

WAYNESVILLE CAREER CENTER

Adult Catalog



Welcome to Waynesville Career Center. WCC provides quality career and technical education for the Waynesville/St. Robert/Ft. Leonard Wood area and seven surrounding communities in a new state-of-the-art facility.



400 GW Lane, Waynesville, MO. 65583
573-842-2500 (fax) 573-842-2501
www.waynesville.k12.mo.us

At Waynesville Career Center, faculty and staff are committed to providing students with access to the best technology available. Students are provided with hands-on experiences in each vocational field. Through these experiences, students are given the unique opportunity to view various career paths, which will enable them to make better career choices. Preparing students for a world that has become technological and one that will emphasize lifelong learning is an important role for all educators.

The WCC staff realizes that we represent the conscience of a society and that we help shape the conditions under which future generations will learn about themselves and their relationships to others in the world of work.

Dr. Traci Pattison
Director

WCC Vision Statement

Waynesville Career Center is committed to developing a diverse and skilled workforce of lifelong learners.

WCC Mission Statement

Waynesville Career Center provides a relevant learning environment using critical thinking, technology, and career skills to prepare students for success.

Accreditation



Waynesville Career Center is accredited by the
Commission of the Council on Occupational
Education

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA. 30350
1-800-917-2081
<http://www.council.org>

Contact Information:

573-842-2500

Adult Education Secretary
Haley Ballard- Ext. 2512

Finance Secretary
Tara Johnson - Ext. 2513

Veteran's Benefits
Beverly Zadravec - Ext. 2511

Practical Nursing
Jamie Shelton Ext. 2515

Admission Requirements

Adult students may be admitted to most areas of training if they have a high school diploma, HiSet or GED. Students must complete the following. (Medical programs have additional requirements such as drug screening, physicals, & current immunizations.)

1. Completed application (Application deadlines can vary by program)
2. **\$20.00 non-refundable** application fee. (If applicable)
3. Official High School Transcript, Official GED Transcript, or High School Diploma
4. Background check \$12, and is done online. (Verify which type of background check is needed)
5. Students must complete the **FAFSA** online, including A+ students. (If applicable)
6. www.fafsa.ed.gov School code **014833**
7. Take TABE Test and an Interest Inventory (If applicable)
8. Applications **will not** be processed until all application information is received
9. Interview
10. The program to which you are applying may have extra requirements needed with the application, and will be in the application packet.
11. Once accepted into the program student must schedule an appointment with the WCC Directors Office Finance Secretary.
12. There are no information technology requirements.

Application Procedures

Application Procedures

- 1) Obtain an application for enrollment from the WCC Main Office or online at <https://www.waynesville.k12.mo.us/domain/1088>
- 2) Submit to the WCC Main Office the completed application, documentation fulfilling vaccination requirements (if applicable) and file for financial aid using the Free Application for Federal Student Aid (FASFA).
- 3) Submit all required materials for the program and an official transcript of previous education earned from high school, high school equivalency, or other schools.
- 4) The applicant will be notified when to schedule an interview for placement.

For information on enrollment see:

**Mrs. Ballard, Adult Education Secretary or Mr. Smith,
Assistant Director**

Transfer Policy

All students must meet mandatory attendance and grades required for the Waynesville Career Center. All students must satisfactorily complete all aspects of the program. **No transfer of credits or clock hours will be accepted from other institutions.** Once enrolled, students are not permitted to transfer between programs.

Financial Aid

Standards of Satisfactory Academic Progress and Eligibility for Financial Aid

Federal regulations require that all students receiving federal aid funds maintain satisfactory progress. Failure to do so could result in termination of his/her financial aid. Waynesville Career Center has established measures for evaluating the satisfactory progress of financial aid. A student is required to maintain satisfactory academic progress as defined by program guidelines. A monthly academic progress report will be given to students.

- Students must also maintain a good attendance rate as defined by the program's guidelines.
- Students who are denied financial aid must immediately see the WCC Directors Office Finance Secretary to set up a payment plan.
- Students must adhere to the standards and policies set forth in the Adult Handbook regarding attendance and academic progress.

Payment and Fees

Please see the WCC Directors Office Finance Secretary for specific details about financial aid. The responsibility of financing a student's postsecondary education belongs primarily to the student and/or guardian.

Fees include tuition, textbooks, uniforms, classroom supplies, cap, insurance, and other miscellaneous supplies. Fees for uniforms, cap, insurance, books, and miscellaneous supplies are non-refundable.

Veterans Benefits

WCC is approved for most VA Education Benefits. The VA Certifying Official is available in the office to assist with your Education Benefits.

For more information on VA Benefits contact Beverly Zadravec at 573-842-2500 ext. 2511

Refund Policy

In the event a student leaves the program for any reason, the following refund policy shall apply to all students. If any student withdraws from his/her program, voluntarily or involuntarily, after (7) seven calendar days of the beginning of the payment period, but before 60% of the hours in the payment period, the student will owe WCC prorated tuition for that payment period and any previous remaining balance due. The tuition will be prorated based on the percentage of hours possible at the time of withdrawal. For example, if there are 450 hours in a payment period and the student withdraws after 225 hours, then the student will owe for half the tuition because they withdrew after half the hours ($225/450=50\%$).

If any student withdraws from his/her program, voluntarily or involuntarily. After 60% of the hours in a payment period, the student will owe WCC 100% of any of the tuition charged for that payment period and any previous remaining balance due.

Refunds when due, are made within 45 days (1) of the last day of attendance if written notification has been provided by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. Refunds, when due, are made without a request from the student. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100. Refunds for short-term programs such as the CNA program are prorated. The non-refundable charges are calculated based on the number of hours students have had the opportunity to complete in the course.

<u>Program</u>	<u>Part Time Tuition</u>	<u>Full Time Tuition</u>	<u>Clock Hours</u>	<u>Sup- plies*</u>	<u>Other Costs**</u>	<u>Part Time Total Cost</u>	<u>Full Time Total Cost</u>
Advertising Design	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Auto Collision Technology	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Auto Service Technology	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Certified Nursing Assistant	\$550		175	\$91	\$249	\$890	
Commercial Printing	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Computer Hardware and Networking	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Computer Information Technology	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Construction Technology (Carpentry)	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Cosmetology		\$6,000	1220	\$800	\$37		\$6,837
Cosmetology Instructor	\$2,900		630		\$37	\$2,937	
Culinary Arts	\$1,480	\$2,960	1020	\$275	\$32	\$1,867	\$3,267
Light Duty Diesel Technology	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
HVAC	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Masonry	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Nail Technology	\$3,185		400	\$250	\$37	\$3,492	
Practical Nursing		\$12,393	1425	\$3,107	\$282		\$15,782
Video Production	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992
Welding & Manufacturing	\$1,480	\$2,960	1020		\$32	\$1,512	\$2,992

All programs: Background check \$12 & Application fee \$20 are included in "Other Costs" Column.

Student Services

Guidance and Counseling

Need an adviser? An advocate? An arbitrator? A friend? The WCC Counselor is here to help students, faculty and parents smooth the bumpy career path on the way to employment.

- If you don't even know where your path is leading, stop in for a visit.
- If you know where your path is leading but can't get around the roadblocks, stop in for a visit.
- If you have someone standing in your path, stop in for a visit.

If you need someone to walk the path with you, stop in for a visit.

Career Services

The Career Services Educator provides valuable assistance to students with disabilities to make a smooth transition to career education programs and providing support services. Appropriate career objectives are established and used to determine correct placement. The VRE also serves as an advocate for students, teachers, and the community.

Placement

A placement coordinator helps students prepare for employment by helping develop interviewing skills, application completing skills, and resume writing. The coordinator will assist students in finding, attaining and growing into that first entry-level job.

Advertising Design

Instructor: Donna Groves—*14 years field experience, 7 years in district*

Daytime program, full & part-time offered



Award: Certificate

Become part of the exciting world of advertising design! Design is everywhere. Designers—or graphic artists—plan, analyze, and create visual solutions to communications problems. They find the most effective way to get messages across in print, electronic, and film media using a variety of methods such as color, type, illustration, photography, animation, and various print and layout techniques. Graphic designers develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications. It may take the form of a t-shirt design, a book cover, a product package, a DVD/CD cover, or a poster—virtually anything from a web-site to a highway billboard. Learn how to use the right software to create all forms of print and digital art and use your creativity to advance into a career in graphic design. Course offered once per year, nine months in length, starting in August.

Auto Collision Technology

Instructor: Rick Jeter—*31 years field experience, 21 years in district*

Daytime program, full & part-time offered



Award: Certificate

Most of the damage resulting from everyday vehicle collisions can be repaired, and vehicles can be refinished to look and drive like new. *Automotive body repairers*, often called collision repair technicians, straighten bent bodies, remove dents, and replace crumpled parts that cannot be fixed. Each damaged vehicle presents different challenges for repairers. Sheet metal, dent repair, and basic welding and refinishing fundamentals will be taught in this course. In addition you will learn, detailing—applying decals and miscellaneous exterior and interior trim. If you want to learn the tricks of the trade, Auto Collision is the place to be. Course offered once per year, nine months in length, starting in August.

Auto Service Technology

Instructors: *Jason Jones—22 years field experience, 19 years in district*

Daytime program, full & part-time offered

Award: Certificate

Do you enjoy an intellectually challenging environment that keeps you on your toes? Do you have a passion for cars and computers and enjoy solving puzzles? Then consider the field of Auto Service Technology. According to "Automotive Retailing Today", over the next decade, there will be an estimated 31,900 high-paying new jobs available for auto technicians. You can get this training in all eight areas required for national A.S.E. (Automotive Service Excellence) Certification. Classroom learning, computer instruction, shop demonstrations using state-of-the-art computer diagnostics equipment and tools to do real, hands-on mechanic work are all used in this training program. Course offered once per year, nine months in length, starting in August.



Commercial Printing

Instructor: *Bryan Schaffner—22 years field experience, 19 years in district*

Daytime program, full & part-time offered

Award: Certificate

The commercial printing industry includes printing on apparel and textile products, paper, metal, glass, and plastics; it also includes typesetting, platemaking, and book binding. Come join our commercial printing team in our state-of-the-art print shop. You will learn all aspects of the full service printing industry. Learn to use the offset press and all its related equipment to design, layout and print school forms and newspapers. You will learn to design and screen print t-shirts and add permanent lettering and designs using the embroidery machine. Printing takes the "design" phase to the production phase. Course offered once per year, nine months in length, starting in August.



Computer Hardware and Networking

Instructor: *Shane Strubbe*—Bachelors Degree in General Studies from Drury University, 16 years field experience, 7 years in district

Daytime program, full & part-time offered

Award: Certificate

Computer Hardware & Networking is one of the most challenging and fastest changing technical fields. You will learn to build computers and trouble shoot computer problems. You will learn basic electronics and train on real equipment, repairing all kinds of electrical appliances. Robot design and other assembling line projects will also be included. Career opportunities are increasing faster than technicians can be trained. Some career opportunities include: Customer Service Technician, Field Support Technician, Hardware Installation Coordinator, Help Desk Technician, Internet Network Specialist, PC Technician, and Network Administrator. Course offered once per year, nine months in length, starting in August.



Computer Information Technology

Instructor: *Shawnee Hefton*—Bachelors Degree in Computer Information Systems from Missouri State University, 18 years field experience, 8 years in district

Daytime program, full & part-time offered

Award: Certificate

In Information Technology you will learn how to design, animate, and maintain interactive websites. You will create 2-D animated projects including websites, cartoons, and more. Basic "Windows" capabilities, business usage, resume development are covered as well. Lastly, you'll learn two of the scripting languages used for web development. Employment opportunities include: Database Administrator, Database Analyst, Digital Media Designer, e-Learning Designer, Internet Application Developer, Software Architect, Software Quality Assurance Specialist, and Web Designer. Course offered once per year, nine months in length, starting in August.



Construction Technology (Carpentry)

***Instructor:** Clinton Jarrett—11 years field experience, 12 years in district*

Daytime program, full & part-time offered



Award: Certificate

Next time you are outside, take a look around. All of the buildings that we work, live and play in were built by construction industry professionals. They also built the factories that make our cars, the refineries that produce the gas to fuel them and the roads and bridges we drive on. There is very little in our world that is not affected in some way by construction. The construction industry can build big, like the Empire State Building or Hoover Dam. It also can build small, like a house in your neighborhood. Here you will learn and apply all aspects of residential construction. You will learn to use all of the tools and equipment of the trade. You will also receive your OSHA Safety Card and your Bobcat Certification. Course offered once per year, nine months in length, starting in August.

Culinary Arts

***Instructor:** Jon Dye—Specialist in Education from Missouri State University, 18 years field experience, 20 years in district*

Daytime program, full & part-time offered



Award: Certificate

This is an industry that truly never stops working. Culinary Arts can be summed up in three words, “money, travel, and fun”. You will learn about every aspect of the food service industry, from management to washing dishes. You will learn basic nutrition, sanitation and meal planning. You will prepare meals and cater special events, emphasizing decoration and food presentation. Positions in this field range from head cook to chef; from baker to pastry chef, from waiter to *maitre d’hotel*; from kitchen worker to establishment manager! In this class you will take three national certification exams and compete in state and national contests. Course offered once per year, nine months in length, starting in August.

HVAC

Instructor: *Randy Roam—Associates Degree from Linn State Technical College, 33 years field experience, 19 years in district*

Daytime program, full & part-time offered

Award: Certificate

Heating, air-conditioning, and refrigeration systems consist of many mechanical, electrical, and electronic components. Technicians must be able to maintain, diagnose, and correct problems throughout the entire system. In this program you will learn to install furnace and air-condition units, you will learn to design, manufacture and install the sheet metal duct work, run electrical wiring and install light fixtures, outlets, ceiling fans, and appliances. In addition you will learn plumbing for kitchens and bathrooms. In the shop you will learn to trouble-shoot and fix electrical motors and learn to service ice-machines, coolers, and soda machines. Course offered once per year, nine months in length, starting in August.



Light Duty Diesel Technology

Instructor: *James Rehm—11 years field experience, 19 years in district*

Daytime program, full & part-time offered

Award: Certificate

This two year course is designed to give students the opportunity to identify, maintenance and service components found on light duty diesel vehicles and equipment under one and a half ton classification. Students will learn the basic theory and operations, controls, regulations and fuels that make today's diesel engine a large part of our transportation technology. Also provide the basic hands-on skills needed for an entry level technician in an auto/light duty diesel repair facility, and to help prepare the student for taking the ASE (A-9) Light Duty Diesel certification test. Topics of instruction include shop safety and operations, electrical systems, engine repair related to the light duty diesel vehicle, diesel engine performance diagnostics with focus on Powerstroke, Cummins, and Duramax Technologies, emission systems, transmission, brakes, and Steering and suspension service. Course offered once per year, nine months in length, starting in August.



Masonry

Instructor: *Alvin Hoffman—17 years field experience, 14 years in district*



Daytime program, full & part-time offered

Award: Certificate

Brickmasons and stonemasons create attractive, durable surfaces and structures. For thousands of years, these workers have built buildings, fences, roads, walkways, and walls using bricks, concrete blocks, and natural stone. The structures that they build will continue to be in demand for years to come. Do you like working outdoors? Masonry may be the course for you. The Masonry program trains students in all aspects of building with brick, block and mortar. In Masonry you will receive the satisfaction of building something you can appreciate and learn the skills needed to accomplish that task. You will also be able to do hands-on activities that are enjoyable and will give you real work experiences. Course offered once per year, nine months in length, starting in August.

Video Production

Instructor: *Tim Wallace—Masters in Career & Technical Education from Pittsburg State University, 15 years field experience, 10 years in district*



Daytime program, full & part-time offered

Award: Certificate

Through experiences in TV Journalism students will learn the three-phase video production process, industry-related terminology, the history of video production, and current industry trends. Students work on the staff of Tiger TV News completing all tasks required to air a twice-weekly newscast. This course provides students with relevant work experience in a video production facility while developing a mastery skill set in the field. Students work on the staff of Tiger Production completing all tasks required of a video production facility. Students will also create a professional demo reel and resume highlighting their best work and skills obtained while in the program. Course offered once per year, nine months in length, starting in August.

Welding & Manufacturing

Instructor: *Adam Rodden—8 years field experience, 18 years teaching experience, 6 years in district*



Daytime program, full & part-time offered

Award: Certificate

Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Because of its strength, welding is used in shipbuilding, automobile manufacturing and repair, aerospace applications, and thousands of other manufacturing activities. This course uses the latest technology in welding equipment including gas tungsten and metal arc welding and arc cutting. You will learn to operate the new computerized plasma table and plasma cutting machine, along with the plasma cam software. You will learn everything from basic shop safety to the most advanced Tig welding skills. You will work toward certification. Course offered once per year, nine months in length, starting in August.

Certified Nursing Assistant

Instructor: *Heather Trusty- BSN from Capital University—in nursing 26 years, 5 years in district*

Evening classes held Tuesday & Thursday's from 5-9pm

Award: Certificate

Certified nursing assistants provide hands-on care and perform routine tasks under the supervision of nursing and medical staff. Specific tasks vary, with aides handling many aspects of a patient's care. Aides sometimes are responsible for taking a patient's temperature, pulse rate, respiration rate, or blood pressure. Some aides help other medical staff by setting up equipment, storing and moving supplies, and assisting with some procedures. Certified through the Department of Health and Senior Services, the CNA program provides 75 clock hours of training and 100 hours on the job training for students who wish to become a nurse aide. Funds may be available for persons who are currently employed in a facility on the date which nurse aide training begins. Students must pass a certification exam consisting of oral, written, and skill evaluation. CNA program is offered in the fall and spring semesters, three months in length with additional clinical hours.

Practical Nursing

Instructors: *Shelly Wong (Coordinator)-BSN-RN from University of Dubuque—in nursing 34 years, 16 years in district*

Heather Trusty- *BSN from Capital University—in nursing 26 years, 5 years in district*

Audrey McDaniel- *1 year in district*

Full time day program

Award: Certificate & Diploma

The goal of the Practical Nursing Program is to prepare individuals to provide intelligent, skillful nursing care in the health areas available to the practical nurse. Student begin with a study of basics and advance to more complex theory and practice. Advancement into professional nursing is encouraged while the importance of the practical nurse as an essential member of the health care team is emphasized. This course consists of classroom study and clinical practice. Course is offered once per year, ten months in length, starting in August. Prior to practice students must pass licensing examination.



Grading Scales

<u>Grading Scale</u>		<u>Practical Nursing Grading Scale</u>	
90-100	A	100%-92%	A
80-89	B	91%-84%	B
70-79	C	83%-80%	C
60-69	D	Below 80%	F
0-59	F		

Cosmetology

Instructor: Patty Russell -30 years field experience, 2 year in District
Part-time evening program



Award: Certificate

The Cosmetology Program offers an opportunity for a career in one of the largest and most profitable industries. With 1220 hours of instruction and successful completion of the course, students are prepared to take the Missouri State Cosmetologist Licensing Examination. Students will learn through lecture, demonstration and laboratory experiences. While enrolled students are exposed to daily practical experience, work on other students and have the opportunity to provide services to patrons in a clinical setting. Course offered on an open enrollment basis, and 16 months in length. Students must pass licensing examination.

Cosmetology Instructor

Instructor: Patty Russell -30 years field experience , 2 year in District.
Part-time evening program

Award: Certificate

For experienced cosmetologist to become qualified cosmetology instructors. Training consists of 630 hours of theory and principles of effective teaching methods including: lesson planning, oral presentations, methods of evaluation, test construction, audio visual equipment operation use lecture, demonstration and laboratory. Course offered on an open enrollment basis. Students must pass licensing examination.

Nail Technology

Instructor: *Patty Russell -30 years field experience, 2 year in District.*
Part-time evening program



Award: Certificate

The Nail Technician program at Waynesville Career Center is designed to prepare students to take the state exam through the Missouri State Board of Cosmetology. Students will learn proper usage of equipment, products, safety procedures, and techniques involved in performing manicures, pedicures and other services. The course will consist of 400 classroom and clinical hours of instruction. Once the student has completed the required hours in the classroom, they will be allowed to begin on the clinic floor performing the skills on students and clients. Course offered on an open enrollment basis. Students must pass licensing examination.

Waynesville R-VI School District
2020-2021 Calendar

First Day of Classes	August 24
No School - Labor Day	September 7
Early Release	September 25
No School	October 12
No School	October 30
No School—Veterans Day	November 11
Early Release	November 13
No School - Thanksgiving Break	November 25-27
Early Release	December 18
No School - Christmas Break	December 21-January 3
Early Release	January 15
No School - MLK Jr.	January 18
No School - Presidents Day	February 15
No School - Spring Break	March 15-19
No School	April 2
Last Day of school - Early Release	May 27

Practical Nursing, CNA, and Cosmetology will have a different schedule and is given upon enrollment. In the event that Waynesville Schools cancel for inclement weather ALL classes are canceled.

Clubs & Activities



SkillsUSA is a partnership of students, teachers, and industry representatives, working together to ensure America has a skilled work force. It helps each student excel. It is a national non-profit organization serving teachers, high school, and college students who are preparing for careers in trade, technical and skilled services occupations. SkillsUSA is an applied method of instruction for preparing America's high performance quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.



To honor student achievement and leadership in career and technical education, promote educational excellence, award scholarships, and enhance career opportunities for the **National Technical Honor Society** membership.

Facilities

Students have access to state of the art facilities and technology resources including two computer labs.
Here is a link to our district facilities plan
<http://mo01910216.schoolwires.net/Page/7079>

Student Grievance Policy

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

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

- The Career Center Director shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.
- If the problem is not resolved to the satisfaction of the student, a request may be submitted for a conference with the superintendent of schools or designee. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student is not satisfied with the action of the superintendent/superintendent's designee, the student may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.
- A copy of the grievance and the grievance resolution will be maintained in the office of the Assistant Superintendent for Instructional Services.

All persons are assured that they may utilize this procedure without reprisal. The Waynesville Career Center is interested in employee concerns and ideas for improving the district. Students are encouraged to discuss concerns with the program instructor and the administrative staff so that issues may be addressed in a timely fashion.

The Waynesville Career Center's accrediting body, the Council on Occupational Education, reviews all written, signed complaints (which include the complainant's mailing address) that allege non-compliant activities and practices of accredited institutions. Complaints alleging violations of standards, criteria, and/or conditions of the Council by institutions are reviewed following a prescribed procedure. This procedure involves obtaining from the complainant a certification that all available institutional remedies have been exhausted or a statement documenting reasons why these individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees and similar points of issue unless the context suggests unethical or unprofessional action. Following is the Council's mailing address, phone number and web address:

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350 (1-800) 917-2081
<http://www.council.org>

Conduct

Prohibited Conduct – Any of the following violations may result in probation, program dismissal, or denial of initial program acceptance

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion

Assault Against Students (Physical or Verbal)

Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

Assault Against Staff Members – Hitting, striking and/or attempting to cause injury to a staff member; placing a staff member in reasonable apprehension of imminent physical injury; physically injuring a staff member.

Bullying and Cyberbullying (see Board policy JFCF) **Bullying** - In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such act.

Cyberbullying – A form of bullying committed by 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 has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior. **School Day** – A day on the school calendar when students are required to attend school

Conduct

Classroom Discipline Problems – When a student is disruptive to the classroom environment

Dishonesty – Any act of lying, whether verbal or written, including forgery.

Disrespect to Staff Members-Profanity (Verbal or Written), Disrespectful Language (Threatening or Nonthreatening) or Obscene Gestures – Verbal, written, pictorial or symbolic language or gestures that is directed at any staff member that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Dress Code (see procedure JFCA-AP1 and specific program dress code requirements)

Drugs/Alcohol (see Board policies JFCH and JHCD)

Possession, sale, offering for sale or distribution, or purchase any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

Possession of or attendance under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

Sale, offering for sale or distribution, or purchase any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

Extortion or Theft

Extortion – Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from another person will not be tolerated.

Theft – Stealing from students, school personnel and district buildings will not be tolerated.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, tools, and other instructional equipment

False Alarms and Bomb Threats (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action

Conduct

Foul Language, Profanity (Verbal or Written), Disrespectful Language (Threatening or Nonthreatening) or Obscene Gestures (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gestures that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Off-Campus Threats or Vandalism of Property of Teachers, Administrators and Other School Board Employees – Adult students enrolled at the Waynesville Career Center who commit intentional acts of vandalism of the property of any school board employees

Off-campus Misconduct – incidents of a serious nature that may adversely affect or disrupt the school environment

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Possession of gambling devices included, but not limited to, deck of cards, dice or electronic gambling devices.

Harassment, including Sexual Harassment (see Board policy AC)

- a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.
- b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Hazing (see Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

Inappropriate Relations with Secondary or Adult Students – Students are prohibited in engaging in inappropriate contact with secondary or adult students. Examples include, but are not limited to, inappropriate physical contact, verbal comments, text messages, and/or messages communicated through social media.

Conduct

Insubordination – It is the student’s responsibility to comply with the rules and regulations of the school and those of the classroom teacher. As well, students are expected to know and obey the general rules set by the principal and staff.

Nuisance Items/Electronic Devices – These items may NOT be used, displayed or heard during class periods either inside or outside the classroom, unless the teacher has given approval for educational purposes.

Cameras, Use of (see Board policy KKB) – Students are prohibited from using camera phones or other electronic devices to take visual or audio recordings or images, whether in digital or other form, during any class or instructional period during the school day, unless the use is part of the instructional program, required by district sponsored class or activity, or otherwise permitted by WCC administration. Students are prohibited from using camera phones/photographic devices in a facility or location at which students or others have a reasonable expectation of privacy/confidentiality. Personal electronic devices are carried at the student’s risk. The school assumes no responsibility for their loss or theft, nor will effort be made to search for or retrieve them.

Off Limits Areas – Students found trespassing in off limit areas

Parking Privileges – Failure to obtain parking permit and/or failure park in designated student parking lot/area

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP1)

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; conducting inappropriate web searches; or evade or disable a filtering/blocking device.

Sale or Distribution of Electronic Devices–Items such as, but not limited to, beepers, pagers, cell phones, any non-school related electronic device.

Violations, other than those listed in (1) or(2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

Use of audio or visual recording equipment in violation of Board policy KKB.

Conduct

Threatening/Tampering Witnesses – Threatening or intimidating any student for the purpose of, or with the intent of, causing him or her to withdraw a complaint, change a statement, or in general prohibit a witness from providing authorities with information. Applies to students both on and off district property if the situation is connected to a district-related incident.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

Tobacco (Smoking and/or Possession) – Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, or at any district sponsored activity (i.e., clinical sites, field trips, etc.) (see district policy JHCD).

Vandalism (see Board policy ECA) – Any student who willfully damages or destroys property

Weapons (see Board policy JFCJ) – Students are forbidden to bring into school or onto school grounds or property any item that is considered to be a weapon. In order to provide for additional safety for students and faculty, it may become necessary to electronically scan and search students, parents/guardians and visitors while on school property or at a school-sponsored event. A weapon is any instrument, which when used in a calculated manner, can inflict bodily injury. Examples of weapons include, but shall not be limited to, guns, knives, chains, metal knuckles and explosives.

Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

Possession or use of ammunition or a component of a weapon

Other – any other misconduct that may adversely affect or disrupt the educational environment



NOTICE OF NON-DISCRIMINATION

The Waynesville R-VI School District does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a Vietnam-era Veteran in admission/access to, or treatment/employment in its programs and activities. Any persons having inquiries concerning compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the assistant superintendent for personnel services, (573) 842-2097 (Title IX, Title VI, and ADA), or the administrative assistant for special services, (573) 842-2007 (Section 504).