

*Compassionate*

**Flexible**

**Respectful**

Willow Springs  
Middle School Handbook  
2018-2019

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

**SCHEDULE**  
**Teacher/Ext.**

**Class**

**M-1** \_\_\_\_\_

**M-2** \_\_\_\_\_

**M-3** \_\_\_\_\_

**M-4** \_\_\_\_\_

**W-1** \_\_\_\_\_

**W-2** \_\_\_\_\_

**W-3** \_\_\_\_\_

**W-4** \_\_\_\_\_

**This handbook/planner belongs to:**

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

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

**Responsible**  
**Cooperative**

**Trustworthy**  
**Mission Driven**

**The mission of Willow Springs Middle School is:  
improving the quality of life for everyone through quality  
education.**

**Our school vision is:**

**Willow Springs Middle School**  
**Positive learning environment**  
**All people**  
**Working together for**  
**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.

Philip Pietroburgo  
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. Derrick Hutsell, 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.

William Hall  
Superintendent

### **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 a staff member designated by the nurse). Medicine will be given according to the following policy:

#### **Prescription Medicine**

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.

The pharmacy will supply a second prescription bottle at no cost

The most current bottle will be kept at school

Not more than one month worth of doses shall be kept at school (up to 25 total doses)

The parent/guardian must bring the medicine to school and sign a form authorizing the nurse (or a staff member designated by the nurse) to give the medicine.

The nurse will follow the physician's directions as listed on the prescription bottle

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

A doctor's written authorization may be required for the following:

- Prescription medicine that is to be given daily on a long term basis
- Emergency medicine such as bee sting kits or epi-pens
- Self-administration of certain medicines (such as an inhaler for asthma)

### **Over-the-Counter Medicine**

- The parent/guardian must bring the medicine to the Health Room and sign a form authorizing the nurse (or a staff member designated by the nurse) to give the medicine
- All medicine must be in the original package with the full label intact
- Only the dose listed on the package as appropriate will be given
- 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. Students found to be in possession of medicine at school will be subject to the discipline code.**

### **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.

## **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 a lunchroom or recess supervisor before going to the Health Room during the lunch period. Between classes the student should check with their next block teacher before going to the Health Room.

## **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 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grades will receive vision screenings as time allows throughout the school year. Students in 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> 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.

### **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 8:15 a.m. each day and are dismissed at 3:00 p.m. Students should not arrive before 7:45 a.m. The auditorium will be open starting at 7:45 a.m. 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.

On some occasions, circumstances may make it necessary for parents to get specific instructions to their child regarding dismissal for the current school day. The school office is available to receive calls regarding these instructions and deliver a message to the child; however, the busyness of the office at the end of the day and the importance of getting dismissal details communicated correctly make it imperative that these calls be made before 2:00 p.m. Calls about dismissal after 2:00 p.m. will be taken in cases of emergency only.

### **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 non-disruptive 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.

Such responsibility is an essential part of the professional learning environment that WSMS provides. Students are expected to come to school neat and clean, and dressed in a manner that is appropriate for this environment. Any dress that might be construed as an impairment to the professional learning atmosphere of the school will not be permitted. This includes but is not limited to halter tops, tank tops, racer backs, shirts revealing the midriff, "short" shorts, clothing with holes, alcohol and tobacco advertisements, or obscene and suggestive pictures or slogans, nose, lip,

tongue, eyebrow piercing, and jewelry with spikes. Hats, other headgear, or sunglasses are not to be worn in the building.

Any dress or body appearances which attract negative attention are deemed to be disruptive and are not allowed.

### **Cell Phones**

Students will not be allowed to use cell phones during the school day from 7:45 am – 3:00 pm. In addition they may not use them on the school bus to and from school.

### **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, writing, 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 6<sup>th</sup> grade.

7<sup>th</sup> and 8<sup>th</sup> grade students have 6 required classes including literature, composition, math, social studies, science and physical education,

In addition to these required classes, 7<sup>th</sup> and 8<sup>th</sup> grade students also have available exploratory classes including art, choral music and instrumental music. 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.

### **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 &/or Electronic Smoking Devices**

Middle school students are not to use or possess tobacco in any form or electronic smoking devices while at school or at school activities. This includes smoking, chewing, vaping, 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 Affection**

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</u>	<u>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 7:45 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 \$1.95. 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.

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.

## Food

Students may bring food and drinks to school for lunch. Parents may occasionally need to drop off a lunch at the office in the event that their child forgets to bring their lunch from home; however, it is not permissible for parents to bring in restaurant lunches (i.e. McDonald's , Sonic, Subway) for delivery to their child at lunchtime. With the exception of water only, all food and drinks are to be consumed in the cafeteria. Water only may be consumed in classrooms (excluding computer labs) and on the playground when it is contained in a clear plastic bottle with a lid or cap. Nutrition is an important consideration when selecting lunch items. Energy drinks and gum are not permitted on any part of the school campus, including cafeteria. When not disposed of properly, gum is a health concern for others in the school community as well as detraction from the physical environment and potential source of damage to school materials, furniture and equipment. There are consequences for food violations, including chewing gum, outlined in the school discipline code.

FOOD	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
Consuming food or drinks outside the cafeteria, Energy drinks, gum	Warning	Lunch Detention 1 day and written Behavior Lesson	Lunch Detention 3 days and written Behavior Lesson	ISS	ISS/OSS	See Discipline procedure for insubordination

## Homework/Make-up Work

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 will not receive full credit.

## Missing Assignments Program: Zeroes Are Preventable (ZAP)

The number one cause of unsatisfactory grades is missing assignments. Mathematically, missing assignments are devastating to a student's class average because they are recorded as a 0% in the gradebook. What is more, the student who fails to complete an assignment misses an important opportunity to practice the skills taught in class that day. Learning requires practice; without practice, the next day's lesson becomes harder to understand and the next quiz or test harder to pass.

Our goal as a staff is to work in partnership with parents to help students strengthen their responsibility and achieve school success. We want students to learn the value of completing and turning in their work on time and to enjoy the pride that results naturally from a job well done. We want them to adopt the same attitude that all of us have towards a grade of 0%. It is not acceptable, and completely preventable.

With this goal in mind, we have developed a program to address missing assignments for all students in Grades 5-8. The program is called “Zeroes Are Preventable,” or ZAP. At the heart of this program is daily accountability. Any student who comes to class without his/her assignment for that class completed will be given the opportunity for a working lunch during the next available lunch and recess period. In addition, text and email notifications will be sent to the student’s parents alerting them to the assignment that was not completed on time that day. If the missing assignment occurs before lunchtime, the student will work on it during that day’s lunch and recess period. If it occurs during the afternoon classes, the student will be held accountable during the next day’s lunch and recess period. This same student will still be expected to work during the next day’s lunch and recess even if they show up the next day with their assignment completed. Students will continue to attend working lunches for missing assignments (and parents will continue to receive daily text and email notifications) until these assignments are turned in.

All work that is turned in late will be awarded 60% of the credit that it would have earned if turned in on time. For example, an assignment turned in late that is scored at 15/15, or 100%, will be given a grade of 60% (60% of 100%) in the gradebook. An assignment turned in late that is scored at 13/15, or 87%, will be given a grade of 52% (60% of 87%) in the gradebook. Late work will only be accepted if it is turned in before the last week of the current grading period. Missing assignments that occur during the first half of a quarter must be turned in before the last week of the mid-quarter; likewise, missing assignments that occur during the second half of a quarter must be turned in before the final week of the quarter. Assignments that are not turned in prior to mid-quarter or the end of quarter will receive a zero in the gradebook.

In addition to daily working lunches, the missing assignment program includes the following steps for students who demonstrate a chronic pattern of failing to turn in their work on time. These steps will be restarted at the beginning of each quarter:

Step	Infraction	Supports/Consequences
1	5 working lunches served	Referral to the office for conference with an administrator; parent contact by administrator; one-half day of in-school suspension (ISS)
2	8 working lunches served	Referral to the office for conference with an administrator; parent contact by administrator; mandatory attendance at daily morning detentions from 8:00-8:10 a.m. plus

		suspension of participation in all extracurricular activities (i.e. sports, clubs, field trips, special school events, etc.) until the end of the quarter or until a pattern of assignment completion with no working lunches is established for at least 10 consecutive school days, whichever comes first (Note: Any student assigned a working lunch after achieving 10 consecutive days without it will automatically resume all of these supports/consequences until the end of the quarter.)
3	Accumulation of continued missing assignments	Parent contact by an administrator to outline a discipline plan for the student's insubordination in refusing to complete assigned work. This plan will include suspensions for any additional missing assignments during the remainder of the quarter, and possible notification of the Juvenile Office.

Note: A special “ZAP forgiveness rule” provides students the opportunity to reduce their ZAP total for the current quarter and thereby potentially avoid consequences detailed in the chart above. This opportunity is achieved when a student goes 5 days in a row without a ZAP. For each 5-day period without a ZAP, the student’s ZAP total for the quarter is reduced by 1 ZAP. For example, if a student with 2 ZAPs goes without a ZAP for 5 days in a row after receiving the 2<sup>nd</sup> ZAP, then his/her ZAP total for the quarter will be reduced from 2 to 1. The grade deductions that students incur for ZAP assignments are fixed in all cases; these deductions are not reversed in cases when a ZAP is removed from the student’s total ZAP count.

For students who end a particular quarter at Step 3 and do not progress out of the supports/ consequences that this step involves (because they do not achieve 10 days in a row without serving a working lunch) these supports/consequences will be resumed at Step 2 during the next quarter. Rather than waiting to start these supports/consequences after 8 working lunches during the next quarter, they will be started after 5 working lunches.

**Extracurricular Activities**

A variety of extracurricular activities are made available to students including field trips, dances, athletics, clubs, band, and vocal music. Students must be present at school on the day of an extracurricular activity in order to participate in the activity.

These activities are valuable experiences adding to a students 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, (see Z.A.P program, Step 3).

In addition, students who fail 2 or more classes during a given quarter may not participate in athletics during the following quarter.

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. All middle school students are required to dress out for P.E. and encouraged 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 inform their teacher, who will then refer the student to the nurse's 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. An attempt will be made to help locate missing or lost property; however, please note that if such items disappear or become damaged, the school is not responsible for investigating their loss or securing financial restitution to make up for their loss. 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 their planner, 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 school, 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 teachers each week.

### **Tardies**

Students are given a warning on the 4<sup>th</sup> cumulative tardy per nine week quarter, 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, softball (girls), baseball (boys) and track. The principle objectives are recreation, social contact, development of good sportsmanship, permanent interest in sports, and 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. Cell phones or other items of value are at risk for being lost or damaged at school. An attempt will be made to help locate missing or lost property; however, please note that if such items disappear or become damaged, the school is not responsible for investigating their loss or securing financial restitution to make up for their loss.

## **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 quarter	4 <sup>th</sup> Tardy Admin. Warning Parent Contact	5 <sup>th</sup> Tardy Lunch Detention 1 Day	7 <sup>th</sup> Tardy Lunch Detention 2 Days	10 <sup>th</sup> Tardy Lunch Detention 3 Days	11+ Tardies Lunch Detention 1 Day per additional tardy	15 Tardies ISS (1 Day)
<b>TRUANCY</b> Half day plus	DET or ISS	Suspension (3 days)	Suspension (10 days)	Suspension (11-90 days)		
<b>TRUANCY</b> Less than half-day	DET or ISS	DET or ISS or Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-90 days)	
<b>DISHONESTY</b> ---Any act of lying, whether verbal or written, including forgery.	Principal/ Student conf., Lunch Detention (1 day) and written Behavior Lesson. Nullification of forged document.	Lunch Detention (1 day) and written Behavior Lesson and ISS (1 day). Nullification of forged document.	Nullification of forged document. DET, ISS, suspension (1-180 days)			
<b>FOOD</b>	Warning	Lunch Detention (1day) and written Behavior Lesson	Lunch Detention (3 days) and written Behavior Lesson	ISS	ISS/OSS	See discipline procedure for insubordination.
<b>FAILURE TO BRING NECESSARY MATERIALS TO CLASS</b> per quarter	5 <sup>th</sup> Unprepared Lunch Detention 1 Day	7 <sup>th</sup> Unprepared Lunch Detention 2 Days	10 <sup>th</sup> Unprepared Lunch Detention 3 Days	11+ Unprepared Lunch Detention 1 Day Per Additional Unprepared	15 Unprepared ISS (1 Day)	

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<b>FAILURE TO COMPLETE ASSIGNMENTS</b>	Each late assignment will result in a working lunch (during the next lunch/recess period)	After 2 working lunches – parent contact by teacher	After 5 working lunches – parent contact by administrator and ½ day of ISS	After 8 working lunches – parent contact by administrator, mandatory daily morning focus meetings from 8:00-8:10am, weekly after school tutoring sessions, suspension of all extracurricular activities	For continued accumulation of missing assignments —parent contact by administrator to outline a discipline plan for insubordination (including suspension for any additional missing assignments during the remainder of the quarter and possible notification of the Juvenile Office).	
<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)			
<b>INDECENT EXPOSURE, SEXUAL ACTS, ACTIONS</b>	Suspension (10 days)	Suspension (11-90 days)				
<b>POSSESSION OR USE OF TOBACCO &amp;/OR ELECTRONIC SMOKING DEVICES</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	Suspension (11-90 days) and financial restitution			

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<b>UNAUTHORIZED ENTRY</b> --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/St udent conf., DET, ISS, suspension (1-180 days)	Suspension (1-180 days) or expulsion	Suspension (1-180 days) or expulsion			
<b>CELL PHONE</b> During school hours or on the bus <b>ELECTRONIC DEVICE</b> (IPOD, MP3, watches with internet connectivity, etc.) During school hours	Parent must pick up phone	ISS (1 day) Parent must pick up phone	ISS (2 days) Parent must pick up phone	ISS (2 days) + OSS (1 day) Parent must pick up phone	OSS (3 days)  Parent must pick up phone	
<b>TECHNOLOGY MISCONDUCT</b> (See Board policy EHB and procedure EHB-AP)  1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level or privilege without authorization; to introduce computer "viruses," "hacking," tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.  2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.  3. Violation other than those listed in "1," "2," or of Board policy EHB and procedure EHB-AP.	Restitution. DET/ISS or suspension (3-10 days). Loss of computer privileges   Confisca- tion Principal/ student conference, detention, or in school suspension  Restitution. Principal/St udent conference, detention, in-school suspension, or 1-180 days out-of- school suspension.	Restitution ISS/Suspension (3-10 days). Loss of computer privileges   Confisca- tion, Principal, student conference, detention, in-school suspension, 1-180 days out-of- school suspension, or expulsion.  Restitution. Loss of user privileges, 1-180 days out-of- school suspension, or expulsion.	Restitution. Suspension (3-10 days). Loss of computer privileges	Restitution. Suspension (11-180 days). Loss of computer privileges		

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<b>GAMBLING/ EXTORTION</b>	DET or ISS	DET or ISS	Suspension (3 days)	Suspension (5 days)	Suspension (10 days)	Suspension (11-90 days)
<b>HAZING (See Board policy JFCF),</b>	ISS or suspension (1-180 days)	Suspension (1-80 days) or expulsion	Suspension (1-180 days) or expulsion			
<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 Conf., ISS, 1-180 days out-of- school suspension, or expulsion; immediate report to law enforce- ment.	ISS 1-180 days out- of-school Suspension or expulsion; immediate report to law enforce- ment.	ISS 1-180 days out- of-school suspension or expulsion; immediate report to law enforce- ment.			
<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>BULLYING (see Board policy JFCF)-----</b> Repeated and systematic intimidation, harassment and attacks on a student or multiple students.	DET, ISS or Suspension (1-180 days)	Suspension (1-180 days) or expulsion	Suspension (1-180 day) or expulsion			
<b>THREATS OR VERBAL ASSAULT</b> -- Verbal, written, pictorial or symbolic language or gestures that create 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			



OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<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)					
<b>THEFT, attempted theft or knowing possession of stolen property</b>	DET or ISS or 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)	Lunch Detention (1 day) and written Behavior Lesson. Student redoes assignment by next day (for 60% credit) or receives a ZAP	ISS (1 day) and written Behavior Lesson. Student receives 0% on assignment.	Suspension (3 days) Student receives 0% on assignment.	Suspension (5 days) Student receives 0% on assignment.	Suspension (10 days) Student receives 0% on assignment.	Suspension (11-90 days) Student receives 0% on assignment.
<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.)	Parent Contact or 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.				

OFFENSE	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME	FIFTH TIME	SIXTH TIME
<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 comp. 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		
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)			
<b>FAILURE TO MEET CONDITIONS OF SUSPENSION</b> –Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug related activity defined by district discipline policy. See section of this regulation entitled, “Prohibition against Being on or near School Property during Suspension.”	Admin, warning, DET, ISS, suspension (1-180 days) or expulsion	ISS, suspension (1-180 days) or expulsion	ISS, suspension (1-180 days) or expulsion			



## **WILLOW SPRINGS R-IV SCHOOL DISTRICT - Technology User Agreement**

The Willow Springs R-IV School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. The District believes utilizing current technology is a useful skill for lifelong learning. The goal in providing access to these technologies is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The use of the District's technology is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Users will receive access after they turn in a signed User Agreement Form consenting to abide by the District's Technology Usage (EHB) and Data Governance and Security (EHBC) Policies. Parents/guardians may request cancellation of access privileges by contacting their student's school. The following are the main points of the District's policies.

### **Privacy Waiver**

Users hereby waive any right of privacy regarding information/messages sent or received by them through the District's systems. The District reserves the right to read, print, delete, store, or use any transmission on this system at its discretion.

### **Acceptable Use**

The use of the Internet accessed from or by the use of Willow Springs R-IV School District property should primarily be in support of education and research and consistent with the educational objectives of the Willow Springs R-IV School District. Inappropriate use will result in appropriate disciplinary action up to and including referral to law enforcement. Inappropriate use which results in loss of access to a technology does not excuse a student from the requirements of obtaining material necessary for classroom or project assignments. This means that a student may be responsible for using other internet sources such as the public library after school.

- Users are to abide by the rules of network etiquette, including, but not limited, to:
  - Be polite. Your messages to others are to contain no abusive or threatening language.
  - Cursing, vulgarity, or other inappropriate language is unacceptable.
  - Promotion of, or solicitation for, illegal activities is strictly forbidden.
  - Do not reveal any personal information such as your address or phone number nor that of fellow students or colleagues.
  - Note that e-mail is not private.
  - Use extreme caution when communicating to others over the Internet.
- All users must make security on any computer system a high priority. User IDs and passwords are confidential and can't be shared. Any violations associated with a user ID will be assumed to have been performed by the user associated with the account.
- Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent or obscene material as determined by the building's chief administrator or their designee, or material protected by trademark. Use of district technology for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
- Any financial charges incurred while using the Internet are the user's full responsibility and he/she will be held accountable for payment.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to

visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

If a user believes access has been inappropriately blocked they may submit a request for access. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

#### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources. Stay mindful of the fact that not everyone that has a website is an expert resource.

## **Middle School Attendance Policy**

The Middle School attendance policy shall follow the guidelines of the Howell County Task Force on Education's Attendance Protocol (see below).

In accordance with this protocol, Middle School students may not exceed 8 days of absence per semester (or 16 days of absence per 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.

During each semester, letters will be sent home concerning attendance after the second, fourth, and fifth absences.

On the eighth absence, the student's reasons for absence will be reviewed. If acceptable reasons are verified by this review, notifications of the Juvenile Office and arrangement of a meeting between parents and task force personnel may not be required.

Acceptable reasons for absences include, but are not limited to, the following:

1. Illness verified by a physician.
2. Hospitalization
3. Death or serious illness in the immediate family.
4. Medical/Dental appointments that cannot be arranged outside of school hours.
5. Court appearances.
6. Religious observance.
7. Circumstances related to student's disability requiring accommodation.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

## **Howell County Task Force Attendance Protocol**

1. Eight (8) days will be the limit on absences per semester. Any days missed over eight (8) will be considered excessive.
2. During the eight-day period, the school will make four (4) contacts, two (2) of which may be letters, and two (2) of which must be personal contacts, either by phone or in person.
3. On the eighth (8<sup>th</sup>) absence, the Juvenile Office will be notified of the absences with a copy of all the contacts the school has made.
4. The Juvenile Office will send out a contact letter with a copy being forwarded to the school. Once the contact letter has been sent and enough time has lapsed for the parents/guardians to make contact with the Juvenile Office, then it is left to the discretion of the school when to advance to the next step.
5. 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.
6. If the student continues to be absent from school after this, a referral is made to the Prosecuting Attorney and a child abuse hotline call will be made to the Children's Division at the same time.
7. Any or all of these steps may be skipped if the families have prior history with the task force or if evidence of neglect is discovered.

## **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 not 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.

## **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 417-469-3260 Extension 365.

This notice will be provided in native languages as appropriate.

**Public Notice**  
**Nondiscrimination Statement**  
**Willow Springs R-IV School District**

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)469-2114 ext 365