driving or parking on or around school property, no parking sticker displayed (see Board policy ECD)	ISS	ISS (2 days)	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
Public display of affection- 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>
Sexting and/or Possession or Distribution of Sexually Explicit, Vulgar or Violent Material (see Board Policy IGDBA) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.	Confiscation Principal/ Students conference, DET/ISS	Confiscation ISS	Confiscation Suspension (3 days)	Confiscation Suspension (6-10 days)	Confiscation Suspension (11-180 days)	
Sexual Activity -Acts of sex or consensual sex of sex including, but not limited to indecent exposure, intercourse, oral or manual stimulation.	Principal/ Student conference, detention, in- school suspension, or 1-180 days out- of- school suspension.	Detention, in- school suspension, 1-180 days out- of-school suspension or expulsion.				
Tardies -per semester	3 rd Tardy- Warning	4 th Tardy- Detention	5 th Tardy- Detention	6 th Tardy ISS	7 th Tardy- ISS	8 th Tardy- ISS

<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>
<p>Technology Misconduct (See Board Policy EHB and procedure EHB-AP)</p> <p>(a) Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; to interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.</p>	Restitution, DET/ISS/ Suspension (3-10 days). Loss of computer privileges	Restitution, ISS/ Suspension (3-10 days). Loss of computer privilege	Restitution, Suspension (3-10 days). Loss of computer privilege	Restitution, Suspension (11-180 days). Loss of computer privilege		
(b) Cell Phone (See student handbook page 15)	Confiscation, administration warning	Confiscation, ISS, parent pick up of cell phone	ISS (2 day), parent pick up of cell phone	ISS (3 days), parent pick up of cell phone	ISS (3 days), parent pick up of cell phone	ISS (3 days), parent pick up of cell phone
(c) Violation other than those listed in "a," "b," or of Board policy EHB and procedure EHB-AP	Restitution Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension	Restitution Loss of user privileges 1-180 days out-of-school suspension, 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>
Theft, attempted theft or knowing possession of stolen property.	DET/ISS or suspension (3 days) and financial restitution	Suspension (3 days) and financial restitution	Suspension (6-10 days) and financial restitution	Suspension (11-180 days) and financial restitution		
Threatening bodily harm to any staff member.	Suspension (5 days)	Suspension (10 days)	Suspension (11-180 days)			
Threats or Verbal Assault -Verbal, written, pictorial or symbolic language or gestures that creates a reasonable fear of physical injury or property damage.	Principal/Student conf., DET, ISS. Suspension (1-180 days) or expulsion	ISS, suspension (1-180 days) or expulsion	ISS, suspension (1-180 days) or expulsion			
Tobacco, electronic cigarettes, or other nicotine-delivery products possession or use of on district property, district transportation or any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.	ISS; Education class; confiscation; possible notification of law enforcement	Suspension (3 days); confiscation; possible notification of law enforcement	Suspension (6 days); confiscation; possible notification of law enforcement	Suspension (10 days); confiscation; possible notification of law enforcement	Suspension (11-180 days); confiscation; possible notification of law enforcement	
Ttruancy (see Board Policy JEDA).	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>
Unauthorized Entry -Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.	Principal/Student conf., DET, ISS, suspension (1-180 days)	Suspension (1-180 days) or expulsion	Suspension (1-180 days) or expulsion			
Vandalism (see Board Policy ECA).	ISS/Suspension (1-5 days) and financial restitution	Suspension (6-10 days) and financial restitution	Suspension (11-180 days) and financial restitution			
Weapons- (see Board Policy JFCJ)- Possession or use of any weapon as defined in Board policy , other than those defined in 18 U.S.C. 921, 18 U.S.C. 930 (g)(2) or 571.010, RSMo,	Suspension (1-180 days)	Suspension (11-180 days) or expulsion				
Weapons-Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo. Or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930 (g) (2) (see Board Policy JFCJ for list).	1 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent					
Weapons -Possession or use of ammunition or a component of a weapon.	ISS, 1-180 days out-of-school suspension, or expulsion	1-180 days out-of-school suspension or expulsion				

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 Gagggle.
12. Intentionally logging into pornographic sites.
13. Using a chat service.
14. Downloading music and videos to a local machine.
15. Unauthorized playing of games.

Abuse of the above mentioned items will result in immediate loss of network and/or Internet access for 14-30 school days. 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.

WILLOW SPRINGS R-IV SCHOOL

DISTRICT PUBLIC NOTICE

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

The Willow Springs R-IV Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Willow Springs R-IV School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours on days school is in session in the Office of the Director of Special Education.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Special Education Director at 417-469-4531.

This notice will be provided in native languages as appropriate.

NONDISCRIMINATION STATEMENT PUBLIC NOTICE

The Willow Springs R-IV School District complies with all federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1974 and the American Disabilities Act (ADA). It is the policy of the school district that no person, on the basis of race, color, national origin, sex, age, or handicap, shall be discriminated against in employment, educational programs and activities or admissions. Inquiries or complaints concerning the Willow Springs R-IV School District's compliance with the regulations implementing Title II, Title VI, Title IX, Section 504 or the American Disabilities Act (ADA) may be directed to the District Coordinator of these programs: Larry Williams, Special Services Director, Willow Springs R-IV School, 215 West Fourth Street, Willow Springs, MO 65793, 417-469-4531.

PARENTS RIGHT TO KNOW

The Willow Springs R-IV School District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subjects areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent—

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Please contact the High School Office at 417-469-2474 if you have any questions, comments or concerns.