

**WILLOW SPRINGS**  
**Middle School Handbook**  
**2021-2022**  
**(417) 469-3211 ext. 200**  
**www.willowspringsschool.com**

**SCHEDULE**

<b>Class</b>	<b>Teacher/Ext.</b>
1 _____	
2 _____	
3 _____	
4 _____	
5 _____	
6 _____	
7 _____	
8 _____	

**This handbook/planner belongs to:**

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

# **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.

## **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.

## **From the Principal**

*Students and Parents/Guardians,*

*On behalf of the staff of Willow Springs Middle School, I would like to welcome you to our building. It is the goal of our entire staff to encourage and assist our students in achieving academic success as well as growing into responsible, respectful, and compassionate young people. We will strive every day to provide engaging, challenging instruction and behavioral supports in working toward this goal.*

*Communication between home and school is essential to this effort. Parents should feel free to communicate with our staff through school telephone or email with concerns or questions; students are also encouraged to communicate with staff to let us know if there is a problem or if they are struggling in an area in which we can provide assistance.*

*Please review this handbook to familiarize yourselves with building and district policies and procedures. I look forward to working with both parents and students to ensure EVERY student's success EVERY day.*

*Dr. Tina Spencer  
Middle School Principal*

# SCHOOL CALENDAR

## 2021-22

August 23	First Day of Classes
September 6	Labor Day – NO SCHOOL
October 15	End of 1 <sup>st</sup> Qtr. – 39 Days
October 21	Dismiss 12:45
	Student-led Parent Conferences
October 22	Fall Break – NO SCHOOL
November 1	Prof. Dev. Day – NO SCHOOL
November 24-26	Thanksgiving – NO SCHOOL
December 17	End of 2 <sup>nd</sup> Qtr. – 40 Days
	End of 1 <sup>st</sup> Semester – 79 Days
Dec. 20–31	Christmas Break– NO SCHOOL
January 3	Classes Resume
January 17	ML King Day – NO SCHOOL
February 18	Prof. Dev. Day – NO SCHOOL
February 21	President’s Day – NO SCHOOL
March 4	End of 3 <sup>rd</sup> Qtr. – 42 Days
March 14-18	Spring Break – NO SCHOOL
April 15	Good Friday – NO SCHOOL
April 18	Prof. Dev. Day – NO SCHOOL
May 18	LAST DAY OF CLASSES
	Dismiss 12:45 p.m.
	End of 4 <sup>th</sup> Qtr. – 46 Days
	End of 2 <sup>nd</sup> Semester – 88 Days
May 6	Tentative Graduation Date

*If school is closed for more than 6 days due to inclement weather, the following dates may be used as additional instruction days:*

**January 17, February 21, March 14, March 15,  
March 16, April 15**

*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.*

# CHARACTERSTRONG ADVISORY

All middle school students will have an advisory period during the day which will focus on character education. The curriculum used for this program is CharacterStrong which focuses on the following competencies:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making
- Patience
- Kindness
- Honesty
- Respect
- Selflessness
- Forgiveness
- Commitment
- Humility

## 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 through proper school channels. Disrespect toward 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.

## SCHOOL ARRIVAL AND DISMISSAL

Classes begin at 8:00 a.m. each day and are dismissed at 3:00 p.m. Students should not arrive before 7:30 a.m. and should go directly to the middle school playground area after arriving. Breakfast will be available in Grimes Auditorium from 7:30-7:50. Students who do not wish to eat breakfast may stay on the middle school playground until 7:45 when they will be dismissed to enter the building. During inclement weather, the building will be open to all students at 7:30. Students should not 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 increased activity in 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.

## 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.

# 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.

# 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 who are not dressed in compliance with the following dress code will be given the opportunity to change clothes. If s/he does not have compliant clothing, it will be provided. Students will not be allowed to call home to request a change of clothes. Repeated occurrences of inappropriate dress will be dealt with as insubordination as outlined in the disciplinary code.

The following are the guidelines for the middle school dress code:

1. Hats, hoods, other head coverings, and sunglasses are not allowed to be worn inside the building. This may include bandannas and headbands when not worn as part of an outfit or when they are deemed disruptive by staff.
2. Shorts, skirts, and dresses must be at least the length of the tips of a student's fingers at the shortest point of the article of clothing when the student's arms are straight down at their sides. Holes in pants/jeans that show skin through them must also be below fingertip length. Tights or leggings may be worn under pants/jeans if the holes are above fingertip length.
3. Boxer shorts and pajama pants are not allowed to be worn on campus unless it is for a designated Spirit Week activity.
4. Any item of clothing or jewelry containing promotion of alcohol, tobacco, or drug products, or suggestive or offensive language or innuendo may not be worn to school or any school-sponsored activity.
5. Clothing with holes that display an excessive amount of skin, halter-tops, racer-back shirts, open mesh shirts, shirts that display under-garments, shirts altered by tearing or cutting, low-cut shirts or those that expose cleavage, or any shirt that exposes the midriff may not be worn to school or school-sponsored activities. All straps on tank tops should be at least 2" wide.
6. Leggings, yoga pants, or tight-fitting spandex shorts may not be worn as stand-alone pants/shorts. These may be worn under other clothing.
7. Any clothing which causes undue attention or is deemed disruptive may not be worn at school.

PE classes and courses that have hands-on activities may have additional dress and hair guidelines. These will be provided by the instructor and must be followed for participation in the course.

# CELL PHONES AND BUILDING PHONE USE

It is not recommended that middle school students be allowed to carry cell phones or other electronic communication devices to school. The school is not responsible for theft or loss of these devices. Students are not allowed to use cell phones or any electronic communication device with internet or cell connectivity during the school day from the time they arrive on school property until they exit the building at the end of the school day. These devices should be turned completely off during school hours.

Students may use the telephone in the office for emergency business purposes, but not for social conversations or distinctly personal calls. Students are only allowed to use the telephone for emergencies after receiving permission from their classroom teacher and office staff. 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.

# 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.

# 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.

## **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 a district nurse or the building principal.

## **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's 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 period 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.

# **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.

The district also contracts with outside agencies for on-campus counseling. See the building principal if your student is in need of these services.

# 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 letter grades on report cards to indicate proficiency in subjects taken 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>Grade</u>	<u>Percentage Grading Scale</u>
A Excellent	(100 - 95 = A, 94 - 90 = A-)
B Superior	(89 - 87 = B+, 86 - 84 = B, 83 - 80 = B)
C Average	(79 - 77 = C+, 76 - 74 = C, 73 - 70 = C)
D Below Average	(69 - 67 = D+, 66 - 64 = D, 63 - 60 = D)
F Failure	(59 - 0 )

# PROGRESS REPORTS

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

# 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 without permission.
7. Students that wish to have a lock on their locker, must supply a key/combination to the office. If there is a lock on a locker and the office does not have a key/combination, the lock may be cut off if entry into the locker is deemed necessary.
8. Lockers must be cleaned out at the end of the year. The school is not responsible for any items left in lockers after school is dismissed.

# BREAKFAST AND LUNCH

Breakfast is available in the Middle School cafeteria beginning at 7:30 a.m. until 7:50 a.m. Upon arrival, students should go directly to Grimes Auditorium for breakfast. A hot lunch will also be available in the middle school cafeteria. The cost for breakfast is .75¢ and lunch is \$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 or may be made online through the student's SIS account using PayPal.

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 are not permitted on any part of the school campus, including in the cafeteria, nor is chewing gum.** When not disposed of properly, gum is a health concern for others in the

school community as well as distraction from the physical environment and potential source of damage to school materials, furniture and equipment. There are consequences for food violations, including possessing chewing gum, outlined in the school discipline code.

Parents may occasionally want to eat lunch with their student. To do so, the parent needs to check in at the office and will be given a visitor's badge and a form to complete. Parents are allowed five lunch visits per school year. The parent and student will be provided a room in which to eat away from other students; parents may not eat in the cafeteria. Parents may bring their own outside food for lunch, but students are still expected to abide by the lunch rules during these visits.

## **HOMWORK AND MAKE-UP WORK**

When students are absent, upon returning to school, they are responsible for asking teachers for assignments that were given during their absence. They have one extra day for each day they were absent to submit the work with no grade penalty.

When students do not turn in work at the time it is due, the following policy will be in effect:

- The teacher puts the missing assignment in my.willowbears Missing Assignments on the day it was not turned in. Parents/guardians will receive a text and email.
- If the work is not turned in by 8:00 a.m. to the teacher who assigned it the next school day after it is due, the student will go to an assigned classroom during lunch time for a working lunch to eat and finish that assignment. If the assignment was turned in after 8:00 a.m., the student will still have to report to this room and stay through lunch, as the assignment was turned in too late to avoid inclusion on the working lunch list. He or she may work on other assignments during this time.
- If the student still does not complete the work and turn it in to the teacher, s/he will continue to report for working lunch to complete the assignment for up to 3 days.
- After three days of working lunch, if the student still has not completed the assignment, s/he will be assigned to the Behavior Management Room the next day for the entire day. While there, the student must complete all late work first, then will work on assignments for that day's classes.

This policy is not meant to be punitive in nature; rather, the goal is for students to complete assignments that will contribute to their overall knowledge of the subject matter.

## **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 ninth 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 ninth (9<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.

## PHYSICAL EDUCATION

Physical Education is a part of every Middle School student's schedule each year. Students are at an age where physical changes are taking place and learning good personal hygiene is important. Fifth and sixth grade students are not required to dress out for PE; however, they may want to bring clothes and/or shoes if those that they are wearing are not appropriate for participating in P.E. Seventh and eighth grade 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.

Students who refuse to dress out for P.E. are subject to teacher referral to the office and disciplinary measures.

## 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 employs three full-time nurses. 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.

## CHANGING SCHOOLS

Students who are transferring should obtain a Drop Sheet from the office on their last day at school, complete the steps listed, and return the Drop Sheet to the office.

## 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.

# **FUND RAISING AND POSTING ITEMS AT SCHOOL**

Only school-sponsored fund raising activities are allowed on campus. These must all be approved through the office. Students are not allowed to bring items to school to sell to others.

Posters/advertisements for non-school affiliated activities must be approved through the office. There will be designated areas in which these may be displayed.

## **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. Students should always have their planners, 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.

## **FIELDTRIPS**

Students must have:

- At least 90% overall attendance, regardless of whether the absence is excused or unexcused
- No current semester failing grades
- Not more than 5 days of ISS
- No OSS during the current school year to participate in a school-sponsored fieldtrip.

## **LATE ARRIVALS**

Students who arrive at school any time after first period begins (including between periods) should sign in at the office. Late arrivals will be counted tardy for that period.

## **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 a student 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 or engage in disruptive behavior 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 machines.

## **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.

# **BUS TRANSPORTATION**

Bus transportation is provided for students residing 1 mile or more 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 who needs to ride a different bus than usual 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 a 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 in the Discipline Code. More serious offenses will result in moving beyond the prescribed step.

## **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 according to the path designated by the emergency exit procedures posted in the classrooms.
- 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.

# TORNADO WARNING

- A tornado drill will be announced by a continuous ringing of bells or the city emergency siren system.
- Students in the main MS 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.

## 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:

- Seeks to help students become accountable for their behavior.
- Provides feedback to students about acceptable and unacceptable behaviors.
- 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.

## **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.

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.

# MIDDLE SCHOOL DISCIPLINE CODE

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Academic Dishonesty</b> -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)	Lunch Detention (1 day). Student re-does assignment by next day for partial credit	ISS (1 day). Student receives 0% for assignment	Suspension (3 days). Student receives 0% for assignment	Suspension (5 days). Student receives 0% for assignment	Suspension (10 days). Student receives 0% for assignment	Suspension (11-180 days). Student receives 0% for assignment
<b>Arson</b> -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.				
<b>Assault</b> -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 (3-10 days) and a referral to the Juvenile Office	Suspension (10-90 days)	Suspension (11-180 days)			
<b>Assault of staff</b> -Strikes, slaps, kicks at staff member. (see Board Policy for assault degrees)	Suspension (11-180 days) and a referral to the Juvenile Office					
<b>Bringing unauthorized materials/food to class</b> – Soda, food, energy drinks, gum, etc.	Warning	Lunch Detention (1 day)	Lunch Detention (3 days)	ISS (1 day)	ISS/OSS	See discipline procedures for insubordination.
<b>Bullying and Cyberbullying</b> (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			
<b>Disagreements between Students</b> -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)
<b>Dishonesty</b> -Any act of lying, whether verbal or written, including forgery.	Nullification of forged document. Principal/Student conf., Lunch Detention (1 day)	Nullification of forged document. ISS (1 day)	Nullification of forged document. DET, ISS, suspension (1-180 days) or expulsion	Nullification of forged document. DET, ISS, suspension (1-180 days) or expulsion		
<b>Disrespectful or disruptive conduct or speech</b> (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 or Administrative Warning	DET/ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<b>Disruptive/harmful device or item, possession or use of</b> -e.g., needles, water balloons, snowballs, rocks, pea shooters, etc.	DET/ISS or Administrative Warning	DET/ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)	
<b>Dress Code Violation</b> (see Board Policy JFCA) Any violation of the student dress code as outlined in the student handbook.	Warning and student must change clothes	DET and/or Warning and student must change clothes	DET/ISS and student must change clothes	ISS (Parent Conference) and student must change clothes	ISS and student must change clothes	ISS and student must change clothes See discipline code for insubordination
<b>Drugs/Alcohol-Possession or use of intoxicants or drug paraphernalia</b> on school grounds, school transportation, or at school-sponsored events (see Board Policy JFCH, JFCI).	Suspension (5 days)	Suspension (10 days)	Suspension from (11-90 days)			

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Drugs-Possession or use of controlled substance</b> (see Board Policies JFCH, JFCI, JHCD)	Suspension (10 days)	Suspension (11-90 days)	Suspension (11-180 days)			
<b>Drugs-Selling or giving of controlled substance</b> (see Board Policies JFCH, JFCI and JHCD).	Suspension (11-180 days)	Suspension (11-180 days)				
<b>Drugs-Possession of a non-prescribed substance</b> (see Board Policies JFCH, JFCI, JHCD).	DET, ISS, or Suspension (3-5 days)	ISS, or Suspension (6-10 days)	Suspension (6-90 days)	Suspension (91-180 days)		
<b>Drugs-Selling or giving of a non-prescribed substance</b> (see Board Policies JFCH, JFCI, JHCD).	Suspension (6-10 days)	Suspension (11-90 days)	Suspension (91-180 days)			
<b>Extortion</b> - Threatening or intimidating any person for the purpose of obtaining money or anything of value.	DET/ISS or Administrative Warning	ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<b>Failure to care for or return district property.</b>	DET/ISS Reimbursement	ISS/OSS (1-5 days) Reimbursement	ISS/OSS (3-10 days) Reimbursement			
<b>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences</b> –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.			
<b>False Alarms</b> -(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			
<b>Fighting</b> -(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)		
<b>Gambling</b> -Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.	DET/ISS confiscation	DET/ISS, confiscation	Suspension (3 days), confiscation	Suspension (6 days), confiscation	Suspension (10 days), confiscation	Suspension (11-180 days), confiscation
<b>Harassment, including Sexual Harassment</b> (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. Unwelcome physical contact of a sexual nature; or pushing or fighting based on protected characteristics.	DET/ISS or suspension (3-6 days)	ISS/ Suspension (3-10 days)	Suspension (11-180 days)			
<b>Hazing</b> (see Board Policy JFCG).	ISS or suspension (1-180 days)	Suspension (1-180 days) or expulsion	Suspension (1-180 days) or expulsion			
<b>Horseplay</b> –Includes wrestling, scuffling, tripping and harassment.	DET/ISS or Suspension for severe violation	DET/ISS or Suspension for severe violation	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Incendiary Devices</b> -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				
<b>Insubordination</b> -Open defiance toward any staff member.	DET/ISS or suspension for severe violation (3 days)	DET/ISS or suspension (3-6 days)	Suspension (6-10 days)	Suspension (10 days)	Suspension (11-180 days)	
<b>Littering</b> -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
<b>Nuisance items</b>	Admin. warning and/or DET/ISS	DET/ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<b>Obscene or lewd literature, writing, objects or materials, distribution of</b> (see Board Policy IGDBA).	DET/ISS	ISS	Suspension (3 days)	Suspension (6-10 days)	Suspension (11-180 days)	
<b>Offensive/Obscene language and gestures, profanity.</b>	Admin. warning and/or DET/ISS	DET/ISS	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<b>Offensive/Obscene language gestures/profanity</b> -Directed at staff members.	Suspension (5 days)	Suspension (10 days)	Suspension (11-180 days)			
<b>Public display of affection</b>	DET/ISS or Administrative Warning	DET/ISS	ISS	Suspension (3 days)	Suspension (5-10 days)	Suspension (11-180 days)
<b>Tardies</b> -per semester	4 <sup>th</sup> Tardy-Warning	5 <sup>th</sup> and 6 <sup>th</sup> Tardy-Detention (1 day)	7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> Tardy-Detention (2 days)	10 <sup>th</sup> Tardy Detention (3 days)	11-14 tardies Lunch Detention (1 day per additional tardy)	15+ Tardies-ISS
<b>Technology Misconduct</b> (See Board Policy EHB and procedure EHB-AP) (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.	Restitution, DET/ISS/ Suspension (3-10 days). Loss of computer privileges and/or other action at administrator discretion.	Restitution, ISS/ Suspension (3-10 days). Loss of computer privilege (10 days) and/or other action at administrator discretion.	Restitution, Suspension (3-10 days). Loss of computer privilege (30 days) and/or other action at administrator discretion.	Restitution, Suspension (11-180 days). Loss of computer privilege and/or other action at administrator discretion.		
(b) Cell Phone: 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.	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. All technology misconduct is subject to administrator review.	Restitution, Principal/Student conference, detention, ISS, or 1-180 days out-of-school suspension. Loss of computer privileges and/or other action at administrator discretion.	Restitution, Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution, Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution, Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution, Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.	Restitution, Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
<b>Theft, attempted theft or knowing possession of stolen property.</b>	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		
<b>Threatening bodily harm to any staff member.</b>	Suspension (5 days)	Suspension (10 days)	Suspension (11-180 days)			
<b>Threats or Verbal Assault</b> -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			

<i>OFFENSE</i>	<i>FIRST TIME</i>	<i>SECOND TIME</i>	<i>THIRD TIME</i>	<i>FOURTH TIME</i>	<i>FIFTH TIME</i>	<i>SIXTH TIME</i>
<b>Tobacco, electronic cigarettes, vapes, or other nicotine-delivery products possession or use of</b> 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 (3 days) 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	
<b>Truancy</b> (see Board Policy JEDA).	ISS	ISS (2 days)	Suspension (3 days)	Suspension (6 days)	Suspension (10 days)	Suspension (11-180 days)
<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/Student conf., DET, ISS, suspension (1-180 days)	Suspension (1-180 days) or expulsion	Suspension (1-180 days) or expulsion			
<b>Vandalism</b> (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			
<b>Weapons-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>Weapons</b> -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				

# TECHNOLOGY USER AGREEMENT

The Willow Springs R-IV Schools District's technology exists for the purpose of enhancing the education opportunities and achievements 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 education 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/message sent or received by them through the District's system. 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 source such as 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 the users 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 copyright material, threatening, violet 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 requires by law. In accordance with law, the content filter will be used to protect against access to visual depiction 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, non-deliveries, miss-deliveries 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.

## Other

This document and supporting board policies are not intended to encompass all activities or our users and should not be considered all-inclusive of appropriate or inappropriate activities. District administration reserves the right to act on a case by case basis as needs.

# 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 Middle 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.

# 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.

## 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: Marlenia Barker, Special Services Director, Willow Springs R-IV School, 215 West Fourth Street, Willow Springs, MO 65793, 417-469-4531.

# 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

Any discipline referral that could lead to endangering students or staff will be sent to the WS R-IV Behavioral Risk Assessment Team.

## PARENTS RIGHT TO KNOW

The Willow Springs R-IV School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Please contact the Middle School Office at 417-469-3211 ext. 200 if you have any questions, comments or concerns.