2026-2027 Walnut Grove Junior High and High School Student Handbook

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PART I
General Information

Walnut Grove R-5 Mission Statement

The mission of the Walnut Grove R-V School District is "Create a Family Where EVERYONE Can Thrive" --*Adopted by the Board of Education, 2019.*

DISTRICT GOALS

Believing that education must seek to permit the individual to develop to his fullest capacities for adjustment in our continually changing society, the Walnut Grove R-V School has the following goals:

1. To encourage understanding and appreciation of rights in our society through our social studies program and student body standards.

2. To provide a climate in which the student will develop respect for others and respect for property, law, order and authority.

3. To provide an environment conducive to creative thinking and worthwhile activity through pleasant classrooms, laboratory and shop facilities and the availability of the school library.

4. To promote the most effective participation in a democratic society through democratic clubs and other school organizations so that the student might become an active, worthwhile citizen of his/her community.

5. To develop a strong sense of personal integrity based upon understanding correct moral concepts by cooperation of the school with church, home and community.

6. To stimulate intellectual curiosity and promote satisfaction in intellectual achievement through classroom activities, competitive events and recognition of outstanding students.

7. To cultivate the student's ability to think rationally - particularly through investigative type of laboratory work, creative writing and various kinds of problem solving.

8. To help the student develop aesthetic values through the fine arts program.

9. To promote the fullest possible realization of individual differences through a program of developmental reading, speech and special education.

10. To develop responsible followers as well as leaders through school organizations, sports and other competitive programs.

School Pride

School Song

'Mid the Ozarks smiles and sunshine
'Mid the azure skies.
Proudly stands our noble high school.
Proud her walls arise.
Swell the chorus,
Sway the banner,
Bear her colors true
Loyal every son and daughter,
Walnut Grove to you.

School Colors

Black and Orange

School Mascot

Tiger

School Spirit and Our Community

Each student should remember that school life is comparable to the life in a community. They should practice the qualities of good citizenship which are so necessary in a good community.
School spirit means many things. Some of the things it should mean and ways the student can contribute to good school spirit are:

- Show loyalty to all functions of the school.
- Support the school and do your utmost to keep your scholastic and activity standards as high as possible.
- Show courtesy to teachers, officials, adults, fellow students, and students from other schools.
- Have pride in things the student body of the school endeavors to accomplish.
- Always exhibit sportsmanship- by being fair, courteous, generous, a good loser, and a gracious winner.

COMMUNICATION

Students and Parents of the Walnut Grove R-V School District:

As with any organization, schools will be visited with problems of both an internal and external nature from time to time. In most cases, these result from a lack of communication between the parties involved in the conflict. In order to increase communication, it is vital that those directly involved in the original problem, conflict, circumstance or event begins the "healing process". The original participants in any problem situation must talk with each other and attempt to "clear the air", if indeed this is possible. If not, other individuals need to be brought into the discussions to offer assistance or clarification to the issue. It is hoped that there can be an eventual solution, although this may not be possible.
We ask that in order to maximize communication and reduce confusion, (i.e., "he said, she said") that everyone who has a problem or grievance follows a simple chain of communication. This is as follows: Teacher to Principal to Superintendent to Board of Education. The latter step should be very rare. Only through this procedure can problems and conflicts be dealt with in the most satisfactory manner.

Board of Education

Jeremy Kelley– President
Kevin Johnston - Vice President
Tyler Jeffreys - Treasurer
Daphne Wilkins – Member
Scott Hayter – Member
Brandon Simpson - Member
Diane Smith - Member

Administration and Office Staff

Rory Henry,– B.S. in Ed., M.S. in Ed , Specialist in Ed.-Superintendent/Athletic Director
Kyle Tate, B.S. in Ed., M.S. in Ed. – 6-12 Principal/Transportation Director
Christina Bowers, B.S. in Ed., M.S. in Ed., Specialist in Ed. – K-5 Principal
Ina Dron- Secretary of the Superintendent
Kristy Holman- Accounts Receivable
Amber Johnston - Secretary to the Secondary Principal
Becca Simpson - Secretary to the Elementary Principal

Junior and Senior High Faculty

Katy Abbott - Special Education Paraprofessional
Chloe Vaughan- Special Education Paraprofessional
Ashley Mozley – K-12 Art
Corrie Swope- Vocal Music
Grace Miller – Vocational Agriculture
Lisa Kruger – 6-12 Family and Consumer Science/Health
Angelique Hamilton – HS Language Arts/Spanish
Erin Hillis– Learning Resource
Laura Kruger – JH & HS Social Studies
Sandy Branstetter – 6-12 Business Education/Yearbook
Madison Freeze– Librarian/JH Language Arts
Mary Mixon – JH Mathematics/Social Studies
Amanda Potter – HS Science
Courtney Pybas – HS Mathematics
Mason Sanders – JH Science
Jessica Fortner- JH Study Skills, Reading, and PARA
Eric Sechler - K-12 Physical Education
Hannah Porter – K-12 Counselor
Madison Mueller-RootEd Counselor

Cafeteria Workers
Dawna Miller
Lezlie Buckner
Brooklyn Holman

Bus Drivers
Jerry Glenn
Mike Abbott
George Hejna
Mark Hemphill
Lonnie Batson
Valarie Valente

Maintenance Supervisor
Jerrit Hawk

Custodians
Jeremy Smith, Trish Choate, Jacob Glouse

Nurse
Lexi Medley, R.N.

Class Sponsorships

Senior Class	**Corrie Swope, Eric Sechler and Deegan Green**
Junior Class	**Clay Stumpff, Amanda Potter, and Lisa Spurling**
Sophomore Class	**Dawn Katzer, Camron Brewer and Lisa Kruger**
Freshman Class	**Angelique Hamilton and Courtney Pybas**
Eighth Grade	**LouAnne Sappington**
Seventh Grade	**Laura Kruger**
Sixth Grade	**Mary Mixon and Heather Mustain**

Club Sponsorships

Academic Bowl	**Courtney Pybas**
Art Club	**Dawn Katzer**
FFA	**Grace Miller**
FCCLA	**Lisa Kruger**
FBLA	**Clay Stumpff**
History Bowl	**Laura Kruger/Lisa Spurling**
National Honor Society	**Angelique Hamilton, Courtney Pybas**
Yearbook	**Clay Stumpff**
Science Club	**Amanda Potter**
HS Student Council	**Amanda Potter**
MS Student Council	**Mary Mixon**

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student beliefs are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the records they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interest. A school official is a person employed by the school as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel): a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the US Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW
Washington, D.C., 20202-4605

Special Education Notice

The Walnut Grove R-V School District is an active participant in the Individuals with Disabilities Education-Part B (P.L. 94-142 which was reauthorized in 1991, through P.L. 101-476) which guarantees a free, appropriate education for all children. All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbances, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes the name of each child and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending public school, please contact the school.

All districts involved in the cooperative will also monitor the need for surrogate parents for children in their district and proceed in the search for a surrogate parent if necessary. Interested persons, including persons with impaired vision or hearing can obtain information about the existence and location of services, activities, and facilities that is accessible to and usable by handicapped persons.

Policy of Non-Discrimination

It is the policy of the Board of Education, Administration, Faculty, and Staff of the Walnut Grove R-V School District to not discriminate against any student or employee on the basis of race, color,

religion, sex, or national origin.

Family Educational Rights and Privacy Act

The Walnut Grove R-V School District in conformance with FERPA declares the following as "directory information". The National Defense Authorization Act for Fiscal Year 2002 requires Local Education Agencies to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide student's names, addresses and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.

Directory Information includes:

1. Student name
2. Student address
3. Student telephone listing
4. Student grade level
5. Participation in officially recognized activities
6. Honors and awards received
7. Pictures

Law requires this public notice before such information can be placed in yearbooks, student directories, other student publications or area newspapers. If any parent or guardian of a student does not want any of this information released without his or her consent, he/she may contact the principal of the school by September 3, 2014.

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, misapplied, 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: KL and KL-AP.

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.

WALNUT GROVE R-V MEDICAL PROCEDURES

MEDICAL INFORMATION

An annual health inventory will need to be filled out, signed by the parent and returned to the School Health Office at the beginning of each school year. Decisions regarding some health interventions may be based on the ACCURACY OF INFORMATION PROVIDED. This information will be kept in the School Health Office and may be shared with school or emergency personnel. Any information concerning a student, including medical problems, vision/hearing, learning problems, discipline procedures or any other special concerns should be reported to the nurse and to the school principal. This information is kept confidential. **No medication will be given to any student at school without parent/guardian's written permission.** The school will only be allowed to treat injuries as a first-aid measure. Home injuries/accidents must be treated at home. Minor first aid will be administered by the school nurse for accidents that occur on the school grounds. If a child has a temperature of 100° or is experiencing continued discomfort or pain, the family will be notified. It is extremely important for us to have every child's **emergency information** form on file in the office so that we may contact you quickly if necessary. Emergency treatment will be performed in each individual case in order to prevent undue pain or serious consequences. Please caution your child never to take medication belonging to another child or never to give his/her medication to anyone but the teacher or nurse. Remember, medication can cause serious problems if given to the wrong person. **All medication must be given to the school nurse at the beginning of the school day.** Students may not have any medications on them during the school day. No medications are allowed to be brought to school on a bus unless prior approval from administration. In the event a student should become ill while at school, he/she will be referred to our school nurse. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school. WALNUT GROVE R-V School district has the following polices:

1. Students should be fever/vomit free for 24 hours without medication before being returning to school unless approved by administration.
2. The parents of the district will be informed of any communicable diseases and needed precautions. There are certain guidelines regarding communicable diseases—if you have any questions, please contact the nurse's office for guidelines for exclusion from school for common communicable diseases such as pink eye, chicken pox, measles, mumps, lice, impetigo, TB, scabies, Hepatitis A, etc.

LICE POLICY

Walnut Grove School District periodically checks all students for head lice. If a student is found to have head lice or nits (eggs) the student will not be allowed to attend school until proper treatment has been obtained and the student is nit free. **Children may not attend school with head lice or nits (eggs).** To re-enter school a parent/legal guardian is required to bring the child to the nurse's office for a recheck before returning to class or riding the bus. The student must: 1 have been treated with a medically approved lice and nit killer, and 2. Have had all nits (eggs) removed from the hair shafts. If lice or nits are present, the student must leave school until free of lice and nits. The students must then be rechecked and meet the above requirements. Should lice or nits be found on the recheck, the parents/legal guardians may be required to take the child to a doctor for treatment and present a letter signed by the doctor stating the student is without lice or nits. After re-entering school the student will be rechecked between seven and twelve days for re-infestation. At the discretion of the Administration, the Division of Family Services and the County Health Department may be notified upon the third occurrence of head lice within a school year and each repeat occurrence.

IMMUNIZATIONS

The Missouri State Immunization Law, section 167.181 RSMo 1996, makes it unlawful for any child to attend school unless the child has received the minimum number of immunizations required for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, and hepatitis B. Children may be exempted for medical reasons as indicated by a physician or for religious reasons. Upon request, the school nurse will provide proper exemption forms. The law requires children in noncompliance to be prohibited from enrolling in or attending school. **There is no grace period.**

2019-20 SCHOOL YEAR IMMUNIZATION REQUIREMENTS

Vaccines required for school attendance	Doses Required by Grade												
	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**9**	**11**	**12**
DTap/DTP/DT (1)	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap (2)									1	1	1	1	1
MCV (6) (meningococcal)									1				2
IPV (polio) (3)	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR (4)	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella (5)	2	2	2	2	2	2	1	1	1	1	1	None required, however vaccination is highly recommended	

(1). Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. **Maximum needed**: six doses.

(2). 8-12 Grades: Tdap, which contains pertussis vaccine, is required. **If a student received a Tdap, the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.**

(3). Kindergarten-5 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.

6-12 Grades: Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is **not** needed. Any combination of four doses of IPV and OPV by four-six years of age constitutes a complete series. **Maximum needed**: four doses.

(4). First dose must be given on or after twelve months of age.

(5). First dose must be given on or after twelve months of age.

(6).Grade 8: one dose is required. Grade 12: Two doses of MCV is required unless the first dose was administered to student who was 16 years of age or older, in which case only one dose is required.

Kindergarten-5 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

6-10 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

(2). 8-12 Grades: Tdap, which contains pertussis vaccine, is required. **If a student received a Tdap, the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.**

(3). Kindergarten-5 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.

6-12 Grades: Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is **not** needed. Any combination of four doses of IPV and OPV by four-six years of age constitutes a complete series. **Maximum needed**: four doses.

(4). First dose must be given on or after twelve months of age.

(5). First dose must be given on or after twelve months of age.

Kindergarten-5 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.
6-10 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

STUDENT MEDICATION POLICY

ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children; however, the Board recognizes that some students may require medication for chronic or short-term illnesses during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the Superintendent to establish procedures for the administration of medication for any student provided the following requirements are met. The administration of medications, including over-the-counter medications, must be performed by a registered professional nurse or a licensed practical nurse.

I. Prescription Medication:

A. The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication(s) is to be given and the doctor's name. The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided. A physician's authorization is needed for distribution of any narcotic medication.

B. The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.

C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage such as refrigeration. Medication supplies should not exceed a 30-day supply.

II. Over-the-Counter Medication:

A. Written permission must be obtained from a parent/guardian to administer over-the-counter medications. Walnut Grove School District will keep Tylenol and ibuprofen as stock supply. No other over-the-counter medication will be available from the school. If you wish your child to receive any over the counter medication (i.e. cough syrup, Benadryl, Chloraseptic) the parent/guardian will need to supply the medication in a properly labeled container from the pharmacy/store.

Visitors to School

Parents are welcome to visit school. Only under special circumstances and approval by the building administrator, may a parent observe a teacher's classroom. **Visitors are required to stop by the high school office to pick up a visitors pass before going to the classroom.** Teachers have been instructed to refuse admittance to any visitors that do not have a visitor's pass. Visits to the school by pre-school children who are unaccompanied by their parent are discouraged. Teachers have a full workload without the added responsibility for pre-school children. **We have a closed campus and thus persons not enrolled in Walnut Grove School (other than parents) may not visit without special permission from the principal.** Please help us keep our school physically and educationally safe for everyone by following this procedure.

PART II

Academic Studies

Hours and Regulations

Class Periods

There will be seven class periods per day. Classes will be fifty-five minutes in length with four minutes passing time. This is sufficient time to make class tardiness unexcused.

High School Bell Schedule - Time schedule for a regular school day:

1st hour 8:00-8:59	**RTI 11:57-12:27**
2nd hour 9:03-9:57	**Lunch 12:31-12:51**
3rd hour 10:01-10:55	**5th hour12:55-1:49**
4th hour 10:59-11:53	**6th hour 1:53-2:47**
	7th Hour 2:51-3:45

Junior High School Bell Schedule - Time schedule for a regular school day:

1st hour 8:00-8:59	**RTI 12:21-12:51**
2nd hour 9:03-9:57	**5th hour 12:55-1:49**
3rd hour 10:01-10:55	**6th hour 1:53-2:47**
4th hour 10:59-11:53	**7th hour 2:51-3:45**
JH Lunch 11:57-12:17	

Students signing in after 8:15 a.m. will be counted absent for the 1st hour.

Hall Passes

Students who must leave class must secure permission from the respective instructor and shall carry a hall pass with them from their instructor at all times. Each student will be given 2 passes per quarter per class period. Students need to use their passes wisely. A tardy will be given to any student for each pass they use beyond the 2 passes per quarter. The passes shall be issued by the classroom teacher before the student leaves the classroom. No student shall leave campus without permission of the principal and checking out through the office.

Counselor

Students are encouraged to take advantage of the services of the guidance counselor during his/her office hours. The counselor is responsible for maintaining all your scholastic records and all current information on scholarships, grants, loans, etc., that are available to students beyond high school. The deadline for application for many of these financial aids is October; therefore, seniors are encouraged to check with the counselor early in the year since most applications require test results such as the ACT that may need to be arranged.

Registration for Classes

The students will register for next year's classes in May. Students must be enrolled in seven classes unless they have a reduced schedule approved by the Board of Education. The Board prior to the the beginning of the semester must approve reduced schedules. The only reduced schedules that will be granted are for the AOE or COE programs (see Reduced Schedules on next page). Students must be enrolled in four solid classes. Solid classes are classified as language arts, social studies, science, math, or practical arts. Only one practical art may be taken as part of the four solids, except for Vo-tech students who may have two of their Vo-tech credits count toward the four solids.

Class Changes
Opportunity will be given to change classes during the first three days of a semester only. Students finding it necessary to change classes must have the approval of the classroom teachers, counselor, principal, and parent or guardian. No changes will be made after the first three days of the semester unless done so by the administration.

Repeating Classes for Credit
No student may repeat a semester of a subject previously passed and receive credit. They may only receive credit for classes never taken or those previously failed. Example: A student may not take the first semester of World History twice and receive a full credit. He/she would only receive ½ credit for the first time the class was taken and no credit for the second time. The second semester of World History would have to be completed for full credit. The exceptions to this would be choir, art and physical education.

Student Aides
Seniors who have a 2.75 GPA and no failing grades on their transcripts have the opportunity to be a teachers or office aides for one hour during the school day. The student must acquire permission from the teacher or office and counselor prior to being placed as an aide. Students will aide high school teachers first and if enough students are available they will go to the elementary. There is no credit given for this class.

Class Placement and Promotion
A. Seventh and eighth grade students will be assigned to their grade according to the number of classes in which they have made a passing grade, the recommendation of their classroom teachers, and the recommendation of the principal. Junior high school students shall be promoted from grade to grade at the close of the school year when they have satisfactorily met the requirements of that particular level work. Junior high school students must have a passing grade in at least 3 basic skills classes (Math, English, Social studies, and Science) and in at least one-half of their other classes. Only semester grades are considered; therefore, six of the eight grades for solids must be passing and at at least one-half of the other grades must be passing. If a student has passed at least four of the eight semester grades and at least one-half of the other grades, he/she may be considered for promotion if summer school is successfully completed. A student failing to meet this minimum standard will not be promoted to the next grade. Promotion and retention decisions are to be made by the principal and written on the grade card at the end of the school year. Decisions may be reconsidered in the fall if retained students have received summer instruction.

B. High school students will be assigned to classes according to the number of credits which a student has obtained as follows:

- Freshman - promoted from the eighth grade.
- Sophomore - completed at least one academic year of high school and earned at least six, (6) credits.
- Junior - completed at least two academic years of high school and earned at least twelve, (12) credits.
- Senior - completed at least three academic years of high school, earned at least nineteen, (19) Credits, passed both the United States and Missouri Constitutions tests and to graduate these students must successfully complete all course work to be able to take part in graduation exercises.

C. Under certain conditions students may receive permission to be classified as a senior if they have completed three years of high school and have 16 ½ credits. Under those conditions students must enroll in a one-half credit correspondence course by the first day of September and must have completed the correspondence course and have an official grade on file with the counselor by the first day of the start of the fourth quarter. If the correspondence course is not completed by the first day of the start of the fourth quarter, the student will be unable to take part in any senior activities. This would include taking part in any trips(field, class), graduation exercises, having their name on the senior rock, and their pictures included with the senior in the annual or senior composite.

D. High school students 16 years of age or older, who, in the opinion of the professional staff, have the ability and background to do acceptable academic work and fail three or more subjects and are not progressing toward completion of graduation requirements in four years may be dropped from school in accordance with the administrative rules and procedures developed by the Superintendent and approved by the Board of Education.

Student Placement from an Unaccredited/Home School Setting

All students enrolled in the Walnut Grove R-V School District must meet residency requirements as set forth by the Board of Education. The following procedure will be followed in allowing credits from an unaccredited school or home school.

A) A plan book, diary, daily log or other written record indicating the subjects taught and the activities engaged in with the student. The record must demonstrate 1000 hours of instruction during the defined school year(beginning July 1 and ending the next June 30) with at least 600 hours in the basics such as reading, language arts, mathematics, social studies, and science. At least 400 of the 600 must occur in the home location.

B) A portfolio containing samples of the student's academic work for the core areas in grades 6-8 and for every area at the high school level where the student is requesting credit.

C) Achievement tests in reading and math will be given for placement in grades 6-8. High school students will be placed at the grade which matches the number of credits they earned at the time of enrollment. Credits for high school will be determined based upon 60% on the summative evaluation(s) for each of the courses which the student is requesting credit to be counted. Grades for the credit will be the percentage earned on the assessment(s) taken at Walnut Grove R-5 for that class. Courses which are not offered at the high school may be used as electives but cannot be used as a required course. All assessments must be taken at Walnut Grove school facilities. Assessments and credits must be established before enrollment is allowed. Students receiving any credits from an unaccredited/home school will not be included in class rankings for awards and/or recognitions based upon grade point. Any students enrolled at the time of scholarship selections will be eligible for any scholarship.

Student Transferring or Withdrawing from School

A student who plans to transfer or withdraw from school must notify the principal's office and receive a withdrawal form. This must be signed by the student's teachers, the librarian, lunchroom collector, etc. showing that all books are checked in and bills are paid satisfactorily. The form will then be returned to the office before the student can officially be released. If books are not returned and/or charges are not paid; student records may not be transferred to another school district.

Requirements for Graduation

The following subjects and number of units in each must be completed in order to qualify for graduation from Walnut Grove High School.

	CLASS OF 2013 AND BEYOND
Communication Arts- Com. Arts I,II,III, IV, College Prep English, College English 110/220	4 credits
Mathematics- Algebra I, Geometry, Alg. II, College Algebra, Trigonometry/Calculus	3 credits
Science- Earth Science, Ecology, Bio I, Bio II, Physiology, Anatomy, Chemistry	3 credits
Social Studies- American History, World History, Am. Gov't I (1/2 credit), Geography, Contemporary Issues Psychology/Sociology	3 credits
Fine Arts- Art, Music	1 credit
Practical Arts- FACS, Agriculture, Business,	1 credit
Physical Ed.	1 credit
Computer Science	1 credit
Health	½ credit
Personal Finance	1 credit
Electives	8 credits
Total Credits Required	**26**

The basic electives are in addition to the grades 9, 10, 11, and 12 required units in Communication Arts, Mathematics, Social Studies and Science and may be chosen from the four areas. Students going to Vo-tech may count one unit per year of Vo-tech toward their basic elective requirement.
In addition to the above requirements, a student must be enrolled in a minimum of five classes to be considered a full-time student.

The following courses will be **"weighted**" using the grading/honor point system:

Trigonometry
Agriculture Economics
Physics
Spanish II
College Algebra
Political Science 101 (Drury)
BioMedical Science
Chemistry
College Prep English
English (Drury)
Anatomy/Physiology
Advance Child Development
Algebra II
Psychology (Drury)

Students must have teacher approval to enroll in any weighted class, as well as, Yearbook class.

Cum Laude, Magna Cum Laude, & Summa Cum Laude

In the interest of encouraging and recognizing outstanding academic achievement, students achieving academic success will be selected for each high school graduating class. The students will be selected according to the following procedure:

- Summa Cum Laude will be any student who earns a 4.0 grade point average or higher, Magna Cum Laude will be any student who earns a 3.75-3.99 grade point average, and Cum Laude will be any student who earns a 3.5-3.74 grade point average as **computed at the students seventh (7th) semester of high school work for the purpose of applying for college admission, grants and scholarships**.
- To be eligible for honors, a student must be enrolled within the school district prior to and continuously following the 10th school day of the student's senior year.
- Students who earn Summa Cum Laude honors may be given an opportunity to speak at graduation based off administrative discretion.

Grades and Grade Point Averages

LETTER GRADE	PERCENTAGES	UNWEIGHTED GRADE POINTS	WEIGHTED GRADE POINTS
A	100% - 95%	4.000	5.000
A-	94% - 90%	3.666	4.666
B+	89% - 88%	3.330	4.330
B	87% - 83%	3.000	4.000
B-	82% - 80%	2.666	3.666
C+	79% - 78%	2.330	3.330
C	77% - 73%	2.000	3.000
C-	72% - 70%	1.666	2.666
D+	69% - 68%	1.330	2.330
D	67% - 63%	1.000	2.000
D-	62% - 60%	0.666	1.666
F	Below 60%	0.000	0.000

Dual Credit Courses

Through agreements with local colleges and universities, students will be allowed to take certain advanced courses for high school credit as well as college credit. The courses will be taught by our faculty, or via the Internet, using a curriculum designed by the university staff. Students who sign up for these courses will be responsible for any fees charged by the university for the issuing of college credit. These fees are approximately one-half of the standard per credit hour tuition fee that resident undergraduate students pay. In order to take dual credit courses through Walnut Grove High School, students must be seated in order to take attendance. Students can begin to take dual credit courses at the beginning of their Sophomore year with administrative approval.

Virtual Education Courses (MOCAP)

Information regarding the Missouri Course Access and Virtual School Program (MOCAP) can be found by going to the following website https://mocap.mo.gov/.

College Preparatory Studies Certificate

The state of Missouri now offers a college preparatory certificate to reward students who have

followed a rigorous academic program in high school and have completed it at a high level of achievement. This certificate may become important in the future in aiding students to receive scholarships or admittance to some private colleges. All high school students are encouraged to check with the counselor or principal to find out the qualifications for this certificate.

Credit by Correspondence

The Walnut Grove Board of Education will recognize up to two units of credit from correspondence schools toward meeting the state minimum graduation requirements. To be eligible for recognition, correspondence credit must be from the University of Missouri Center for Independent Study or from a correspondence school accredited by the North Central Association of Colleges and Schools or its equivalent regional accreditation agency. All correspondence work must be completed and grade reports received by the first day of the start of the fourth quarter of the student's senior year in order to be calculated for graduation.

Parent-Teacher Conferences

At the end of the first quarter of each year, a time will be set aside for parent-teacher conferences. Parents should take advantage of the opportunity to communicate with the school. If further conferences are desired with a teacher; parents should make an appointment with the teacher at a time when the teacher does not have a class to supervise. Appointments can be set up by calling the teacher before or after school or during their plan time.

Mid-Term Reports

Mid-term reports are required for all students. At 4 ½ weeks, mid-terms will be sent home with the students. Mid-term reports will contain all grades.

Tiger Pride/RTI Time

Walnut Grove High School incorporates 30 extra minutes into the school day. During this time, teachers will be monitoring student's grades on a two-week basis to determine the student's academic needs and placement during Tiger Pride Time. If students are required to meet with a teacher during this time due to grades, they will spend two weeks with the assigned teacher.

Grade Cards

Grade cards will be issued quarterly by the office. 1st Quarter grade cards will be handed out at parent/teacher conferences. Grade Cards will be mailed to the student's home for the 2nd, 3rd, and 4th quarters. Grade cards will not be issued early for individuals. Grade cards will not be issued until all overdue materials have been returned and all debts for the quarter have been paid. For those with outstanding debts and/or overdue materials, a notice will be issued in lieu of the grade card. A failing grade for the semester results in receiving no credit for that semester. Grade cards will not be issued, student records released nor will students be allowed to enroll in school if there are outstanding debts owed to the school by the student or detention time un-served.

Semester Finals

Finals will be given at the end of each semester in all classes in grades 6-12. Finals may be given at the end of each quarter if the teacher feels the need. Finals must be taken as scheduled. No early finals will be given. Students missing on the day of finals will be required to make up those finals the first day they return along with any other scheduled finals or tests. Students may choose not to take a final if they have not missed more than 24 hours (13 hours for OTC students) of all possible hours of school for that semester (excused or unexcused) and have at least a B- (80%) in the class they are choosing to opt out of.

Students enrolled in seven classes may only choose not to take four finals. Students enrolled in six classes may only choose not to take three finals. OTC students may choose not to take two finals (1

core and 1 non-core class). Students opting out of finals will not have their grade raised or lowered. All students have the option of taking their finals even though they qualify for opting out of a final. If this option is taken, the grade received on the final exam can only help the student's grade and will not be counted if it would hurt their grade. Students who qualify for opting out of finals will be required to sign up in the office for the classes in which they wish to opt out of. Once a student has decided which classes they would like to opt out of, they will not be allowed to change.

Perfect Attendance
Students with perfect attendance will be recognized at the end of the school year at the awards assembly.

Make-up Work
Teachers may allow two days for each day missed for make-up work. After two days, zeros will be given for all work not turned in. When a student is on OSS, the student will receive a maximum of 60% on work completed during OSS. The student must request work during OSS and it is due the day the student is scheduled to return. Zeros will be given for any work not turned in on the first day back. All tests must be made up by the second day the OSS student has returned.

Incomplete Grades
Students must have all daily work and tests completed by no later than the Friday of the calendar week following the end of the quarter/grading period. At this time, the work in question becomes zeros and will thus be figured in calculating the final grade. The exception to this time frame will be the last quarter of the year where all grades must be in no later than the end of the 2nd teacher workday after students have left for the summer.

Honor Roll
All grades will be averaged to determine if students will be on the All A Honor Roll or A/B Honor Roll. Grades will be averaged on a 4.00 scale. To be on the All A Honor Roll a student must be enrolled in at least six classes and have no grades lower than an A-(unweighted). To be on the A/B Honor Roll a student must be enrolled in at least five classes and have no grades lower than a B-(unweighted). Honor Rolls will be figured at the end of each quarter.
Honor Roll trips will take place twice a school year. 4th quarter Honor Roll students (from the previous school year) and 1st Quarter Honor Roll students will take a Honor Roll trip during the 2nd quarter. 2nd and 3rd Quarter Honor Roll students will take an Honor Roll trip during the 4th quarter. Students who attend the trip must have been on the Honor Roll for both the 4th and 1st quarters and 2nd and 3rd quarters. Any student that has served ISS, OSS during the quarter will not be allowed to go on the Honor Roll trip for that quarter.

Tardy Policy
One of the goals of the Walnut Grove School District is to assist each student to achieve maximum development of individual knowledge, skills, competence, and to learn and demonstrate behavior patterns which will enable him to be a responsible member of society. The success of this goal is lessened when a student is unnecessarily tardy resulting in an interruption of the educational learning process. A student is considered tardy whenever he/she is not in their classroom by the time the tardy bell rings. There is seldom a reason to be tardy. Most tardies are unacceptable in an educational institution and will be classified unexcused. However, when a student has accumulated their 5th unexcused tardy (and every unexcused tardy beyond the fourth unexcused tardy) during a quarter, appropriate disciplinary action shall be taken by the principal.

Homework
In grades 6-12, the amount of extra time needed for study depends upon the nature of courses carried by the student and the number of periods the student is scheduled in the study hall or library. Each

student should plan, as a minimum average, to spend one hour per day in grades 9 and 10 and one and a half hour per day in grades 11 and 12. When students do not use class time wisely to complete work, then it usually becomes homework. In such cases it may require more than the allotted time to complete their work. **Students who are going on a school trip must turn in all homework and get assignments from their instructors prior to the scheduled trip. The student also needs to make arrangements to make-up a test or quiz the day prior or the day after the trip.**

Out-of-class assignments which require not only work at home but also in the library or elsewhere to make use of community resources, are made by teachers of subjects such as English, mathematics, science and social studies. Students who have special interests or abilities are given out-of-class assignments to encourage higher achievement.

Cheating

Cheating has no place in the Walnut Grove School System. Cheating is defined as cribbing, copying other student's work, representing other work as their own, the unauthorized possession of, or distribution of teacher's test or manuals, and other forms of cheating.
Students choosing to cheat and are caught will be disciplined as follows:

First Offense - The student will receive a zero on that assignment. The parent will be contacted.
Second Offense - The student will receive a zero on that assignment and is given a one day in-school suspension. The student's quarter grade will be lowered by one full letter grade for the course in which the cheating occurred . (Example - If a student had earned an "A" in that class the grade will be dropped to a "B"). A parent-teacher-principal-student meeting will be held.
Third Offense - The student will lose quarter credit and receive a "F" grade for the quarter for the course in which the cheating occurred. The student will also be suspended out-of-school. A parent-teacher-principal-student meeting will be held.
Fourth Offense - The student will lose semester credit and will receive an "F" grade for the semester for the course in which the cheating occurred. The student will also be suspended out-of-school. A parent-teacher-principal-student meeting will be held.

Any student having more than four offenses will be dealt with according to the punishment under the fourth offense.

Vocational-Technical Screening Procedures

Screening Process: The screening process begins with all 10th grade students being shown a video presentation from OTC Career Center. Students are then given an application if they are interested in attending OTC Career Center. Upon return of the application to the counselor a review of the student's records are made. This review insures that the student can meet our graduation requirements. Those students with attendance problems, day to day discipline problems, or who are unable to meet graduation requirements will be ineligible to attend vocational technical school.
Criteria for selection: From the remaining eligible students a final list is chosen based on the following criteria:

- Student grade point average. (Must have a 2.33 GPA)
- Past and present school attendance. (95%)
- Certain courses are placed on a quota basis, (i.e., we may only send one student to a particular class).
- Aptitude test, comparing ASVAB scores in the area of vocational interest.
- Review of classes taken in the 9th and 10th grades that relate to the vocational technical area chosen by the student and how they meet the requirements of OTC Career Center.
- Students must be enrolled in the Walnut Grove School District for at least one semester before attending OTC.

Final Determination
Final determination will be made by a committee of three (principal, counselor and a faculty member) using the above information. The committee will also take in consideration which student will benefit most from their program of choice. Students already set up in a two-year program will be allowed to return unless a problem with the student has come up. Students will be notified of their approval or disapproval by the committee.

Attending Vo-Tech
Walnut Grove School District will provide transportation to and from Vo-Tech. Students are required to ride the bus, which leaves at approximately 7:10 a.m. from our school. If a student finds it necessary to drive himself/herself, or have a parent provide transport, he/she must get permission in advance from the principal or superintendent. These situations should be very rare. Failure to receive permission will result in the following penalties:

- **1st offense - 1-3 days suspension**
- **2nd offense - 3-5 days suspension**
- **3rd offense - further OSS and likely removal from the Vo-Tech program.**

Students attending OTC will be placed on academic probation and may be removed by the principal and counselor from the Vo-tech program at the end of a semester if they have any grades below a C- at OTC or at Walnut Grove High School.
Walnut Grove High School will pay the tuition fees at OTC for approved students. If a student receives a semester grade in any course which is lower than a "D", the student will be responsible for reimbursing Walnut Grove R-V Schools approximately $1200 per semester course (or applicable amount for the current school year) tuition fee.

<u>School Flex Program</u>
The School Flex Program affords schools the opportunity to offer students up to 2 credits for working a job that is directly related to the students plan of study. The following criteria must be met in order for students to be allowed in and remain in the Flex Program:

- The Flex Program is confined to seniors only.
- Student must have an attendance rate of at least 90% from the previous year and maintain a 95% attendance rate while enrolled in the program.
- Student must be enrolled in OTC, a dual credit class, or a vocational class and the work must be directly related to the student's plan of study and there must be proof of employment provided prior to being allowed participate in the Flex Program.
- The student must remain in good standing and avoid any suspension or expulsion while in the program.
- Students must average a minimum of 10 hours per week per credit for the entire duration of semester.
- Failure to remain employed during the semester will result in a failing grade and students will be required to remain at school and will not be allowed to reapply for the program the following semester.
- Students will be required to do additional work assigned by the Flex Program Supervisor.

School Letters

Academic Letters

In an effort to reward and recognize students at Walnut Grove High School who have excelled in their classroom, academic letters will be awarded in the following manner:

- The student must be enrolled as a fulltime student.
- Students in grades 9-12 will be eligible to receive academic awards.
- Students must have a cumulative GPA of 3.50 or better with no grade lower than a 2.00 for the first three quarters of the school year to receive an academic letter.
- Students must carry six credits with at least three hours being in the following four areas: Mathematics, Communication Arts, Social Studies and Science.
- Transfer students would become eligible for the academic letter after being enrolled the 1st day of classes at Walnut Grove High School. This includes completing the first, second and third quarters of one school year .
- The first year a student letters, he/she will receive a chenille letter, lamp of knowledge pin and a bar. Students lettering a second, third or fourth time may receive an additional bar for each year.
- Letters will be presented publicly at an awards assembly or honors banquet at the end of each school year.

Sports Letters

Athletes who meet the following criteria will be awarded a chenille sports letter, athletic pin representing their sport and a bar their first year and a bar for each year thereafter.

- Cheerleading - Must have participated in ½ of all regular season varsity games excluding tournaments
- Cross Country - Must have participated in ½ of all regular season varsity track meets excluding tournaments.
- Baseball & Softball - Must have played in ½ of all regular season varsity innings
- Basketball - Must have played in ½ of all regular season varsity quarters excluding tournaments.
- Track-
  1) Participate in over half of the Varsity Track Meets and
  2) Score a Point for your team in any varsity track meet or
  3) Receive a medal for your performance at any varsity track meet

In addition, coaches may award an athletic letter at their discretion to an athlete who makes a significant contribution to a successful athletic season but does not meet the requirements to receive a letter.

Music Letters

Music students who meet the prescribed criteria will be awarded a chenille letter, a music pin and bar the first year and an additional bar for each year thereafter. To be eligible for a music letter, a student must earn at least 70 points from the following areas in addition to their regular responsibilities in choir or band.

- 30 “I” at state solo contest
- 30 “I” at state ensemble contest
- 30 “I” at district solo contest
- 30 “I” at district ensemble contest

- 30 Summer music camp (other than Walnut Grove)
- 30 Selected for All-District Honor Choir or Band
- 30 Selected for All-State Honor Choir or Band
- 20 “II” at state solo contest
- 20 “II” at state ensemble contest
- 20 “II” at district solo contest
- 20 “II” at district ensemble contest
- 10 “III” at state solo contest
- 10 “III” at state ensemble contest
- 10 “III” at district solo contest
- 10 “III” at district ensemble contest
- 10 Setup crew at concert (above the normal call of duty)
- 10 Each quarter of perfect attendance at choir rehearsals -No unexcused absences
- 10 Attending community concert; turning in signed program
- 5 Singing National Anthem at home ballgames

PART III

Student Procedures

Use of the Telephone

The telephones in the offices are for business purposes and will not be used by students EXCEPT IN AN EMERGENCY. The use of the phone requires the permission of office personnel. Students will not be excused from classes to answer phone calls or to make calls except in emergencies. School phones not in the administrative offices are not to be used by students for any reason at any time without permission from office personnel.

Open Containers

Students may carry a closed bottle of water to the classroom. Students will not be allowed to have any type of energy drinks during school hours. **There is to be no open containers (example: May's Mart cups, coffee cups, opened bottles of drinks such as water/soda/Gatorade).**

Electronic Communication Devices

Mobile Devices are not to be used or be any distraction during the school day from 8:00am-3:45 pm. Cell phones, smart watches, earbuds, iPads, gaming devices, and similar electronic devices are banned during the instructional day. *Missouri law (Senate Bill 68) requires all public schools in the state to restrict student use of personal electronic communication devices (such as cell phones, smart watches, earbuds etc) throughout the school day. Bell to Bell. This means students will keep their personal devices put away during the school day so they can fully engage in learning and social connections.

When Are Devices NOT Allowed?

Student devices must be off/silenced and out of sight from the first bell to the final dismissal bell. This includes instructional time, passing periods, breaks, and meal times. Specifically, devices are not permitted for use at any time from 8 a.m. to 3:45 p.m.

This means: during class, during lunch, during breaks, RTI, or recess, between classes/passing periods

Phones may not be used as calculators or to listen to music.

Students who use burner phones as a way to avoid this policy will receive a cell phone violation and consequences will follow.

We understand that there will be times when headphones and earbuds are needed during the instructional day. Headphones and earbuds are only permitted to be used on school issued chromebooks, with teacher approval, as an educational tool. Headphones without bluetooth capabilities are available in the office for student use.

Are There Any Exceptions? Yes. Devices may be used: When required by a student's Individualized Education Plan (IEP) or 504 Plan for medical reasons or in a documented medical emergency.

Where Should Devices Be Stored? To help students follow the Cell Phone-Free expectations, devices should be powered off/silenced and stored securely during the school day. Schools may designate appropriate storage options such as: In student backpacks, In lockers, when available. Phones should not be visible to staff during the school day.

How Will Parents Be Able to Reach Students During the School Day?

We understand how important it is for families to stay connected. If you need to reach your student during the school day, please call your school's main office if you need to get ahold of your child. Our staff will ensure your message is delivered or will bring your student to the office if needed.

In the event of an emergency, students will always have access to communication through staff and the school office phone. Thank you for your support as all schools transition to the new state law.

● Students are not allowed to take their cell phones with them to the hallways, locker rooms, or restrooms at any time during class.
● Parents may apply to the building principal for hardship exceptions that must be approved by administration. These will be limited to medical issues, approved by administration.
● Students must leave devices at home, in vehicles, or silenced in their bag.
● Landline phones are available in offices for parents to contact students for legitimate reasons.

If parents need to contact their child during school hours, please call the high school office. We will be glad to give a message to your child or call your child to the phone in case of an emergency.

Walnut Grove R-V School District reserves the right to confiscate and hold in the office for parents to pick up any personal electronic device that the students have brought into the school. The following consequences will apply if the cell phone policy is violated:

First Offense—Device is taken and principal conference
Second Offense—Device is taken 1 day of ASD assigned and parents must pick up the device.
Third Offense —- Device is taken 1 day of ISS assigned and parents must pick up the device.
Fourth Offense——---Device is taken 3 days ISS assigned and parents must pick up the device.

Cell phone actions that bully, harass, or share inappropriate material will result in confiscation of the cell phone and/or ISS/OSS. The taking of pictures or videos, using any type of camera/device, to slander, harass, or otherwise do harm to students or staff, is strictly prohibited. Pictures/videos must never be taken where there is an expectation of privacy (restrooms, locker rooms, confidential meetings, etc.).

Any student who refuses to relinquish a cell phone or other unnecessary item to administration upon request will be assigned one day ISS for insubordination in addition to the other discipline appropriate for the infraction.

Laptops: Privately owned laptop computers are allowed at Walnut Grove JH/HS. These devices are intended to be used to read an e-book, take class notes, research, or write papers. Devices intended to be used to play games and watch videos are not allowed. Use of the device must adhere to the Technology Usage Agreement. These policies apply when students are at school or attending a school-sponsored/related activity off-campus.

Students must be connected to school provided internet during school hours. Students are not allowed to connect their school issued or personal Chromebooks to hotspots from personal devices. Connecting to hotspots from personal devices can result in disciplinary action or confiscation of school issued devices and cellular devices.

A student who brings his/her privately owned computer to school is personally responsible for the equipment. The district assumes no responsibility for the loss of, theft of or damage to any personal device.

A Technology Usage Handbook is available for all students and parents on the school website.

When, in the judgment of the administration, a student's use of a personal electronic device becomes a distraction to the educational process the student's device may be confiscated and further disciplinary actions taken.

Leaving School Grounds

Each student must check out through the principal's office by signing the checkout sheet before they can leave school grounds. Before signing out a student must have written permission from a parent or guardian stating the reason and time the student may leave, or someone from the principal's or nurses offices must speak with the parent or guardian, either in person or by phone. Students will be allowed to leave school for such things as doctor or dental appointments, or emergency situations at home. Students will not be allowed to leave for such things as working unless special arrangements have been made under board policy. Students must get permission from a member of the office personnel regardless of the reason for leaving. Students signing out without permission from the office will be treated as leaving campus without permission and will be considered truant.

- **1st offense 1-3 days suspension**
- **2nd offense 3-5 days suspension**
- **3rd offense 5-10 days suspension**

Note to Parents/Guardians: If you need to take your child out of school during the school day you must report to the principal's office first. The office will assist you getting the child released from their class. (This is for the safety and protection of children in school.) Note: A list of adults authorized to pick up student(s) will be kept in the office so parents and guardians that wish for other adults to pick up their children may be assured their children will not be released to anyone without their approval.

Any student needing to check out during school hours must have permission from their parent or guardian via phone call to the high school office.

Closed Campus

The lunch period for all students is closed. Students are not allowed ANY lunch visitor unless it is a parent/guardian. The parent/guardian must first sign in at the principal's office and receive a visitor's badge. **Students are not allowed to sign out for lunch even with a parent's permission.**
No student is to be off school grounds at any time during the school day unless they have permission from the principal's office. Once students step onto school grounds they may not leave the grounds without permission from the principal's office. Students who ride the buses must understand that they enter on the school grounds when their bus arrives at school. Any student who is caught off campus without proper permission will be considered truant and will face disciplinary action.

PART IV
Student Services

Lockers
The principal's office will assign a locker, by number, to each student. Nothing is to be fastened or written on the outside of the lockers. Students may eliminate time going from class to class by taking books for more than one class when they are at their lockers. Lockers will be checked by the high school principal periodically. Lockers are school property and therefore may be searched at any time by the principal of his representative and any contraband seized. Students may rent a lock from the office for $5.00. If the lock is turned in at the end of the school year undamaged, the student will receive their $5.00 deposit. Students may furnish their own locks but must give the lock combination or lock key to the office. If administrators need to inspect a student's locker but the student has not supplied the office with the combination or lock key, the lock will be removed from the locker. The school and/or its representatives will not assume any responsibility for items stolen out of lockers that are not locked.. All unused lockers will have locks attached and locked throughout the school year.

Library
The B. W. Holder Memorial Library and Media Center is open for student use from 7:40 a.m. to 3:30 p.m. on regular school days. Complete library information and rules regarding use of the facility are available in the library handbook. **No food or drink allowed in the library without teacher permission.**

Special Correspondence
Upon request (each school year) by non-custodial parents to the office secretary, any special notices (deficiency slips, disciplinary notices, etc.) normally mailed at no expense to the custodial parent, will also be mailed to the non-custodial parent.

Lunch Program / Cafeteria
The cafeteria, besides being a place to secure a wholesome meal, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners that one should find in the home. Courteous behavior includes taking your place in line, leaving the eating area clean and orderly, putting trash in the proper containers, and not leaving the cafeteria while eating or carrying food. The supervisor on duty each day will have full authority in the cafeteria.
School lunch accounting is a computerized program. Lunch money can be deposited in the office any morning from 7:30-8:00 AM. **NO CASH WILL BE TAKEN IN THE LUNCH LINE.** Each student must have their lunch money in an envelope with their name and the amount written on the outside. This money will be deposited in your account. Each person will be allowed to charge only up to $50.00. Students MUST have money in their account or cash to get a second lunch. It is expected that meals are prepaid and charges are paid in a timely manner. Any student owing $50 or more will have two days notice to pay the account in full or will be offered peanut butter and jelly sandwiches for lunch.

Lunch Prices:
Lunch Prices:
Full: Elementary - $2.45, High School - $2.70, Adult - $3.45
Reduced: Elementary - $.40, High School - $.40
Milk: $.55

Breakfast Prices:
Full: Elementary - $2.00, High School – $2.00, Adult - $2.00
Reduced: Elementary - $.30, High School – $.30
Milk: $.55

PART V
Student Activities

Extra-Curricular Participation Policy
Extra-curricular activities are generally defined as those that are beyond or unrelated to a specific class such as athletics, cheerleading, etc. In order to be eligible to participate in extra-curricular activities a student must:
1) Turn into the office properly signed Citizenship/Sportsmanship Form stating good citizenship.
2) Refrain from using or possessing narcotic drugs, tobacco products, e-cigarettes/vaping, or alcoholic beverages.
3) Shall not violate any of the rules contained in the By-Laws of the MSHSAA Official Handbook.
4) Turned in to the office a properly signed Student extracurricular, co-curricular activities and/ or parking permit random drug testing Consent Form.
5) Maintain a 2.00 grade point average(GPA) for the previous quarter, based on a 4 point grading scale with no F's. This policy also applies to Vo-tech grades. Any student not meeting this criterion will not be allowed to participate in any extra- curricular activities for three weeks. Even though a student might be ineligible to participate in activities due to inadequate grades, that student will be allowed to attend and participate in practices associated with that activity. Students in grades 6-8 can become ineligible at the midterm of the current grading period.
6) If at the time of RTI grade checks, issued approximately at the 3 and 6 week mark, the student in question has achieved the criterion of a 2.00 GPA and has no F's, he/she will regain eligibility for the remainder of the quarter.
7) First quarter eligibility is determined by fourth quarter grades from the previous year. The only time a student can lose eligibility is at the quarter. MSHSAA bases eligibility on semester grades.
8) Exemptions from the F and eligibility policy are: Homecoming activities, Prom and the eighth grade trip to Jefferson City. Prom dates must be under the age of 21.
9) Have earned credit in six subjects the preceding semester and enrolled in a minimum of five classes.
10) Be present for classes for at least half the day of the event. Exceptions or prior arrangements may be taken into account by the administration. Students absent on Friday will not be allowed to participate in any activities held on Saturday or Sunday following the absence unless approved by the principal.
11) Not have received a reward of any kind other than given by his/her school for services as an athlete in the sport in which competing.
13) Not have graduated from a four-year high school or its equivalent.
14) Not have transferred from another high school to this one without a corresponding change of residence of parents.
15) Attend the seventh and eighth semesters successively and is only eligible for eight semesters of attendance.
16) Not have competed on a team outside of school after school starts.
17) Not have competed on a college team.
18) Students, grades 6-12, involved in all Missouri State High School Activities Association activities (i.e., cheerleading, basketball, baseball, volleyball, softball, etc.) must have a current

physical exam result on file before even beginning practice in the respective activity.

19) The following will apply to class/club officers:
    a. Such an office is considered extra-curricular.
    b. If such an office holder has recently become ineligible he/she may not carry out the duties of that office.
    c. He/she may not vote or engage in discussion during meetings of officers.
    d. The "ineligible" office holder may attend meetings only as an observer.
    e. Holding any office is considered extra-curricular. Summer trips are also considered extra curricular.
20) All school rules and regulations apply to all student activities. Penalties for violation of these rules are spelled out later in this handbook.

Field Trip Eligibility

1) Any student scheduled to go on a field trip must participate in the Student Drug Testing program. If a student does not participate in the drug testing program, they will not to participate in the field trip. The student will receive an alternative assignment in lieu of the field trip.
2) Any student scheduled to go on a field trip must have met the eligibility criterion of a 2.00 GPA and no F's.
3) All lists of field trip participants must be turned in to the principal's office and to all teachers 2 days prior to that trip. If this list is not given to the principal on time, the principal may, at his/her discretion, disallow the trip.
4) Students absent the day before a field trip may be required to obtain the principal's permission prior to attendance on the field trip.

Insurance for Athletes

Missouri State High School Activities Assoc. by-law 13 requires a student be covered with accident insurance before being allowed to practice or compete for a school. This can be either family coverage or accident insurance through the school. There are no set minimum or maximum coverage amounts specified by law.

Assemblies

Programs may be provided by students or outside talent. At all times the students' behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of students at an assembly. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, talking or any other disruptive behavior.

Activities Calendar

All Activities must be cleared first with sponsors and then with the principal's office before being placed on the calendar. Sponsors must fill out the form on the F drive and give it to the principal for approval. Activities should be cleared at least one week ahead of time.

Fundraising

All fundraising activities must be approved first with sponsors and through the principal's office at least two weeks in advance. There are to be no door-to-door sales. All money from fund-raisers must be deposited through the district accounting system. No club or organization may open their own bank account. Each class and club is limited to one fundraising activity per year. (Exceptions may be granted by the principal.) The junior class will operate the sales from concessions at softball, junior high basketball games. The sophomore class will operate the sales from concessions at spring baseball games. All proceeds will go to the respective classes.

College Visits/Job Shadowing

College-bound seniors will be permitted (2) college visits or job shadowing opportunities per semester and college-bound juniors will be permitted (1) college visit per semester without loss of attendance as long as students bring to the principal's office written verification from the college or job visited. Students may not job shadow with a parent/guardian. Without proper verification, the visit will count as an absence. These must be cleared in advance with the counselor and secondary principal. Students are responsible for all work in classes missed during their college visits or job shadowing. (Exceptions may be granted by the principal.)

Attendance Policy

Regular and punctual patterns of attendance will be expected of each student enrolled in the Walnut Grove R-V School District. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.
Any student absent from school without parental permission or parental knowledge will be considered skipping school and disciplinary action will result.
Because regular attendance is a vital part of a student's academic success, the district will adhere to the following attendance policy:
Missouri law requires that all children between the ages of seven and seventeen be enrolled in, and regularly attend, school. A student will be allowed a maximum of seven (7) absences of any class in a semester. Students who are absent eight (8) or more times in any class during the semester will be required to attend Monday School for each hour they have missed over seven (7) hours to make up for excessive absences. If a student does not attend any Monday School they are assigned, they will not receive credits for the semester. No distinction will be made between excused and unexcused absences. All days absent from school will be counted toward the seven (7) days allowed with the exception of days missed due to college visits that have been pre-arranged and school activities. Providing professional documentation (doctor, dentist, lawyer, etc.) for an absence will not excuse the absence but will be considered when determining exceptions. Exceptions to this policy will only be made due to extenuating circumstances, such as a long-term medical absence, and will need to be approved by the Attendance Appeals Committee.

The principal has the right to approve exceptions to this policy due to extenuating circumstances, such as a long-term medical absence.

On the fifth (5th) absence in a semester for any class period, the principal's office will notify the parent/guardian by letter of the periods missed. On the seventh (7th) absences another letter will be sent to the parent stating that any more absences would result in Monday School and possible loss of credit. On the eighth (8^{th}) absence the parent will be notified that the student will be required to attend Monday School or will not receive credit for the semester for that class.

After a letter has been sent home notifying the parents of no credit for the semester, the parent will have one week to notify the principal that they wish to appeal their student's attendance record. The student and/or his/her parents/guardians have the right to appear before an Attendance Committee consisting of teachers and administration. If the Attendance Committee determines the absences as excessive, the student and/or his/her parent/guardian have the right to appeal to the Superintendent of Schools. If the Superintendent determines the absences are excessive, the student will be denied credit for the semester.

If a student misses fourteen (14) days or more and the Attendance Appeals Committee does not approve the absences, the absences will be deemed "extreme and excessive" and not recoverable by serving Monday School. Any exceptions will be determined by the Administration and/or the Attendance Appeals Committee. If the Committee determines that the absences exceed the policy, credit for the semester will be denied.

PART VI
Emergency Procedures

School Cancellations

If school is canceled due to bad weather, announcements will be made on Textcaster, School Facebook page, Channel 3, KWTO and KTTS radio stations. Bus drivers will also be called. When school has been canceled because of adverse conditions, any sport, game, activity or curricular projects may also be canceled. Decisions will be made on an individual basis by the administration and teachers involved. If school is canceled after the busses have already picked up students or at any point during the school day, the radio and television stations will be notified immediately. We will make every attempt to notify parents as early as possible of early dismissals so parents can make arrangements. If parents wish to be notified by telephone of early dismissals they need to notify the principal's office and provide emergency numbers. Parents need to keep an eye on the weather forecast and on days where bad weather is predicted to move in make sure you can be contacted.

Tornado Warning

The signal for a tornado warning will be a siren, via the intercom system. Students and teachers will follow the following procedure:

1. Each teacher will remain with his/her class and be in possession of his/her grade book.
2. Windows and doors are to be left as they are when the warning bell rings.
3. Rooms 1, 2, 3, 4 (rooms on the North side of the main hallway) report to the girl's restrooms.
4. Rooms 5,6,7,8, report to boy's restroom.
5. Room 9- students are to stay in the room and take cover along the south wall.
6. Rooms 12, 13, 14, 15 (rooms on the South side of the main hallway) report to the boy's restroom.
7. Room 16 (Media Center), Room 19(Counselor's Office), Room 20(Art room) report to the hallway outside of Room 20 (Art Room)
8. Room 21(Speech Room) remain in the room and take shelter.
9. Students in the Agriculture building are to report to the hallway outside of Room 9 in the main building
10. Students in the field house are to report to the hallway outside of Room 9 in the main building.
11. Students in the weight room building are to report to the hallway outside of Room 9 in the main building
12. In case of a storm warning between classes, students are to report to the Boys and Girls Restrooms located in the north hallway of the main building and to the hallway outside of Room 9 in the main building.
13. In case of a storm warning while students are assembled in the cafeteria, students are to report to the Boys and Girls Restrooms located in the north hallway of the main building and to the hallway outside of Room 9 in the main building.
14. Room 26 is to report to the hallway outside of Room 20 (Art Room)
15. Room 27 is to report to Room 17(Special Education Room)
16. Students in the Multipurpose room report to report to the hallway outside of Room 20 (Art Room)
17. Administration offices report to the office storeroom.

Fire Drill

Each teacher has the responsibility to inform students of the signals for fire safety. The signal for a fire will be an interrupted tone through the intercom system or the alarm accompanied by flashing lights via the internal fire alarm system. The following procedure should be followed in case of a fire:

1. Students in the main building will vacate the building in the following manner.

a. Rooms 1, 3, & 4 - exit out the north side of the east door in single file and onto the lawn in front of the field house.

b. Rooms 11, 12, 13, 14, & 15 - exit out the south side of the east door in single file and onto the lawn in front of the field house and / or music room.
c. Room 2 - exit out the emergency door in that room and onto the baseball field.
d. Rooms 6, 7, 8, 9, 19, & 20 - exit out the west door (across from room 19) and onto the area behind the elementary building.
e. Rooms 16, 17, 26, & 27 - exit out the east door of the south wing and onto the student parking lot.
f. Room 5 - exit out the south door to the front of the high school building.
g. Rooms 21 & 22 - exit out the south door of the multi-purpose room to the front of the building.
h. Cafeteria - exit out either the north or west doors to the open area behind the cafeteria.
i. Offices - exit out the south door to the front of the building.
2. Students who are in the weight room or vocational agriculture building will exit by the use of the side doors and gather on the lawn in front of the building.
3. In case of fire when students are not in the classrooms, such as between classes, exit by the nearest door and assemble with the teacher of the class you just left.
4. Students in the field house will exit by the south doors and gather on the lawn in front of the building.
5. Upon hearing the signal, students should leave in quick and orderly fashion as soon as possible. Teachers should check rooms to make sure that all students have left the room. Teachers should take their grade books with them and call roll when students are assembled outside.
6. If the exit you are supposed to exit by is blocked by fire go to the next nearest exit and assemble in an area near the other students.

Intruder Alert Procedure

An intruder alert will be broadcast over the intercom system. We will simply ask the faculty and staff to lock down the facilities. The following procedures are to be followed in case of this announcement:
1. Close and lock all doors.
2. Close all windows and shades.
3. Turn off all lights.
4. Place students on floor next to interior wall.
5. Verify all students are accounted for.
6. If you are not in your assigned classroom, stay in the room you are in or enter the nearest classroom and remain there.
7. Faculty members should only contact the office if you are missing a student or have an extra student.
8. Do not look out doors or windows or leave the room you are in until an all-clear announcement is made.

Bomb Threat

1. Evacuate classrooms after told to do so or fire warning system is activated.
2. Use fire evacuation routes.
3. Maintain class record book.
4. Verify all students are accounted for.
5. Remain outside until told building is safe.

Earthquake

1. Students are to take cover under their desks or tables.
2. After earthquake, evacuate classroom using fire evacuation routes.
3. Maintain class record book.
4. Verify all students are accounted for.
5. Remain outside until told building is safe

PART VII
Discipline Policy

General Information

Educators, parents, and students are all aware that for the smooth operation of an educational system and for a meaningful and rewarding educational experience to be provided for each student, an atmosphere of proper discipline within the school setting must exist. The Excellence In Education Act of 1985 (CCS #2SCS HCS HB463) provides that each school district must establish a policy of discipline and make a written copy available for public inspection. This policy shall outline procedures to be followed in the disciplining of students by the teachers and other authorized personnel, including volunteers, responsible for the care and discipline of school children. The policy is to be adopted by the Board of Education and followed by all personnel. The Act further provides that school personnel will not be held civilly liable when acting in conformity with the established policy. A policy dealing with discipline can be too general so as to have little meaning to students and teachers. It is unreasonable however, to expect a policy to be so specific as to list every possible action a student might perform or that he/she should not. Junior and senior high students are approaching adulthood and should be mature enough to be expected to conduct themselves in an acceptable manner with a few guidelines as to expected behavior.

The Missouri School Board Association (MSBA) has compiled a series of policies relating to a number of more common discipline problems found in public schools. The material found in this publication borrows from the MSBA policies, past policies of the Walnut Grove R-V School District, policies found successful in other schools, the school administration and the Board of Education. This discipline policy has been approved in its entirety by the Walnut Grove Board of Education and will supersede any previous policies in content and application. The policy is, by necessity, somewhat general in nature in areas, but contains specifics so as to be an adequate guide to students and teachers. It is to be understood that these policies apply to any student during the school day, on school buses, at any school activity, or at any time students are under the supervision of school personnel. There are also court precedents that allow disciplinary action to be taken in some cases against students for actions committed away from the school setting if such actions pose a threat to other students of the normal operation of the school.

Student Rights and Responsibilities

The Board of Education believes that students have rights that should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

A. The right to attend free and public schools; the responsibilities to attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.

B. The right to a quality education; the responsibility to put forth the best efforts during the educational process.

C. Civil rights; including the rights to equal educational opportunity and freeman from discrimination; the responsibility not to discriminate against others.

D. The right to free inquiry and expression; the responsibility to observe reasonable rules and regulations regarding these rights.

E. The right to due process of law with respect to supervision, expulsion, and decisions that the student believes injure his/her rights.

F. The right of privacy, which includes privacy in respect to the student's records.

It is the belief of the board that as a part of the educational process, students should be made aware of their legal rights and of the legal authority of the board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the district's schools. If the policy

guidelines adopted by the board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation subject to an appeal. School must be a place where students are encouraged to learn. Standards of conduct are established by the Walnut Grove Board of Education to create an environment in which each student's right to learn is protected.

Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the elements of respect and cooperation will result in harmonious and constructive education of the students.

Student Due Process

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the board's policies and regulations on student suspension and student expulsion.

Due process requires that no pupil shall be suspended unless:

A. The pupil shall be given oral or written notice of the charges against him/her;
B. If the pupil denies the charges, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension and;
C. The pupil shall be given an opportunity to present his version of the incident and;
D. In the event of a suspension of more than ten days, refer to section #8 of the discipline policies dealing with student suspensions.

Student Conduct

The board of education recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and in promoting and effective instructional program in the district's schools. Acceptable behavior is based on respect for one's self and for the worth and human dignity of others. The development of such behavior in students is a dual function of the home and the school.

In order to fulfill the responsibility of the school it is necessary that each learning activity contribute positively to the creation and maintenance of a climate that is conducive to learning. Standards of student conduct are established by the Walnut Grove R-V Board of Education to create an environment in which each student's right to learn is protected. Students are expected to attend school punctually and regularly, to obey all rules and regulations, to obey all directions and requests of teachers, to observe good order and correct deportment, to be diligent in study, to be clean and tidy in person and attire, to be obliging to school mates, to refrain from the use of profane or improper language, and to refrain from the use of tobacco, alcoholic beverages, and drugs while on the school premises or under school supervision. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually.

Student Discipline

The board of education has the legal authority to make all needful policies, rules and regulations for organizing, grading and governing the students of the Walnut Grove school district. This includes the power to suspend or expel a student for conduct that is prejudicial to good order and discipline in the school or impairs the moral or good conduct of the students. The board may also delegate to the superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in attendance in district instructional and support programs as well as school sponsored activities and events. Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals may summarily suspend any student for up to ten (10) days for violation of these regulations. The principal for insubordination, irregular attendance, tardiness, truancy, habitually failing to give proper observance to the requirements of the school

may suspend a student. Notice of suspensions shall be given immediately to the parent or guardian and to the superintendent. Suspended students may be reinstated after the first offense by the principal; for the second suspension, the superintendent must reinstate them; for all subsequent suspensions, they must apply to the board for reinstatement. Flagrant disregard for policies, rules and regulations or continued truancy may result in suspension by the superintendent or expulsion. The superintendent may suspend a student for ninety (90) days. Expulsion of students is a function only of the board. Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to the endorsement of the building principal. The board expects each teacher to establish and maintain a satisfactory standard of conduct in the classroom. As students progress in the district's schools, it is reasonable to assume an increase in age and maturity will result in the students taking greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action. When formal disciplinary action occurs, a student will be made aware of the charges, given an opportunity to respond to the charges, and then given a notification of any disciplinary action that will take place. Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail of by direct telephone contact.

Students of Legal Age

Every student of eighteen years of age or older shall be deemed to be an adult. Such students, like all other students, shall comply with the policies, rules and regulations established by the Walnut Grove Board of Education, pursue a prescribed course of study, and submit to the authority of teachers and others in a supervisory role.

Monday School

Monday School will be assigned as needed on Mondays from 8:00 a.m. – 3:00 p.m. Monday School may be assigned to students who have poor attendance, poor academic performance, or disciplinary action. Students will be required to have work prepared for the entire duration of their allotted time. Cell phones will not be allowed and students will be required to stay their entire allotted time. Parents/Guardians are responsible for providing transportation for their students at the conclusion of Monday School (3:00 p.m.).
NOTE: Failure to attend Monday School could result in Out of School Suspension

In-School Suspension

The student is placed on in-school suspension which meets during the school day in an isolated area of the school. Students may earn 75% credit on any work done while on ISS. Work assigned but not turned in while on ISS will receive a zero and the student will not be allowed to make it up. While a student is in ISS, the teachers will be responsible to have work for the student to do during the day. It is the responsibility of the student to hand the work into the teacher or receive a zero for that day. Students are restricted from attending or participating in school activities for the entire day that they are in ISS. Whether or not a student is allowed to participate in an after school extra-curricular event will be at the discretion of the event sponsor. An attempt will be made to notify parents before an In-School-Suspension is served. If a student is kicked out of ISS and sent home on OSS, the student will still be required to finish their ISS the next available day.

Out of School Suspension

The Board of Education believes that the right of a student to attend the Walnut Grove R-V School carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations are essential for permitting others to learn at school. Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students, or property of the school shall be permitted, provided such action is taken

in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may temporarily be denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education. The Board authorizes the summary suspension of pupils by building principals for periods not to extend ten (10) days and by the superintendent for periods not to exceed one year, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days.
A student may be suspended by the principal for insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness or habitually failing to give proper observance to the requirements of the school. Notice of such suspension shall be given immediately to the parent/guardian and to the superintendent. The student and/or parent/guardian may appeal the principal's decision to suspend the student to the superintendent. When a student is on OSS, the student will receive a maximum of 60% on work completed during OSS. The student must request work during OSS and it is due the day the student is scheduled to return. Zeros will be given for any work not turned in on the first day back. All tests must be made up by the second day the OSS student has returned. The student will be restricted from attending or participating in any school activities until the student has been allowed to return to school. A parent/guardian must accompany the student to school on the first day after a suspension to discuss re-admittance through parent/principal conference. In case of suspension of a student by the superintendent for a period of more than ten (10) days, the student or parent/guardian may appeal the decision of the superintendent to the Board. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process. In such case, the judgment shall be immediately transmitted to the student and parents/guardians, and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than ten (10) days, the superintendent shall promptly transmit a written report to the Board indicating the facts relating to the suspension, the action taken by the superintendent and other administrative officials, and the reason for such action. The Board upon request shall grant a hearing to appealing party.

For every 1 day OSS served, students will have 3 days of ineligibility for all extracurricular activities.

Student Suspension for Handicapped Students

If a handicapped student is charged with engaging in serious misconduct for which suspension may result, the principal will follow these recommended procedures:
When suspension for more than ten (10) days is considered, the supervisor of special education will reconvene the student's Individual Education Program (IEP) committee. This committee will be considered a "panel of experts" charged with the responsibility of determining: (1) whether the behavior(s) for which action is recommended is related to the subjects handicapping condition, (2) whether the student's action imperils the education of others within the setting, and (3) whether the student is, in fact, in appropriate least restrictive environment. If the committee determines that the behavior under review is unrelated to the handicapping condition or that the student's behavior does imperil the education of others, the normal disciplinary procedures can proceed immediately. However, if the committee is unable to reach a decision based on the information presented, they may recommend further assessment.

In this event, the student will remain in the present placement until assessment is completed and reviewed by the committee. In special cases where it can be documented that a student who is recommended to remain in his present placement while undergoing a multi-disciplinary evaluation would be a danger either to himself or others within the educational setting, then he/she may receive homebound instruction until the time that the evaluation is completed. Concurrent agreement of the principal and supervisor of special education can only authorize this procedure. The school will have ten workdays to complete this process. The decision rendered by the committee shall be communicated, in writing, to the superintendent, parents/guardians, principal, and

supervisor of special education following the conference. Once all issues are satisfied, the normal disciplinary procedures may proceed immediately. If in the future, student expulsion becomes a viable alternative for a handicapped student, information gathered by the above process will be made available to the Board of Education to assist them in making that decision. Note: Students with IEP are not necessarily subject to the regular discipline policy.

Student Expulsion

The Board of Education may originate suspension or expulsion proceedings on its own motion for student conduct that is deemed prejudicial to good order and discipline in the schools or which tends to impair the morale of good conduct of the student. However, only the Board has the authority to expel a student from school. If a student consistently refuses to conform to school policies, rules and regulations, the principal and the superintendent may recommend to the Board of Education that the student be expelled from school.

The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as the guidelines for proceeding.

A. Board action shall begin with a written notification of against student, which shall be delivered by certified mail to the student, his/her parents/guardians, or others having custodial care. Such notification will include charges, contemplated actions, and time and place of a hearing on such charges, and notice that the student, parents/guardians, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.

B. The hearing will be closed unless the student, parents/guardians, or others having custodial care request an open hearing. At such hearing the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians, others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in their defense.

C. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians, others having custodial care, or counsel, if applicable.

Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education.

Student Complaints and Grievances

Any alleged acts of unfairness or any decision made by the school personnel that a student and or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules may be appealed to the school principal. The following guidelines are established for the presentation of student complaints and grievances:

A. The principal 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.

B. 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 inform participants of the action that will be taken.

C. If the students 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. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal. All records of notices, conferences and actions taken to resolve student complaints and grievances will be filed and identified as grievance records, and will not be placed in personal files.

Interrogations and Searches

A. Interviews with Police, Juvenile Officers or Other Law Enforcement Officials

The Walnut Grove R-V School has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day, or periods of extracurricular activities, the school principal or designee will be present. Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school; parents must be notified, students must be informed of their constitutional rights by the law enforcement officials, students may remain silent if they so desire and they must not be subject to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

B. Searches by School Personnel

Students may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such an action is deemed appropriate by the principal, and may be disciplined for insubordination. 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. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons, but not limited to these reasons, are suspicion of concealing drugs, alcohol, and material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

C. Removal of Students from School by Law Enforcement Officials

An officer of the law may take a student from school only if the officer has ready for service a subpoena, a warrant for arrest, or an order for civil arrest. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school. Occasionally a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

General Classroom Conduct

The Walnut Grove R-V Board of Education delegates to each classroom teacher the right and responsibility to establish reasonable classroom rules and procedures to ensure an environment conducive to learning for all students. Students are expected to comply with these rules and procedures and to conduct themselves in a courteous and orderly manner. Teachers may take disciplinary action necessary to the enforcement of the established procedures. Teachers should refrain from the use of physical force in the disciplining of students unless it is necessary in self-defense or to prevent injury to the other students or school property. In general, classroom discipline should be handled by providing an environment that encourages students to take an active part in the lesson and to have a desire to learn the material being presented. If disciplinary action is necessary, the teacher may use such procedures as, but not limited to, verbal warning, student conference, parent conference, changed seating, temporary isolation, additional written assignments, missed recess time for elementary students, etc. Once these procedures have been exhausted, a student should be sent to the office for a conference with the principal. Students and teachers should be aware that for offenses beyond general classroom disruption, a student should be sent to the principal's office immediately. Students are not allowed to have food or drink (other than water) in the classrooms unless given permission by the teacher.

Public Display of Affection (P.D.A.)
The school setting is an inappropriate place for the excessive display of affection. Such excessive display of affection can be damaging to the reputations of those involved and is a poor model for the younger students. Hugging or holding hands is not permitted. Students that violate the PDA policy will be assigned after school detention.

Closed Campus
Walnut Grove R-V School maintains a closed campus policy. This means that whenever students arrive in the morning, they are not to leave the campus without checking out through the office. Students who ride the bus to school are considered on campus when their bus arrives at school. Students who leave the campus during the school day without permission are considered truant. Also, by being a closed campus, all visitors are to check in at the principal's office before going to other areas of the campus.

Being In an Unauthorized Area of Campus
Students are expected to be in the classroom unless they have a written pass from a teacher authorizing them to be elsewhere. When not in class, students are to be in areas as outlined in the student handbook.

Cafeteria Behavior
The cafeteria provides each student a nutritious meal at a reasonable price. Since we have a closed during the lunch period, all students are expected to be in the cafeteria during the lunch period. Within the cafeteria students are expected to display the courtesy and manners normally found in any other public eating establishment. Students who continue to display poor cafeteria manners will be disciplined. The junior high students will sit at assigned tables and not be allowed to mingle with the high school students.

Student Dress Code
The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and the parents/guardians within the following guidelines:

- Clothing that exposes the upper torso (halter tops, backless, spaghetti-strapped, transparent blouses or shirts, or midriff garments, tops that show undergarments or cleavage) should not be worn.
- Slogan shirts in bad taste or advertising alcohol, tobacco, or illegal substances are not permitted.
- No men's or women's undergarments should show outside of clothing, but undergarments must be worn.
- Saggy jeans which show undergarments are not permitted.
- Students are not permitted to bring and wear blankets during the school day. Blankets are only permitted for special occasions.
- Costumes are not permitted except on special occasions, including, but not limited to, ear headbands, capes, tails, and bandanas.Hoods are not permitted.
- Sunglasses are not permitted inside the building.
- All students must wear shoes, boots or other types of footwear.
- Specific courses where safety or health is a factor may require students to adjust hair, clothing, or wear safety equipment during that class period.
- Students shall not wear any clothing or attire that signifies gang affiliation (i.e. doo rags, scarves, etc.) or wear clothing in such a fashion as to signify gang affiliation (i.e. pant leg rolled up).

Shorts: Shorts should be neat, clean and of mid-thigh length. Any holes pocket level and above will require students to wear tights or shorts under the pants or tape can be used to cover the hole in the pants. Short shorts, biker shorts, and boxers are not to be worn, but running or track shorts are permissible.

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety the student will be required to make modifications.

Parents should monitor their child's dress. Classrooms are air-conditioned which enhances the learning environment and eliminates the necessity to wear less clothing.

Students that are in violation of the dress code will be required to make modifications at the request of teachers or administrators. Any student who violates the dress code more than 1 time will receive after school detention or any disciplinary action as determined appropriate by administrators.

Headgear (caps, hats, etc.) Students may wear caps and hats in the school and classrooms at the teacher's discretion. Hoods and blankets are not permitted.

Gambling
Students are not to participate in any form of gambling on school property or at any school related event. Students who do so are in violation of school policy and in some cases state law. Gambling is considered as participating in any game of chance in which a person can win or lose money of any item of material value.

Fireworks
The possession and/or discharge of fireworks at school pose a danger to both the students and to school property. Students are not to have any form of fireworks in their possession, or discharge fireworks, at any time while on school property or at any school activity. If a student is found to have fireworks in his/her possession, or to have discharged fireworks, the fireworks will be confiscated and the student disciplined accordingly.

Use of Profane, Vulgar, or Inappropriate Language
Students are expected to refrain from the use of profane, vulgar, or inappropriate language in any form (spoken, written, through gesture, etc.) while in school or at any school activity. Part of any person's education is to learn when and where certain language is acceptable. Students should be able to find alternative ways to express themselves that would be acceptable in all areas of society. Students who use inappropriate language will be advised and disciplinary action will be taken. Continued use of such language may result in suspension. Students are also prohibited from possessing or displaying any form of pornographic materials.

Insubordination or Disrespect toward School Personnel
Students are expected to be courteous and respectful toward all school personnel at all times. It is to be expected that students may at times disagree with a teacher or with the teacher's expectations of them, but students should be aware that there are proper ways to disagree. Insubordination is defined as "failing to honor any reasonable request made by a member of the school staff". For a school to run smoothly and for the educational process to be beneficial to all students, rules must be established by the teachers and followed by the students. Failure to do so causes a breakdown in the system and is detrimental to all concerned. Insubordination and disrespect will lead to disciplinary action that may include suspension or expulsion.

Fighting, Hazing and Threatening or Intimidating Actions
Fighting, hazing and threatening or intimidating actions directed toward other students are not acceptable student behavior and will be cause for disciplinary action.
Students in a civilized society should be aware of ways to handle differences of opinion with other students without resorting to violence or the threat of violence. One of our basic freedoms is the freedom from fear; therefore, no student should be put in a position where he/she is fearful of being in school due to the threat of violence by other students.
Disciplinary action will be taken as outlined in the Safe Schools Act for students that found fighting, hazing and threatening or using intimidating actions toward another student. (See Discipline Consequences.)

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

- **1st offense- 1 - 180 days suspension or expulsion and possible notification made to law enforcement***
- **2nd offense- 11 - 180 days suspension or expulsion & notification made to law enforcement***

Striking, Boycotting or Preventing Others from Attending Class

Striking, boycotting or preventing others from attending class are not acceptable ways to settle student grievances. Students who participate in such activities shall be considered truant and also insubordinate. The Walnut Grove Board of Education makes provisions through a student grievance policy for students to settle complaints and grievances. (See Student Complaints and Grievances.)

Student Conduct on School Buses

The safety of students during their transportation to and from school is a responsibility that they and their parents/guardians share with the bus drivers and school officials. The Board wants each student to know what conduct is expected when waiting for and riding on a school bus. Therefore, the rules of student conduct will be issued to all students as part of the student handbook.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect their safety and the safety of others. The driver will report a student who misbehaves to the principal on the same school day if the incident occurs in the morning or the next morning if the incident occurs in the afternoon. Failure to follow bus rules and regulations may result in the suspension of the privilege of riding the bus.

The following guidelines will be followed concerning the school busses:

1. The driver is in charge of the bus. Students who do not follow his/her directions will be denied the right to ride the bus.
2. Students must be on time. The bus cannot wait beyond its normal scheduled time.
3. Students should never stand in the roadway while waiting on the bus.
4. Students must not extend arms of heads out of the bus windows, nor should any objects be thrown from a bus.
5. Students must remain seated at all times while the bus is in motion.
6. Any damage to the bus should be reported at once to the driver.
7. Students shall cross the road only in front of the bus when leaving.
8. Drivers may assign students to a seat and require that they sit in that assigned seat.
9. Busses will not unload students before 7:30 a.m.
10. There will be no eating or drinking on the busses.
11. Any student who damages a school bus in any way will lose bus privileges and will be responsible for paying for any repairs necessary.

Student Automobile/Vehicle Use

Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property.

The principal shall establish rules and regulations necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. Students are encouraged to take advantage of transportation to and from school provided by our bus transportation system. If students find it necessary to drive to school, they shall park their vehicles in the main parking lot east of the high school building and not along the area adjacent to the sidewalk nor along the north edge of the driveway. Vehicles should face in north/south direction and should be in relatively straight lines east/west. No student vehicles are to be farther north than an imaginary line running east from the electric pole on the north end of the lot and no farther west than an imaginary line running south from the east edge of the handicap-parking slab in front of the field house.

To drive a vehicle to school a student must follow these guidelines:

1. Be a licensed driver.
2. Have their vehicle(s) information forms properly filled out and handed in to the office.
3. Have their Drug Screening Forms properly filled out and handed in to the office.
4. Be covered by liability insurance.
5. Drive in a safe and competent manner on campus and on adjacent streets.
6. Leave vehicles upon arrival at school and not occupy the vehicle until the end of the school day. Students may not stop by their vehicles between classes or during lunch unless permission is received from the principal's office in advance.
7. Recognize that parking a car on school grounds is a privilege, not a right, and the student assumes full responsibility for the vehicle and agrees that the school assumes no liability for any damage that may occur to the vehicle while on school property.
8. Agree that with reasonable cause the principal or his representative may search the vehicle while on school property.
9. Agree that failure to follow any of these guidelines is grounds for denial of the privilege of bring

motor vehicles onto school property.

Nuisance items are things which are unnecessary and/or distracting to the educational process, and/or those items which may prove to be unsafe if used improperly. Examples of nuisance items are provided below and some items not listed may still be considered inappropriate by the principal.
Laser pens, water guns/balloons, water attack items, shaving cream, lighters, fireworks, etc.
*These are only examples of nuisance items; others not listed may be considered as such by the principal.
Nuisance items may be confiscated from the student and kept in the office. Parent/legal guardians will be contacted concerning the situation. Any item deemed unsafe, will need to be picked up by the parent/guardian within a reasonable amount of time. The principal will not store these indefinitely.

Assaults On School Employees
Any physical assault upon a teacher or school employee or any use of violence, force, threat, intimidation, harassment, fear, etc. toward any teacher or employee will be grounds for immediate suspension or expulsion. In addition, the proper authorities will be contacted and charges filed if appropriate.

Possession By Students of Tobacco or Tobacco Products
Students under the jurisdiction of the Walnut Grove R-V School shall not be permitted to possess tobacco products (including e-cigarettes and personal vaporizers) on school property during the school day, extracurricular activities held on school premises, or on school sponsored activity trips. Any such products will be confiscated and destroyed and disciplinary action will be taken. (*e-cigarettes or other device with THC or marijuana substance will fall under **Drugs/Controlled Substance** section of the Student Code of Conduct)
Nuisance Items

Tobacco possession or use of any tobacco products on school grounds, bus or at any school activity:
Possession/Use

- **1st offense 1-3 days Suspension**
- **2nd offense 3-5 days Suspension & Report to Juvenile Authorities**
- **3rd offense 5-10 days Suspension & Report to Juvenile Authorities**

Student Possession or Use of Drugs
The Board of Education recognizes its share of the responsibility for the health, welfare and safety of the students who attend the Walnut Grove R-V School. Therefore, the use, sale, transfer, possession or being under the influence of physical or mind altering chemicals (drugs) are prohibited on or in the school property, at school sponsored activities or events or in any vehicle while being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational opportunities to be exposed to unnecessary disruptions and distractions as caused by fellow students under the influence of drugs or in possession of these substances.

A. For the purpose of this policy a drug shall be defined as any substance capable of altering the body's chemistry or behavior patterns internally and/or externally for a brief or extended period of time. The substance may be taken into the body by inhalation through the respiratory system, absorption through the skin or body openings, ingestion through the digestive system, or injunction

into any of the body's fluid systems.

B. Any student of the Walnut Grove R-V School in possession of, or under the influence of, drugs without prior notification of the school nurse shall be in violation of this policy. Any quantity of drugs in the student's possession not previously cleared by Section C below shall be in violation.

C. The student body shall be informed that the Board of Education and the school's staff consider drug enforcement to be a continuing duty. Therefore, all "over-the-counter" drugs will also need to be cleared with the school nurse before being taken. While this action may seem to be overly harsh, it is the only way this policy can be fairly enforced to put all students on an equal basis. Students need to daily notify one of the above people of the need for medication as long as the medication is taken.

D. The school administration or teachers shall have the right to search the person, clothing, lockers, books, or any other personal belongings of any student suspected to be in violation of this policy as often as necessary, whether during school hours, at or away from school buildings, or at any school event, formal or spontaneous, whether at school or at some alternate location.

Possession or use of any unauthorized prescription drug, narcotic substance, counterfeit drugs or drug related paraphernalia:

- **1st offense - 1 - 180 days OSS and report to the proper authorities**
- **2nd offense - Expulsion**

Student Possession or Use of Alcohol

The purpose of this school is to provide each student with the best education possible. This is not a possibility if a student's thinking is impaired by the use of alcohol. Possession or use of any alcoholic beverage is therefore grounds for disciplinary action.

Possession or use of alcohol:

- **1st offense - 1 - 180 days OSS and report to the proper authorities**
- **2nd offense - Expulsion**

NOTE: KNOWN ILLEGAL SUBSTANCES OR SUBSTANCES OF UNDETERMINED NATURE WILL BE TURNED OVER TO LEGAL AUTHORITIES. USES OF THESE SUBSTANCES ARE ILLEGAL AND HARMFUL TO A STUDENTS HEALTH.

Theft

Even in the school system, theft is illegal. Students who are guilty of theft will be required to make restitution and will be subject to disciplinary action. If the theft is from another student, that student's parents/guardian may file charges with the authorities. If the theft is from the school, disciplinary action will be taken and the proper authorities will be contacted and further legal action will be turned over to them. (See Discipline Consequences.)

Dangerous Weapons In The School

Any person utilizing a school facility is not to carry, conceal or directly or indirectly see, deliver, or loan any kind of firearms, knives, razor, metal knuckles, billy club, sword cane, slingshot, throwing star, other similar deadly weapons in school buildings or on or about the school district's grounds. Violations of this provision will be referred to the appropriate legal authorities. In addition, any student who violates this provision will be subject to suspension and/or expulsion from school. (See Discipline Consequences.)

Arson

The deliberate setting of fires on school property is not only dangerous to the property and to the students, but is also against state arson laws. Students who are guilty of such a practice will be reported to the authorities and will face disciplinary action from the school. (See discipline Consequences.)

Behavior Unbecoming of a Student or Disruptive to the Educational Process

It is not possible for any school district to put into writing policies for every possible offense a student might commit. It shall therefore be the policy of the Board of Education that the administrators of the Walnut Grove R-V District have the authority to:

A. Handle any discipline problems not covered by a specific policy in a manner permissible by state law and comparable to methods and punishments for offenses of similar type or severity.
B. Make any changes or additions in the overall discipline policy that may become necessary to conform to state regulations.
C. Bring to the Board any changes or additions felt by the administration to be necessary for the continued discipline of the school.
D. Skip steps on the discipline chart for students who are "habitual offenders" or if the severity of the offense warrants more than the prescribed punishment.

Discipline Consequences

Suspension can be either ISS or OSS
*The Missouri Safe Schools Act requires Law Enforcement be notified.

Violations Against Persons

A. Assault - Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent danger (verbal or physical).
- **1st offense 1 - 180 days suspension or expulsion**
- **2nd offense 11 - 180 days suspension or expulsion & notification made to law enforcement***

B. Fighting - Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
- **1st offense 1-4 days suspension**
- **2nd offense 3-10 days suspension**
- **3rd offense 1-180 days suspension**

C. Attempting to kill or cause serious injury to another.
- **1st offense - Expulsion and notification made to law enforcement***

D. Perceived threat - Any statement or action that may be perceived as threatening.
- **1st offense - 1 - 180 days suspension or expulsion**

E. Weapons

1. Possession of or use of any instrument or device, which is customarily used to attack or defense against another person and any instrument or device used to inflict physical injury to another person.
   - **1st offense - 1 - 180 days suspension or expulsion & notification made to law enforcement***
   - **2nd offense - 11 - 180 days suspension or expulsion & notification made to law enforcement***

2. Possession or a firearm
   - **1st offense - One calendar year suspension or expulsion & notification made to law enforcement***

F. Disrespectful or disruptive speech or conduct being disrespectful (verbally, written or symbolic) or gestures which are inappropriate to public settings directed at a staff member or which disrupts classroom work, school activities or school functions.
- **1st offense - 1 - 10 days suspension**
- **2nd offense - 1 - 180 days suspension**

Violations against Public Health and Safety:

A. Tobacco possession (including e-cigarettes and/or personal vaporizers) or use of any tobacco or vapor products on school grounds, bus or at any school activity:

Possession and/or Use

1st offense 1-3 days Suspension
2nd offense 3-5 days Suspension
3rd offense 5-10 days Suspension

B. Drugs/Alcohol possession or use of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug related paraphernalia:

- **1st offense - 1 - 180 days OSS and report to the proper authorities**
- **2nd offense - Expulsion**

Violations Against Property

A. Arson - Starting a fire or causing an explosion with the intention to damage property or buildings.
- **1st offense - 11 - 180 days OSS or expulsion**
- **2nd offense – Expulsion**

B. False Alarms - Tampering with emergency equipment, setting off false alarms, making false reports.
- **1st offense - 1 - 180 days OSS or expulsion**
- **2nd offense - 1 - 180 days OSS or expulsion**

C. Extortion - Threatening or intimidating any student for the purpose of obtaining money or anything of value.
- **1st offense - 1 - 10 days OSS**
- **2nd offense - 1 - 180 days OSS**

D. Vandalism - willful damage or attempt to cause damage to real or personal property belonging to the school, staff or students.
- **1st offense - 1 - 180 days suspension and restitution**
- **2nd offense - 11 - 180 days OSS or expulsion and restitution**

E. Theft - Stealing or attempting to steal private or school property.
- **1st offense - 1 - 180 days suspension or expulsion and restitution**
- **2nd offense - 11 - 180 days suspension or expulsion and restitution**

Sexual Harassment

1. Use of verbal, written or symbolic language that is sexually harassing.
- **1st offense - 1 - 180 days OSS or expulsion**
- **2nd offense - 1 - 180 days OSS or expulsion**

2. Physical contact that is sexually harassing.
- **1st offense - 1 - 180 days OSS or expulsion**
- **2nd offense - 1 - 180 days OSS or expulsion**

Defiance and Insubordination

1. Direct refusal to follow directions of school staff personnel.
- **1st offense - 1 - 180 days suspension or expulsion**
- **2nd offense - 1 - 180 days suspension or expulsion**

Disruptive Behavior

1. Disruptive speech or conduct that disrupts classroom work or school activities.
- **1st offense – ASD/Lunch Detention/Suspension**
- **2nd offense – ASD/Lunch Detention/Suspension**
- **3rd offense – ASD/Lunch Detention/Suspension**

- **4th offense - 1-180 days of suspension or expulsion**

Tardiness

1. Tardies start over at the beginning of each semester and are per class.

- **3th tardy – ASD**
- **4th tardy – 2 ASDs**
- **5h tardy – 1 day of ISS**
- **Any additional tardies will result in a day of ISS**

Classroom Discipline

Classroom discipline will be handled in the following manner (steps start over each semester).
Step 1 - Verbal warning by classroom teacher, change seating, counsel with student, etc.
Step 2- Parent contacted by the teacher, Parent/Teacher/Student Conference
Step 3 - Referral to the principal. Possible disciplinary actions may include:

- **Parent Contact:** The parent or guardians are contacted by telephone and/or mail concerning the disciplinary problems and the action taken by the administration.
- **After-School Detention:** The student is required to stay after school in an isolated room.
- **In-School Suspension:** The student is placed on in-school suspension which meets during the school day in an isolated area of the school. Students may earn 75% credit on any work done while on ISS. Work assigned but not turned in while on ISS will receive a 0 and the student will not be allowed to make it up.
- **Out of School Suspension:** The student is forbidden to attend school for 1 to 90 days after receiving due process by a principal or superintendent. The student will receive a maximum of 60% on work completed during OSS. The student must request work during OSS and it is due the day the student is scheduled to return. Zeros will be given for any work not turned in on the first day back. All tests must be made up by the second day the OSS student has returned.

- **Removal from Class:** Any class dropped due to discipline problems during the semester will be recorded as a grade of "F".
- **Expulsion:** The student is excluded from school by the Board of Education.
- **Calisthenics:** Exercises performed by the student (pushups, sit ups, etc.)

All punishment shall be administered without malice.

Computer Acceptable-Use Policy

The Walnut Grove School District offers network and Internet access for teacher and student use. This document contains the Acceptable-Use Policy for use of the network system. Both parents and students should read the policy carefully before signing the Student User Agreement. The Walnut Grove School District, in compliance with the Children's Internet Protection Act (CIPA), will utilize measures to block and/or filter Internet access to visual depictions and other materials deemed to be obscene, child pornography, or harmful to minors.

Educational Purpose

The network and Internet access has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
The network and Internet access has not been established as a public access service or a public forum.
The Walnut Grove School District has the right to place reasonable restrictions on the material you

access or post through the system. You are also expected to follow the rules set forth in the districts disciplinary policies and federal, state and local laws.
You may not use the network and Internet access for commercial purposes. This means you may not offer, provide, or purchase products or services through the network or the Internet.

Student Internet Access:

- **World Wide Web:** All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- **E-Mail:** Students may have email access only under their teacher's direct supervision using a classroom account. Individual email accounts are not being provided to students through the school network.
- **User Agreement:** Parents and students must sign a Network User Agreement for students to be granted network and Internet access. Parents can withdraw their approval at any time.
- **Responsibilities of Network Users**
  With the rights and privileges of network use come certain responsibilities. Users need to familiarize themselves with these responsibilities. Conduct that is in conflict with the responsibilities outlined in this document may result in the loss or restriction of network privileges.
- **Personal Information:** Posting personal contact information about yourself or other people is prohibited. Personal contact information includes your full name, address, telephone, picture, etc.
- **Usage:** Respect resources limits. Do not knowingly degrade the performance of the network.
  All network users have the right to equal access to network resources. The system is to be used only for educational and career development activities and limited, high-quality, self-discovery activities. Uses, such as approved class work, have priority over other uses, such as browsing or “net surfing.” No single user should monopolize a computer or the network.
  As an educational network, we believe that individuals must take responsibility for their actions and words. Exemplary behavior is expected. When “visiting” locations on the Internet, network users must conduct themselves as representatives of both their class and the entire school community as a whole. Treat people you meet on the Internet as if they were honored guests at your school.
- **Copyright:** Obey the rules of copyright and personal property. Network uses must respect all copyright issues regarding software, information, and the attributions of authorship.
- **Installing software:** Commercial software may not be installed on the system without the express permission of the system network administrators.
- **Posting:** Posting personal communications to a public forum without the original author’s prior consent is prohibited. To do this is a violation of the author’s privacy. However, all messages posted in a public forum such as news groups or aliased e-mail may be copied in subsequent communications, so long as proper attribution is given.
- **Illegal Usage:** Use of the network for any illegal activities is prohibited. Illegal activities include any purpose or activity that is prohibited by federal, state, or local laws, rules, or regulations.
  Tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files is considered a crime under state and federal laws.
  Network users will not attempt to go beyond the user’s authorized access to the school network, or to any other computer system through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”.
- **Viruses:** Avoid the knowing or inadvertent spread of computer viruses. “Computer viruses” are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the school network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
- **Inappropriate Language:** Profanity or obscenity will not be tolerated on the school network. All network users should use language appropriate for school situations as indicated by school codes of conduct. Avoid offensive or inflammatory speech.

Network users must respect the right of others both in the local school network and in the Internet at large. Personal attacks are an unacceptable use of the network. Cyber-bullying will not be tolerated. If you ever feel harassed or threatened by somebody on the network, bring it to the attention of a teacher immediately.

- **Accessing Inappropriate Material:** The network is not to be used to access material that is profane or obscene (pornography); that advocates illegal acts; or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both teacher and parent have approved.
  If appropriate material is mistakenly accessed, you should immediately "back out" of the access and tell your teacher. This will protect you against a claim that you have intentionally violated this policy.
  Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district expects that you will follow your parent's instructions in this matter.
- **Pseudonyms:** Impersonation or pseudonyms are not permitted.
- **Search & Seizure:** Students should expect only limited privacy in the contents of personal files on the school network. The situation is similar to the rights students have in the privacy of their lockers. Routine maintenance and monitoring of the school network may lead to discovery of violation of this Policy, the school disciplinary code, or the law.
  An individual investigation will be conducted if there is reasonable suspicion that a student has violated this Policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- **Due Process:** The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's network.
  In the event there is a claim that a student has violated this Policy of the school disciplinary policies in the use of the school network, the student will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth.

Privileges and Rights of Network Users:

- **Free Speech:** Students' right to free speech applies also to communication on the Internet. The school network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict speech for valid educational reasons. The district will not restrict speech on the basis of a disagreement with the opinions being expressed.
- **Personal Responsibility:** It is presumed that users will comply with district network and Internet standards and will honor the agreements they sign.

Violation of the Internet Acceptable Use Policy:

- **1st offense - 1 - 3 days suspension and loss of Internet privileges for at least one quarter.**
- **2nd offense and additional offenses - 1 - 3 days suspension and loss of Internet privileges indefinitely.**

<u>Behavior Not Covered, Misc.</u>

The school district reserves the right to punish behavior that is subversive to good order and discipline in the school even though such behavior may not be specified in the Student Handbook.
Punishment for each offense mentioned may vary according to the severity of the offense. For example, third and fourth offense punishment may be applied if the misbehavior is extreme even on the first offense.
By Missouri Law, a building Principal may suspend a student from school for a period not to exceed 10 days. The Superintendent may suspend form school for a period not to exceed 90 days. The Board of Education, by Missouri law, may permanently expel a student. In cases involving students who are deemed as habitual offenders, the student and parents will be asked to appear before the Board of Education.

Dissemination of Policy

The Walnut Grove Board of Education shall guarantee the dissemination of the discipline policies to all concerned by:

Placing a copy for public inspection in each administrative office.
Providing a copy to each student for use by the student and his/her Parents/guardians.
Providing a copy to each new student whom enrolls.
Providing a copy to each member of the faculty and staff and to each board member.
Providing a copy on the school website: www.wgtigers.com
Incorporating the discipline policies into the student handbook.

WALNUT GROVE R-V BOARD OF EDUCATION STATEMENT ON SCHOOL VIOLENCE

In conjunction with the Safe Schools Act, the Walnut Grove R-V Board of Education will have a zero tolerance for students or adults speaking, writing or otherwise demonstrating any statements, ideas, thoughts, pictures, etc. concerning violent themes in, on or near school buildings and/or grounds. Any actual or alleged incidents such as described above will be immediately referred to the parents/guardians and/or appropriate law enforcement agency. If the incident involves a student(s), he/she/they will also be subject to school disciplinary measures if there is a preponderance of evidence or reasonable suspicion. It has been established over the years that students on school busses going to or from school or school related activities are under its jurisdiction. Educational activities "away' are interpreted in the same manner. The statements in the preceding paragraphs would therefore apply to school activities and to students on school buses. It is extremely difficult to write statements or policies due to the many unforeseen factors or the variation in human behavior pervasive in our present society. It is not the desire of the administration or board of education at Walnut Grove to become totally intolerant of one's differences, prejudices, values, etc. as these certainly bring certain "richness" to our culture. Still, someone has to make judgments on occasion as to the intent of an individual(s) in the course of a day. This is absolutely not an easy task, but one that must be dealt with in some manner. Therefore, while the Walnut Grove R-V School system wishes to foster the fullest development of each student mentally and creatively, it must do so in a constructive and positive climate and discourage the opposite kind due to its potential for harm and destruction. Our students (and adults) must have a "safe school" environment. Zero tolerance is our response to any threat "perceived as real" to this concept.

CONCLUSION

We are proud of the general tone of discipline that exists among the students of the Walnut Grove school district. In general, our students know proper behavior and practice it. Parents are supportive and desire the school to have an atmosphere of good discipline. It is hoped that the discipline policy will serve as a guide for those who are unsure of proper behavior and will be an aid in the improvement of the overall discipline climate.

The policies and procedures approved by the Walnut Grove Board of Education will be enforced during the school day and during the hours of extracurricular activities.

Student Handbook Agreement

The Walnut Grove Junior High and High School Handbook is now available on the Walnut Grove School website, https://www.wgtigers.com/ We ask that you read this handbook with your child. The handbook contains important information that will be helpful to you and your child concerning the day-to- day operations of the junior high and high school. If you have any concerns, please do not hesitate to contact the high school office.

After reading and discussing this handbook with your child, please fill out the form below and return it to the high school office.

Thank You,

Kyle Tate
Junior High and High School Principal

_____

I, _____ have read and discussed the Walnut Grove R-V Junior High and High School Student Handbook with my child _____, who is enrolled in the _____ Grade.

_____
Parent/Guardian Signature

_____
Student Signature

_____
Date