

Welcome to WRIGHT CITY HIGH SCHOOL

The Wright Way

Attitude

Respect



Effort

Team

Pride

“Home of the Wildcats”

Welcome to Wright City High School. This is an exciting time to be part of our high school. Changes are taking place. The school is growing, opportunities are increasing, and successes are taking place. The teachers at Wright City High School are committed to providing the best learning opportunities for all students. We believe in offering a challenging academic program that meets your needs to be successful, as well as providing options to keep you involved and enthused about your education. We expect you to take an active part in your education. Get involved in the many activities we offer. Take pride in what we have, and keep working to make it better.

PHONE NUMBERS

SCHOOL ADMINISTRATION

Dr. Chris Gaines	Superintendent	636.745.7200
Mr. David Buck	Asst. Superintendent	636.745.7200
Mr. Shawn Brown	High School Principal	636.745.7500
Mr. Doug Smith	Asst. Principal/A+ Director	636.745.7511
Mr. Jeff Haug	Middle School Principal	636.745.7300
Mr. Shawn Riley	West Elementary Principal	636.745.7400
Mrs. Michele Reigh	East Elementary Principal	636.463.2710
Mrs. Vicki Zuhone	Director of Special Ed.	636.745.7400

STUDENT SERVICES

Mr. Doug Smith	Activities Director	636.745.7511
Mrs. Kathy Lewis	HS Secretary/Registrar	636.745.7502
Mrs. Patricia VanPool	HS Secretary/Attendance	636.745.7500
Mrs. Rita Whitehead	HS Secretary/A+ Secretary	636.745.7512
Mrs. Abigail Jackson	HS Counselor	636.745.7506
Mr. John Clark	HS Counselor	636.745.7563
Mrs. Gail Robinson	School Nurse	636.745.7503
Mrs. Kelly Brooks	Special Ed. Coordinator	636.745.7537
Mr. Kevin Harger	Bus Director	636.745.7410
Mrs. Lynn Gmeiner	Food Service Director	636.745.7214

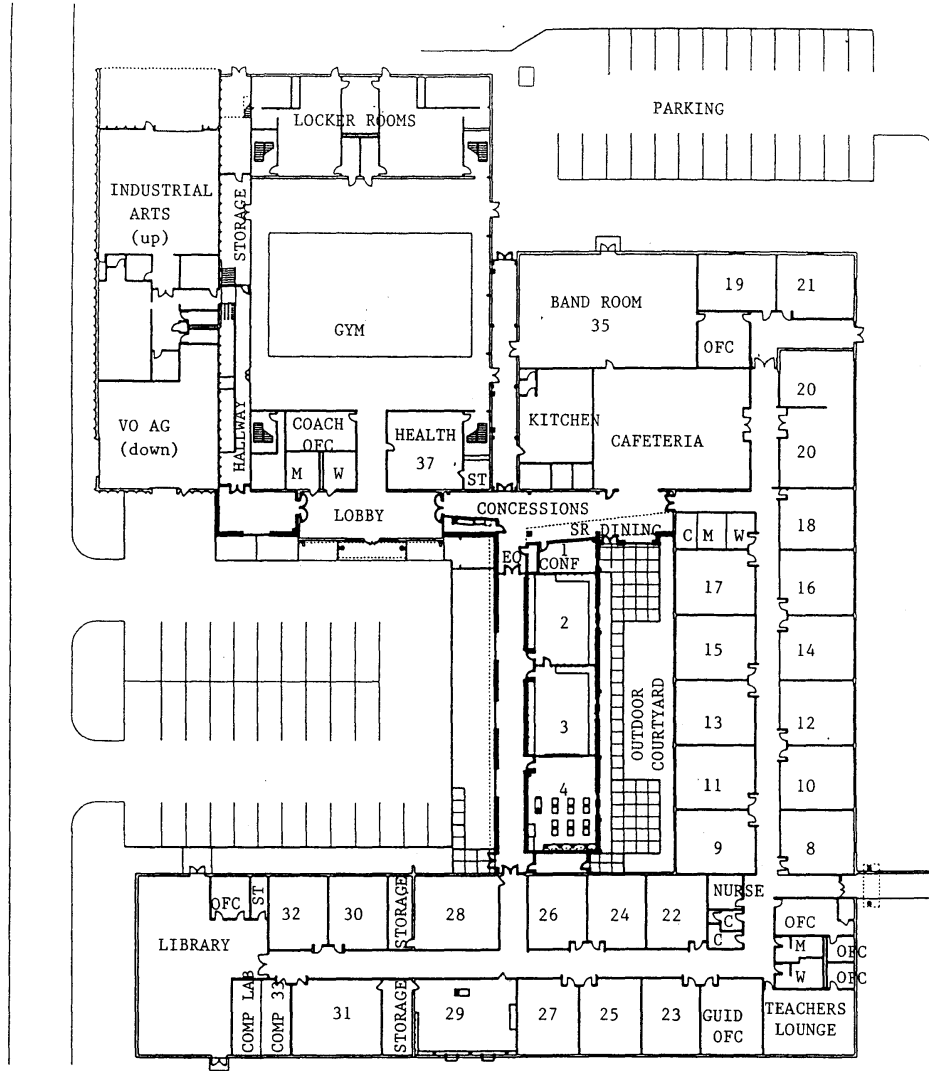
Wright City High School Song

*Hail to thee Wright City High School
With your gold and blue.*

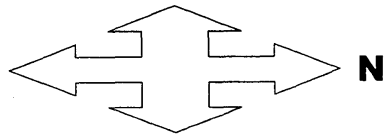
*To our noble alma mater
We will ere be true.*

*Lift your voices loud in praises
'Til the rafters ring.*

*Hail to the Wright City High School
Hail to thee we sing.*



High School



District Calendar for 2011-2012

August

8-9 New teacher orientation

10-12 Staff development

15 First day of school

September

5 No school—Labor Day

26 P/T Conferences

29 Early Release P/T conferences

30 No school

October

20 Staff Development

21 No school

24 No school

November

23-25 No School-Thanksgiving

December

22 Jan 2-No School – Holiday
break

January

3 No School Full PD

4 Students return

16 No school

February

6 P/T conferences by appt.

4-7pm

20 No school

March

19-23 Spring break

April

6 No school

9 No school

May

20 Graduation

23 Last Day

Students will be released at 1:28
each Wednesday for staff
Professional Development.

Block Schedule Times

1	7:17-8:36
2	8:40 – 9:59
3	10:03-11:22
4	11:26 – 1:05
	1st lunch – 11:26-11:46
	2nd lunch – 11:46-12:06
	3rd lunch – 12:06-12:26
5	1:09-2:28

Block Schedule Early Release Times Wednesday PD

1	7:17-8:24
2	8:28-9:35
3	9:39-10:46
4	10:50-12:17
	1st lunch – 10:50-11:10
	2nd lunch – 11:10-11:30
	3rd lunch – 11:30-11:50
5	12:21-1:28

Block Schedule Early Release Times September 29th

1	7:17-8:12
2	8:16-9:11
3	9:15-10:10
5	10:14-11:09
4	11:13-12:28
	1st lunch 11:28-11:48
	2nd lunch 11:48-12:08
	3rd lunch 12:08-12:28

- Supervision of students is provided 30 minutes before and after school, unless previous arrangements have been made.
- Students should not arrive more than 30 minutes before school starts.
- Students should not leave campus once they have arrived.
- Students should leave the building no later than 30 minutes after school is released, unless supervised by a teacher.



**Class Schedule – 1st Semester
BLUE Day**

Grade	Class	Teacher	Room	
1				
2				
3				
4				
5				

GOLD Day

Grade	Class	Teacher	Room	
1				
2				
3	Seminar			
4				
5				

**Class Schedule – 2nd Semester
BLUE Day**

Grade	Class	Teacher	Room	
1				
2				
3				
4				
5				

GOLD Day

Grade	Class	Teacher	Room	
1				
2				
3	Seminar			
4				
5				

Block Schedule Information

Benefits of a Block Schedule:

- More class offerings allow for increased student choices
- Greater depth of subjects taught due to longer class periods
- Focus on essential skills and knowledge within courses
- Classes should incorporate more labs, projects, and hands-on instruction
- Flexibility to meet transitional needs of the school
- Fewer classes per day creates less transition time
(between classes, beginning and ending of class periods)
- Teacher collaboration time, both by subject and grade level, to better address student issues

Strategies for Success in a Block Schedule:

- Organization
- Use your planner to keep track of due dates and assignments
- Use Seminar time to access teachers
- Do homework when assigned – do not wait until the next day
- Be active and involved in class
- Do not be absent

Benefits of a Seminar Period within the Block Schedule:

- Time for students to access all teachers for additional academic assistance
- Protection of class time by diverting interruptions to Seminar
- Time for students to refocus and get organized
- Additional access to address at-risk behavior and character education issues

Seminar Overview

Seminar Period

The purpose of Seminar is to serve as an extension of and enrichment for the academic and intra-curricular programs at Wright City High School. Seminar period has an additional function to aid in the preservation of class time. The primary use of Seminar will include, but not be limited to the following: make-up work, tutoring, homework, and enrichment activities (assemblies, club meetings, study skills, character education, and portfolio development). Teachers and students should view Seminar as an opportunity to further enhance classroom instruction and learning.

Seminar is an academic period
Seminar will be held on Gold days, 3rd hour

Appropriate Seminar Period Activities

- Students obtaining make-up work and missed assignments will take precedence over all other activities.
- Seminar Period needs to be focused on academics, but the flexibility of permitting meeting times for grade level class meetings, clubs, and organizations will be included.
- Seminar Period is the appropriate time for assemblies and other presentations.
- Counseling activities (i.e. testing, college /military visits, appointments, etc) will be held during Seminar whenever possible.
- Special Seminar Period activities such as guest speakers, field trips, and assemblies must be approved through the Principal two weeks in advance.

Additional activities that will be taking place during Seminar include:

Academic monitoring
Seminar study activities
Planner skills/study skills

Character education activities
Tutoring/teacher assistance
Computer lab, library, teacher assistance with pre-pass
Assemblies
College representatives/military recruiters
Class and club meetings as scheduled
Group testing
Counseling activities
Character education activities
There will be times when Seminar is closed – no passes in or out

Seminar Calendar:

A meeting calendar will be established for seminar meetings and activities.

Clubs/Grade level may meet once per month for 30 minutes.

Student Council may meet once every two weeks for 30 minutes.

Athletic teams will be allowed one preseason meeting during seminar for 30 minutes.

Graduation Requirements

2011-2012

36/40

Communication Arts	4
Mathematics	4
Science	4
Social Studies	4
Physical Education	1.5
Health	.5
Practical Arts	1.5
Fine Arts	1.5
Electives	15

Graduation Requirements 2011-2012

<u>Wright City High School Requirements</u>	<u>College Admission Requirements</u>	<u>U of MO. System</u>
36 units of curriculum credit to graduate		
Communication Arts	4 credits	4 credits
English I (required)		2 credits
English II (required)		(minimum
English III (required)		requirement)
Mathematics	4 credits	4 credits
Social Science	4 credits	3 credits
AM. Gov't. (required)	½ credit	
Personal Finance (req.)	½ credit	
AM. History (required)	1 credit	
World History (required)	1 credit	
Science	4 credits	3 credits
Practical Arts	1.5 credit	
Fine Arts	1.5 credit	1 credit
Physical Education	1.5 credit	
Health and Wellness	½ credit	
Electives	15 credits	
Additional Core Area	3 credits	3 credits

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- By law all students must meet the Missouri and Federal Constitution requirements.
 - Vocational School Students: students who earn three or more credits at Four Rivers Area Vocational Technical School in Washington, Missouri are required to earn 25 credits towards graduation.
 - Students must meet the minimum graduation requirements as required by the Missouri Department of Elementary and Secondary Education.
 - Students must take 1 core class (communication arts, social science, science, and mathematics) each semester.

A+ School

Wright City High School has received the state granted A+ School designation. This recognition indicates the high school meets the highest standards in seeking to accomplish these program goals:

- All students will graduate from high school.
- All students will complete challenging studies with identified learning competencies.
- All students proceed to college or vocational technical school or high wage jobs with opportunities for workplace skill development and advancement.

The students must agree to:

- Sign a Participation Agreement.
- Attend WCHS three consecutive years prior to graduation.
- Maintain a cumulative 95% attendance record.
- Maintain a good record of citizenship
- Perform 50 hours of unpaid tutoring/mentoring for younger students.
- Make good faith effort to obtain available federal funds for student financial assistance that require no repayment (FAFSA).



Extra-curricular Activities

Students are encouraged to participate in extra-curricular activities as much as possible. Wright City R-II offers a variety of opportunities for students to get involved. Please look over the activities and check those you might want to be a part of during the 2011-2012 school year.

Activity	✓ Interested
Connection Newspaper	
Yearbook	
FBLA Future Business Leaders	
FCCLA FACS club	
FFA Future Farmers of America	
NHS National Honor Society	
Academic Letter Program	
Student Mentor Program	
Scholar Quiz	
Band (Marching, Concert and Pep)	
Chorus	
STUCO Student Council	
Destination Imagination	
Class Activities	
Color Guard(flags)	
Football	
Volleyball	
Cross Country	
Softball	
Basketball	
Track	
Baseball	
Golf	
Cheerleading	
FCA	

ATTENDANCE POLICY

As directed by the Board of Education, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance – A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent – A parent, guardian, or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy – A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson, or activity.

Truancy – A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent.

Attendance Standards

The following absences will be excused. Parents should call 636.745.7500 after 6:30 a.m. to report an absence. Documentation must be provided as indicated.

1. Illness or injury of the student, with notification from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with notification from parent.
3. Medical appointments, with notification from parent. The building principal may require written communication from the medical provider.
4. Funeral, with notification from the parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with notification from parent.

6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with notification from parent.
7. Out –of –School suspension.

Attendance Regulations

1. Students absent five (5) times per semester in any class may be subject to a meeting with the Attendance Review Committee to explain any absences.
2. When a student has been absent from any class three (3) times, an attendance contract will be made with the assistant principal.
3. A certified letter will be sent to parents after the third and fifth absences detailing absence dates and penalties for excessive absences.

Consequences for Violations

Students will be expected to make up all assignments from missed classes due to an absence. All days missed due to on-campus suspension (OCS) at the Wright City Academy due to disciplinary reasons will not be counted on the attendance policy. Students will be able to make up all school assignments. Students who chose not to attend the OCS at the Wright City Academy will be counted on the attendance policy. Students will not be able to make up missed school assignments.

Attendance and participation are part of a successful learning experience, so students with 8 or more absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Excused Absences	Grade Reduction
8	2%
9	4%
10	6%
11	8%
12	15%
13+	25%

This academic penalty represents the student's grade and is intended to deter excessive absences.

Any student may reduce accrued absences by attending make-up study scheduled by the building principal during non-instructional times. The student must notify the building principal that he or she wishes to make up attendance days, and the building principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five (5) absences by attending make-up sessions.

The district will contact the Children's Division of the Department of Social Services or the local prosecutor in cases where the district has reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Notice and Due Process

Students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the Attendance Review Committee. On appeal, the student and his or her parents may present documentation supporting excused absences.

To appeal a decision of the Attendance Review Committee, the student and his or her parents may contact the superintendent in writing within ten (10) days of the decision made by the Attendance Review Committee. The superintendent will review the findings of the Attendance Review Committee and the appeal made by the student and his or her parents and issue a ruling within ten (10) days.

Perfect Attendance

Perfect attendance will be rewarded each month. Full-year perfect attendance will be recognized at the Honors Night at the end of the year.

Attendance Incentive Program 2011-2012

Semester Grades

Students absent 0-1 days per semester will have their final semester grade increased by 2%.

Students absent 2-3 days per semester will have their final semester grade increased by 1%.

Six Week Class Awards

The class (senior, junior, sophomore, freshmen) with the best attendance percentage for each six week grading period will be given one free seminar period. Activities during that free seminar will be time in the computer lab to work, activities in the library, games in the gym and on the new practice field.

Monthly Attendance Awards

Students with perfect attendance for the previous month are entered into a drawing for 2 prizes per grade level. 2 seniors and 2 juniors receive a \$10 gas card. 2 sophomores and 2 freshmen receive \$10 Wal-Mart cards.

Students with 95% attendance or better for the previous month will have ice cream sundaes served once a month during lunch. Sundaes are prepared and served by the administrators, counselors, and select secretaries from the high school.

The first hour class with the best attendance percentage for the previous month (lowest number of tardies, absences, etc.) will have breakfast compliments of Mr. Brown.

GENERAL INFORMATION

ACADEMIC LETTER

A student must receive a GPA of 3.7 or above for each semester of the school year in order to receive the Academic Letter Award for that year. The first year a letter will be awarded, the second year a bronze medal, the third year a silver medal, and the fourth year of eligibility the student will receive a gold medal and will have his or her picture placed on the plaque to be placed in the front entrance lobby.

ANNOUNCEMENTS

Announcements will be made daily over the intercom. Announcements must be turned in to the office before the start of school and must be signed by a teacher/sponsor. School activities, clubs, and organizational meetings will be announced daily.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazardous to the safety of others or interfere in some way with school procedures. Items such as chains, skateboards, toy guns, water pistols, mace, sling shots, knives, hard balls and all electronic devices, such as cellular phones, beepers, radios, etc., are not allowed in school. Students are advised to bring a light- weight jacket or sweater for indoor use.

ATTENDANCE

For information regarding attendance, see the attendance policy at the beginning of this section.

BIRTHDAYS, FLOWERS, GIFTS

A student will be notified at the end of the day to pick up flowers, balloons, etc. that may be delivered to the high school.

BOOKS

The original text and workbook will be issued to students free of charge. Students are responsible for all books issued to them and will be charged the replacement cost of any book lost or stolen. The following charges may be levied for:

Broken backs, etc.-up to 50% of replacement cost

Writing in books- up to 50% of replacement cost

Obscenities, etc.- up to 100% of replacement cost

Grade cards for all classes may be held until debts are paid in full.

BUS REGULATIONS

Any offense committed by a student on a district owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Suspension of bus riding privileges may be used as an alternative consequence. See Bus Behavior section in the discipline guide.

CHANGE OF ADDRESS

Any student whose last name, street address, telephone number or parent work number, or any other student data changes during the school year must notify the office. This is very important in keeping records up to date and contacting a parent/guardian in case of an emergency.

CLASSROOM EXPENSES

ART: Students may have to pay for some materials used in personal projects.

BAND: \$10.00 for cleaning and repair of uniforms. Students are responsible for the purchase of marching shoes (used shoes may be purchased from the school).

COLLEGE VISITS

Juniors and seniors will be allowed no more than two college days per year unless approved by the principal. A request form must be signed by the parents and turned in to the high school attendance secretary one day prior to the visit.

COMMONS AREA

The commons area is available for student use at designated times. Senior students are allowed to eat in the commons area during lunch in the fall and spring seasons. Teachers may use the commons area for classroom activities. Students should keep all trash picked up in the area. Failure to use the commons appropriately will result in shut down.

COMPLAINT OR CONCERN

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person with whom you have a complaint about to discuss both sides of the story.
2. If the problem still exists, contact the Principal.
3. If still unresolved, contact the Superintendent.
4. Finally, if unresolved, ask the Superintendent to place the complaint on the following month's board of education agenda for further discussion. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure or that is inappropriate for Board review. The Board reserves the right to waive formalities in emergency situations, within limitations of the law.

COMPUTER POLICY

We are pleased to offer students of the Wright City R-II School District access to the district computer network and to the Internet. To gain access to the network and the Internet, all students under the age of 18 must obtain parental permission and must sign and return a form to the high school office. Students 18 and over may sign their own forms. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right. Access entails responsibility. Users should be aware that files stored on district servers might not always be private. Misuse of technology will not be tolerated. Violations may result in a loss of access as well as other disciplinary or legal action.

CONFLICT OF ACTIVITIES POLICY

At times during the course of the school year, some students involved in several activities may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student must make a choice as to which activity he/she is going to participate in. The coach or sponsor should be notified at least two weeks in advance of the scheduled date of that activity as to the student's decision. In the event a conflict occurs between two events or activities and one of those activities is a state sponsored competition-the state sponsored competition will always take precedence over the other activity.

CORRIDOR COURTESY

Keep the hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Be considerate of others in the halls and classrooms. Passing period will be four minutes in length. Students are expected to be in class when the bell rings. Students should refrain at all times from running, talking loudly, and whistling.

CUM LAUDE SYSTEM

In an effort to recognize those students that go above and beyond in their school career in all areas, we will use the Wright City High School Cum Laude System that follows:

To achieve cum laude:

- a. Minimum of 3.5 GPA
- b. One credit from the list of qualifying courses
- c. Two high school activities

To achieve magna cum laude:

- a. Minimum of 3.75 GPA
- b. Two credits from the list of qualifying courses
- c. Three high school activities

To achieve summa cum laude:

- a. Minimum of a 4.0 GPA
- b. Three credits from the list of qualifying courses
- c. Four high school activities

Courses qualifying for Section (c): AP Biology, AP Calculus, AP Chemistry, AP Human Geography, AP Literature, AP U.S. History, Anatomy and Physiology, Pre-calculus, Health Occupations II

Students wanting recognition through the Cum Laude System must apply by obtaining an application from the Guidance Office.

DANCE POLICY

School dances will be scheduled through the Principal. Unless otherwise stated, dances are open to Wright City High School students. Guests must be cleared through the Principal's office prior to the end of school on the day of the dance. Guest forms may be obtained from the dance sponsor and must be turned in to the high school office. Middle school students are not allowed at high school dances. Wright City High School students are responsible for the actions of their guests. All school policies will be enforced at extra-curricular activities. The school reserves the right to refuse admittance to any person not presently a WCHS student. Students will not be allowed to return to the dance if they leave the building and/or dance area at any time during the dance.

EARLY GRADUATION AND PART-TIME ATTENDANCE

A student becomes eligible for graduation when he/she completes the requirements for graduation as outlined in board Policy IKF. Mid-year graduation may be requested. Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. Any student who accepts a mid-year graduation will not be allowed to participate in any class/school sponsored activities except for prom and commencement activities, but will be allowed to apply for any local scholarship awards available. Junior and senior students who are in the School Flex program may leave school to report to their job assignment. Students must sign out in the office.

EXTRA CURRICULAR PARTICIPATION

All students are encouraged to participate in the extra-curricular activities program. Each activity has its own rules and regulations. Students who compete, perform, or otherwise represent the school in extra curricular activities must meet all MSHSAA eligibility rules.

1. To be eligible for participation, the student must have earned a minimum of 3.5 credits the previous semester and must be enrolled in 3.5 credits for the current semester.
2. To be eligible to participate in athletic practices, all students must first have a current athletic physical on file in the athletic director's office.
3. If a student is absent for part of all of a school day on the day of an extracurricular activity, he or she will not be allowed to participate in that activity unless the absence is excused by the principal. A student may not participate in an extracurricular activity the days following an absence when those days are non-school days unless excused by the principal.
4. Students must be in good standing with the school in order to participate in an activity. Students who have been suspended out-of-school for disciplinary reasons, will be denied the privilege of practice or participation until the suspension has been served.
5. If school is cancelled or dismissed early due to inclement weather, all extra-curricular activities, unless otherwise stated, will be cancelled as well.

EXTRA HELP-TUTORING

If a student needs extra help, he or she should contact the teacher(s) to schedule an appointment before and/or after school. Students and/or parents may request additional help at any time. Tutoring sessions will be provided during seminar and after school hours on a regular basis.

FIELD TRIPS – SCHOOL-SPONSORED ACTIVITIES

Students who are on a school-sponsored activity are responsible to all sponsors. School rules apply at all school activities regardless of their locations. Students are to be in school the day of the activity in order to participate. Students are expected to travel both to and from such events with the school sponsor or teacher. Any deviation from this needs to be cleared through the Principal or Activities Director prior to departure. Students are expected to follow rules of common courtesy and safety. Sponsors will provide specific expectations for all students.

FINAL EXAMINATION

End of course exams will be given in all classes and taken by all students. Exams will cover all material from the semester and be weighted at 15% of the final semester grade. State administered End of Course (EOC) exams will be the final exams in Algebra I, English II, Biology, and American Government which will be weighted at 15% of the final semester grade.. The Wright City R-II School District participates in statewide assessments as outlined in the Wright City Board of Education policy IL.

FINES AND FEES

Financial obligations for books, fundraisers, library items, parking fees, etc. must be paid before grade cards and/or records are issued. Parents will be notified of outstanding fines.

FOOD, SODA, SNACK

There are soda, juice, and snack machines available for student use. Food and drink are not allowed in the classrooms without special permission.

FOREIGN EXCHANGE STUDENTS

Wright City High School welcomes the enrollment of foreign exchange students. Foreign exchange students will receive a certificate of attendance during the graduation ceremonies. Foreign exchange students are not eligible for class rank. School policy requires 3 semesters of enrollment for rankings. Foreign exchange students are eligible for participation in extra-curricular activities.

FUND RAISING

Sales of any kind (candy, raffles, sports cards, etc.) may not be conducted on school property without written consent of the principal.

GRADE REPORTS

Grades will be determined on a semester basis. The progress report period will be every six weeks.

GRADE POINT AVERAGE

A student grade point average (GPA) is computed by dividing the total grade points earned by the number of courses attempted.

GRADING SYSTEM

A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

WEIGHTED CLASSES

AP Biology, AP Calculus, AP Chemistry, AP Human Geography, AP Literature, AP U.S. History, Anatomy and Physiology, Pre-calculus, Health Occupations II

HOMEWORK

The purpose of homework is to review, reinforce and check comprehension of the learning presented in the classroom. Parental support is encouraged for student success. Parents are encouraged to check their child's planner routinely to keep up with homework assignments.

HONOR ROLL

All students will be on the 4-point system. To make the honor roll, a student must have a 3.0 grade point average (with no grade lower than a C). To make the Principal's honor roll, a student must have a 3.7 grade point average (no grades lower than a B-).

ILLNESS DURING THE SCHOOL DAY

A student may go home only after:

1. Receiving a pass from a teacher to be sent to the nurse for attention.
2. Parental contact has been made by the office. Any other method of leaving school for illness will be considered truancy.

IMMUNIZATIONS

Missouri law regarding immunization of your child reads: "It is unlawful for any child to attend school unless the child has been immunized and can provide satisfactory evidence of the immunization or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school according to state law.

All students in noncompliance must be excluded."

Grades 8-12: DTP/DT/Td-three doses Td booster required ten years after last dose

Polio - three doses Mumps – one dose Hepatitis B-three doses

Measles - two doses. Rubella – one dose

All new students to the Wright City School District must present their immunization record at the time of enrollment. This must include month, day and year vaccine was received.

INCLEMENT WEATHER

In the event of inclement weather, the following radio and TV stations will carry information concerning the closing of school. Listen for the Wright City R-II School District.

RADIO STATIONS: KFAV (FM) 99.9
KWRE (AM) 730

TELEVISION: KTVI Channel 2 KSDK Channel 5
KMOV Channel 4

LIBRARY AND MEDIA CENTER

A wide variety of information and research services are provided in the Library/Media Center. The Library/Media specialist stresses instruction in information skills through group and independent orientation. Students have access to numerous resources. The library computer lab houses computers for instructional computer software, CD ROM's, word processing and Internet access. Students must sign in and out to use the computer lab. Fines are charged for late return of materials.

LOCKERS

Lockers are the property of the school, not the student. They may be inspected/searched at any time when the safety of the school or students is in question. Lockers are periodically inspected for the contents and cleanliness. You will be held directly accountable for all items in the locker assigned to you. Students may not use any locker other than the one assigned to them. Disciplinary action will result for the use of a locker other than assigned.

LOST AND FOUND

Lost and found articles are maintained in the office lost and found box. Lost valuables will be held in the office. To guard against loss: do not bring items of unusual value to school, label your possessions, lock your locker, and do not bring a lot of cash to school.

LUNCH ROOM PROCEDURES

Breakfast is offered daily.

Money should be deposited into lunch accounts before school.

Students must throw away trash, put trays up, and clean off table.

Lunches may be brought from home.

Food may not be taken out of the cafeteria.

Wright City High School is a closed campus. Students are not allowed to leave campus for lunch.

MAKE-UP WORK

Make-up work is the responsibility of the student. It is your responsibility to make all necessary arrangements with your teachers, at their convenience, to make up work missed due to an absence. The general rule is one day will be allowed for each day missed. Make up work policies will be followed according to each individual classroom teacher and to their classroom management plan. If a test or assignment was announced during the student's presence in class, he or she will be required to take the test or hand in the assignment on the date designated. Students will not be permitted to make up assignments or tests in the event of an unauthorized absence.

*If a student is to be absent for an extended period of time, the office may be contacted to collect homework assignments from the teachers. If student work is requested early, every effort will be made to have work ready by the end of the day that the request is made.

MEDICATIONS

If under any circumstance a child is required to take oral medication during school hours, the parents must authorize personnel to give the medication. The authorization must be in writing on the Medication-Parent form provided by the school. These forms are available to you at registration. Medication must be in the original bottle.

PARKING LOT

Students should be advised that driving a car to school is a privilege and not a right. There are several basic rules that must be followed by student drivers. Failure to obey the rules may result in disciplinary action including suspension of the driving privilege. Only those individuals currently enrolled and attending Wright City High School will be allowed in the student parking lot. Violators will be subject to city and county trespassing ordinances. At any time, any vehicle parked on the school property is subject to search by any school official.

PARKING RULES

1. Students will be issued an assigned parking permit. Students are to park only in designated areas.
2. There will be an annual \$20.00 parking fee. A copy of driver's license and insurance card must be filed in the office.
3. Parking tags are to be visible in parked cars.
4. Driving privileges shall be suspended if a student violates regulations or displays careless or unsafe operation on, or near, the school grounds.
5. Students are to park upon arriving at the high school and leave cars immediately.
6. Students' cars are not to be visited during the day, unless permission is granted from the Principal.
7. No student will be allowed to drive a car during the school day without permission from the Principal.
8. Cars are to exit from the northwest exit only: cars will be stopped as the buses leave the east exit and will resume after the buses have passed.
9. Parking will be available based on grade level priority.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled each semester. Please make every effort to attend.

PHYSICAL EXAMS

No student may participate in a performance, practice or game until the exam has been received. Student health forms will be filed with the school nurse. Physical exams are required for all students new to the district and annually for all students participating in athletics.

PICKING UP STUDENTS

Parents are asked to pick up students in the parking lot near the band room, after the last bell rings.

PUBLIC DISPLAYS OF AFFECTION

There is a proper place for expressing affection to another person. The public school setting and extracurricular activities are not considered an appropriate place for this expression. Any outward physical display of affection, other than holding hands, in the hallways, classrooms or at school-sponsored activities is not permitted. Violators will be subject to disciplinary action.

RELEASE OF STUDENTS

Students shall be released from school only to their parents, guardians, or to persons authorized by the parent or guardian. Parents must report to the office to sign a student out. Students may be released to law enforcement officers. The school will make every attempt to contact parents or guardians to inform them prior to release. In cases of family dissension, requests shall be honored only if legal status is established.

RESTROOMS

Students should use the restroom during the four-minute passing time between the start of classes. Students issued a pass by a staff member should go directly to the restroom and return to class as quickly as possible.

SCHOOL HOURS

School rules and regulations begin at the bus stop or upon arrival to the school grounds. The building opens 30 minutes before school starts. Students should not arrive before that time. Breakfast is available in the cafeteria. Students should not leave campus once they arrive in the morning; leaving campus will be considered truancy and disciplinary action will result. A warning bell will ring 5 minutes before classes begin. Students should vacate the building no later than 30 minutes after school is dismissed unless supervised by a teacher.

SCHOOL PROPERTY

Students are expected to respect school property. The Board of Education ruling states that, "Any pupil guilty of willfully defacing or injuring school property shall pay in full for the damages caused thereby."

SEARCHES BY SCHOOL PERSONNEL

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campuses, including parking lots. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with Board policy and law.

SIGNING IN/SIGNING OUT

Students must sign in when arriving after the beginning of their 1st class. Students who must leave during the school day must sign out in the front office prior to leaving and must receive permission from school authorities. Failure to sign in or out will result in disciplinary action.

SPECTATOR CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to attend student activities and to support those who participate in them, but this support is expected to reflect good sportsmanship. Crowd behavior and respect for those performing and for those against whom we are competing is an expectation of good sportsmanship. No student has the right to intimidate, insult, threaten, or distract in any way, the performers, our guests, officials, or players. The audience should express support for our participants and do it in a positive way. Those spectators who fail to show good sportsmanship at school activities will be warned of their behavior. Continued poor sportsmanship can result in their removal from the premises and if necessary, they can be barred from attendance at any or all school activities.

STUDENT PUBLICATIONS

Wright City High School sponsors a school newspaper and a school yearbook. These publications are a part of the Wright City High School curriculum and are subject to review by the faculty member teaching the course and the school administration. These publications are expected to address the interests of the students, but also must meet the demands of the curriculum.

STUDENT RECORDS

In order to provide students with appropriate instructional and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students. This information is available only to appropriate school personnel, the student's parents or guardians and the student, in accordance with the law. These records are otherwise treated as confidential information.

An eligible student (18 years of age or older) or the parents/guardians will have access to the student's records under administrative supervision during those times the school is normally in session unless arrangement for another time has been made in writing. Examination of the record will be permitted under conditions that will prevent its alteration or mutilation.

If the eligible student or parents/guardians are in disagreement with the data on the student's record, they may challenge the information by following the appeals procedures outlined in the Board of Education policy. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The Principal will ensure that such use will be limited to specific needs for providing the student with educational services.

TELEPHONE

Students will not be called to the office telephone during class periods unless it is an emergency. In the case of an emergency, the secretary will contact the parent. If an emergency arises, parents should call the office. Cellular phones are not allowed.

VALUABLES

Large amounts of money and other valuables not related to school should not be brought to school. During athletic practices or games and physical education classes, students should always lock up their clothes and valuables.

VISITORS AT SCHOOL

Wright City High School welcomes parents and other adult members of this and neighboring communities to visit our school. In order to ensure the safety of our students and to reduce the potential disruption to the learning process, all visitors are expected to check in at the office upon their arrival at school. Individual guests of Wright City High School students are not permitted because of the potential disruption of the learning process. Social visits by outside students are prohibited. Unauthorized persons found on the school grounds are subject to prosecution for trespassing.

WITHDRAWAL FROM SCHOOL

A student intending to withdraw from school must report to the office to receive a withdrawal form. A parent contact will be made before the withdrawal form will be processed. No transcript or refunds will be available until all obligations are completed, books are returned and the withdrawal form is processed.

STUDENT DISCIPLINE

This discipline policy, adopted by the Wright City Board of Education, states guidelines for dealing with most, but not all, offense that may occur. These are considered guidelines for maximum consequences.

DISCIPLINARY PROGRAMS

L.O.P. -- LOSS OF PRIVILEGES Detentions assigned by the administration during lunchtime. Students will serve their lunch period in an area separate from the rest of the student body.

A.R. -- ACADEMIC REASSIGNMENT

The primary purpose of the Academic Reassignment program is to reduce the number of out-of-school suspensions. The AR program is designed to create a learning-therapeutic environment within the school for students with problems, which could lead to out-of-school suspension. Students who violate school discipline policies or in any way infringe upon the rights of others to an uninterrupted education will be subject to AR.

- *The assigned AR time must be completed.
- *All work must be completed in order to be dismissed from AR.
- *One day's notice will be given before students are placed in AR.
- *Regular credit will be given for all work done in AR.
- *Failure to comply with AR guidelines may result in OCS.
- *AR contract and report must be completed each time a person is in AR.

O.C.S.-- Off-Campus Suspension

Program hours will be 11:36 a.m. until 2:42 p.m. No late arrival or early dismissal will be allowed.

- No district transportation is provided to O.C.S.

Student Expectations:

- You must be in the O.C.S. room no later than 11:36 a.m. and be in continual attendance through 2:42 p.m. for any work completed that day to be accepted for credit.
- You must bring textbooks, writing utensils, and paper.
- You must complete additional school work as assigned by the sending school or O.C.S. instructor if your original class-work is completed prior to the end of suspension.
- You may not sleep, snack, chew gum, use electronic devices, or talk with other students in the O.C.S. room.

Miscellaneous:

- O.C.S. may not be an appropriate assignment for a student with an I.E.P. or with temporary physical limitations.
- Failure to abide by the expectations of O.C.S. will result in dismissal from the program and the ability to receive credit during suspension.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district sponsored activity, or being on or near school district property or the location of any district activity, for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, a student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian, or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian, or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.
- 4.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Class A Offenses

Class Disruptions

1st offense: Teacher Detention

2nd offense: Teacher Detention

3rd offense: LOP, AR

Dress Code (see board policy JFCA) – All students are expected to dress appropriately. Examples of unacceptable dress are bare feet, bare midriffs, open backs, muscle shirts, short shorts or skirts, low necklines, tube tops, halter tops, sagging pants (undergarments are not to be visible), clothing with profane, inappropriate or suggestive language imprinted (including drug, alcohol, or tobacco advertisements). Hats, head coverings, jackets, coats, and backpacks are not to be worn during the school day. Visible body piercings include ears only.

1st offense: Warning and clothing change

2nd offense: LOP and clothing change

3rd offense: LOP, AR

Office will provide a t-shirt or sweat pants to be worn for the day. Student will receive personal clothing back in exchange for school-issued clothing at the end of the day.

Horseplay, Running in Halls, Poor Attitude, Wandering Halls – Students who not act in a mature manner.

1st offense – Teacher Detention

2nd offense – Teacher Detention

3rd offense – LOP, AR

Nuisance Items – Possession of use of toys, games, IPODS, MP3 players and other electronic devices (other than cell phones) that are not authorized for educational purposes.

1st offense – Confiscation. Warning, principal/student conference, LOP, or AR

2nd offense – Confiscation. Principal/student conference, LOP, AR, or 1-10 days OCS

Public Display of Affection (PDA) – Physical contact which is inappropriate for the school setting, including, but not limited to, kissing and groping

1st offense: Teacher Detention

2nd offense: Teacher Detention

3rd offense: LOP, AR

Sleeping in Class

1st offense: Teacher Detention

2nd offense: Teacher Detention

3rd offense: LOP, AR

Tardies to Class

1 st – 3 rd tardy	Warning
4 th tardy	1 day LOP
5 th tardy	2 days of LOP
6 th tardy	3 days of LOP
7 th tardy	4 days of LOP
8 ^h tardy	5 days of LOP
9 th tardy	1 day of AR
10 th tardy	2 days of AR

Students will be assigned 2 days of AR for each tardy after 10.

Tardies to School

1 st -2 nd tardy	Warning
3 rd tardy	1 day LOP
4 th tardy	2 days LOP
5 th tardy	3 days LOP
6 th tardy	1 day AR
7 th tardy	2 days of AR

Students will be assigned 2 days of AR for each tardy after 7.

Class B Offenses

Automobile/Vehicle Misuse – Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property

1st offense: Loss of driving privileges for 10 days

2nd offense: Loss of driving privileges for up to 30 days

3rd offense: OCS, loss of driving privileges for remainder of the year, possible expulsion

Insubordination

1st offense: 2 days AR

2nd offense: up to 5 days AR

3rd offense: Review for OSS/possible expulsion

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

1st offense: Nullification of forged document, 2 days AR, or 1-10 days OCS

2nd offense: Nullification of forged document, 4 days AR, or 1-180 days OCS

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial, electronic, or symbolic language or gesture that is directed at any person and 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.

1st offense: 1-3 days OCS

2nd offense: 3-5 days OCS

3rd offense: 5-10 days OCS, review for possible expulsion

Disruption of School Activity

- 1st offense: 1 day AR, loss of activity privileges for up to 60 days
- 2nd offense: up to 3 days AR and loss of activity privileges for remainder of year
- 3rd offense: 10 days OCS, review for possible expulsion

Missing/Skipping Teacher Assigned Detention

- 1st offense: 1 day LOP
- 2nd offense: 2 days AR
- 3rd offense: 3 days AR

Profanity

- 1st offense: 1 day AR
- 2nd offense: 3 days AR
- 3rd offense: 1-3 days OCS

Skipping Class

- 1st offense: 1 day AR
- 2nd offense: 3 days AR
- 3rd offense: 1-3 days OCS

Truancy (see board policy JED and procedure JED-AP2) – Absence without the knowledge and consent of parents or school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

- 1st offense: 2 days AR
- 2nd offense: 4 days AR
- 3rd offense: 1-10 days OCS/review for possible expulsion

Class C Offenses

*Law enforcement officials will be notified in any or all of these offenses.

Academic Dishonesty (see board policy JG-R3) – 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.

- 1st offense: No credit for the work, grade reduction, or replacement assignment
- 2nd offense: No credit for the work, course failure, or removal from extracurricular activities.

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

- 1st offense: 10 days OCS, review for possible expulsion
- 2nd offense: 10 days OCS, 1-180 days OSS, recommendation for expulsion

Assault (see board policy JG-R3)

a. Physical contact on another person with the purpose of hitting, striking and/or attempting to cause injury or placing or holding a person in a dangerous situation

1st offense: 10 days OCS, review for possible expulsion

2nd offense: 10 days OCS, recommendation for expulsion

3rd offense: Recommendation for expulsion

b. Attempting to kill or cause serious injury to another; killing or causing serious injury to another

1st offense: Expulsion

Bullying and Cyberbullying (see board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide, or self-harm.

1st offense: 1-3 days OCS or 1-180 days OSS

2nd offense: 3-5 days OCS or 1-180 days OSS or expulsion

Bus or transportation misconduct (see board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. Suspension of transportation privileges may be used as an alternative consequence.

Drugs (see board policy JHCD, JFCH)

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

1st offense: 10 days OCS or 1-180 days OSS, or review for possible expulsion

2nd offense: 10 days OCS, 1-180 days OSS or recommendation for expulsion

b. Possession of or attendance while 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 of the Controlled Substances Act.

1st offense: 5 days OCS or 1-180 days OSS

2nd offense: 10 days OCS, 11-180 days OSS, and review for possible expulsion

c. Sale, purchase or distribution of 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 of the Controlled Substances Act.

1st offense: 10 days OCS, 1-180 days OSS and review for possible expulsion

2nd offense: 10 days OCS, 11-180 days OSS, recommendation for expulsion

Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences(see board policy JG-R3) – Violating the conditions of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

1st offense: 1-180 days OCS, or expulsion. Report to law enforcement for trespassing if expelled.

2nd offense: 1-180 days OCS, or expulsion Report to law enforcement for trespassing if expelled.

False Alarm (see also *Threats or Verbal Assault* (see board policy JG-R3) – Tampering with emergency equipment, setting off false alarms, making false report; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of district property.

1st offense: Restitution, 10 days OCS, 1-180 days OSS, and review for possible expulsion

2nd offense: Restitution, 10 days OCS, 1-180 days OSS, and recommendation for expulsion

Fighting (see also, *Assault*) (see board policy JG-R3) – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action

1st offense: 5 days OCS, referral to law enforcement

2nd offense: 10 days OCS, referral to law enforcement

3rd offense: Review for expulsion, referral to law enforcement

Gambling (see board policy JG-R3) – betting on an uncertain outcome, regardless of stakes. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

1st offense: Principal/student conference, loss of privileges, detention or AR.

2nd offense: Principal/student conference, loss of privileges, detention, AR, or 1-10 days OCS.

Harassment, including Sexual Harassment (see Board policy AC)

1. 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.

1st offense: 10 days OCS, 1-180 days OSS, review for possible expulsion

2nd offense: 10 days OCS, 1-180 days OSS, recommendation for expulsion

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, any other characteristic protected by law. Examples include, but are not limited to, touching or fondling or the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

1st offense: 10 days OCS, 1-180 days OSS, review for possible expulsion

2nd offense: 10 days OCS, 1-180 days OSS, recommendation for expulsion

Hazing (see board policy JFCF) – 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.

1st offense: 1-3 days OCS, 1-180 days OSS

2nd offense: 10 days OCS, 1-180 days OSS and recommendation for expulsion

Incendiary devices or Fireworks(see board policy JG-R3) – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

1st offense: Confiscation. Warning, principal/student conference, LOP, or AR.

2nd offense: Confiscation. Principal/student conference, LOP, AR, or 1-10 days OCS.

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material(see board policy JG-R3) – 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.

1st offense: Confiscation. Principal/student conference, LOP, AR,

2nd offense: Confiscation. LOP, AR, 1-180 days OCS, or expulsion.

Technology Misconduct (see board policy EHB and KKB and procedure EHB-AP) –

1. 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; or evade or disable a filtering/blocking device.

1st offense: restitution, 1-180 days OCS, suspension or loss of user privileges

Subsequent offense: restitution, loss of user privileges, 1-180 OCS, or expulsion

2. Using, displaying, or turning on pager, cell phones, PDA's, personal laptops, or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

1st offense: Confiscation, principal/student conference.

Subsequent offense: Confiscation, 2 days AR, 1-180 days OCS, or expulsion

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in 1 or 2 above

1st offense: Restitution. Warning from principal, loss of user privileges

Subsequent offense: Restitution. Loss of user privileges, AR, 1-180 OCS, or expulsion

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

1st offense: Confiscation. Principal/student conference, LOP, AR.

Subsequent offense: Confiscation. Principal/student conference, LOP, or 1-10 days OCS

Theft (see board policy JG-3) – Theft, attempted theft or knowing possession of stolen property

1st offense: Restitution, 1-5 days OCS and possible loss of activity privileges for up to 90 days

2nd offense: Restitution, 5-10 days OCS

3rd offense: Restitution, 10 days OCS, review for possible expulsion

Threats or Verbal Assault(see board policy JG-R3) – Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

1st offense: 1-3 days OCS

2nd offense: 3-5 days OCS

3rd offense: 5-10 days OCS, review for possible expulsion

Tobacco and/or Tobacco Paraphernalia, Use or Possession (on district grounds) (see board policy JG-R3)

1st offense: Confiscation of tobacco product, 5 days OCS

2nd offense: Confiscation of tobacco product, 10 days OCS

3rd offense: Confiscation of tobacco product, 10days OCS, review for possible expulsion

Unauthorized Entry (see board policy JG-R3) – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

1st offense: Warning from principal, AR, or 1-180 days OCS

2nd offense: 1-180 days OSS, review for possible expulsion

Vandalism (see board policy ECA) – Damage to district, staff, or student property

1st offense: Restitution, 10 days OCS, review for possible expulsion

2nd offense: Restitution. 10days OCS, 1-180 days OSS, recommendation for expulsion

Weapons (see board policy JFCJ)

1. Possession or use of any instrument or device, other than those defined in 18 U.S.C. 921, 18 U.S.C. 930(g)(2) or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

1st offense: 1 – 180 days OCS or possible expulsion

2nd offense: 1 – 180 days OCS or possible expulsion

2. Possession or use of a firearm as defined in 18 U.S.C. 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)

1st offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent

3. Possession of ammunition or a component of a weapon.

1st offense: AR, 1-180 days OSS, or expulsion

Subsequent offense: 1-180 days OSS or expulsion

Parent Notification and/or Conferences

Parents will be notified by the administration office or AR or OCS assignments by a phone call or note. Parent conferences may be required with student, parent, and principal in order to be readmitted into the regular school setting following an OCS or OSS assignment. Parent conferences will be requested by the staff, principal, or superintendent when situations deem such a conference necessary. Parents are encouraged to set up a conference any time they feel the need to discuss their child's best interest.

Due Process

All students will be afforded due process as guaranteed by the constitutional provisions. The process will be in accordance with state law and with provisions outlined in the Board's policy.

Notice of Non-discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Title VI Coordinator Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Title IX Coordinator Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200
Americans with Disabilities Act (Title II) Coordinator Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Age Discrimination Act and Age Discrimination in Employment Act Coordinator Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200	Title VII Coordinator Assistant Superintendent 90 Bell Road Wright City MO 63390 Telephone: 636.745.7200

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of *Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.*

Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building
1222 Spruce Street
Room 8.100
St. Louis, MO 63103
Telephone: 800-669-4000
Other agencies dealing with non-discrimination issues include:
Missouri Commission for Human Rights

U.S. Department of Justice
Department of Labor and Industrial Relations
950 Pennsylvania Ave., NW
P.O. Box 1129, 3315 W. Truman Blvd.
Washington, DC 20530-0001
Telephone: 573-751-3325

Parent/Guardian Notification

NCLB requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds. Additional information regarding these requirements can be found in this manual.

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.

4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.

5. Within thirty days after the beginning of the school year, a district must inform parents/guardians that their LEP child has been identified for participation in a language instruction educational program.

6. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

NOTE: A sample of these items may be found under Parent Involvement on the Federal Grants Management web page.

Standard Complaint Resolution Procedure For No Child Left Behind Programs

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

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

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

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: GBM

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

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

Surveying, Analyzing or Evaluating Students

Inspection: Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term “instructional material” does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required: In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as “protected information survey”) that reveals any of the following information without written, positive parental consent (must opt student in).

- Political affiliations or beliefs of the student or the student’s parent,
- Mental or psychological problems of the student or the student’s family,
- Sex behavior or attitudes,
- Illegal, antisocial, self-incriminating or demeaning behavior,
- Critical appraisals, of other individuals with whom respondents have close family relationships,
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- Religious practices, affiliations or beliefs of the student or the student’s parent.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

Notice and Opportunity to Opt Out: In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any protected information survey, funded by any source other than the U. S. Department of Education.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision of scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Distribution of Non-curricular Student Publications (IGDBA)

Guidelines: Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- Are obscene to minors.
- Are libelous
- Are pervasively indecent or vulgar (secondary schools) /contain any indecent or vulgar language (elementary schools).
- Advertise any product or service not permitted to minors by law.
- Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion of ethnic origin)
- Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Procedures: Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee 24 hours in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting request.
- Date(s) and time(s) of day of intended distribution.
- Location where material will be distributed.
- The grade(s) of students to whom the distribution is intended.

Within 24 hours of submission, the principal (or his/her designee) will render a decision.

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) 20 U.S.C.A. 1232g; MSBA Policies JO, JO-R, KI, and Form JO-AFI

Annual Notification of Directory Information

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information:" student's name; parent's name; address; telephone number; date and place of birth; grade level; major field of study; enrollment status (e.g., full-time or part-time); participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.); weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; most recent previous school attended and photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. Security videotapes used in buildings and buses are considered law enforcement records for the building and buses that serve them.

2. The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the next ten (10) school-day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.

3. "Directory Information" is considered a "public record" which can be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010 - .030, RSMo.

PROGRAMS FOR HOMELESS STUDENTS (IGBCA)

The Wright City R-II School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

PROGRAMS FOR STUDENTS WITH DISABILITIES (IGBA)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

AUDIO AND VISUAL RECORDING (KKB)

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

The Wright City R-II School District prohibits the use of video or audio recording equipment, including cellular devices on district property or at district activities by students except: If required by a school-sponsored class or activity; at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings of the Board of Education or committees appointed by or at the direction of the Board; as otherwise permitted by the building principal.

STUDENT HANDBOOK AGREEMENT FORM

We, the undersigned, have read the Wright City High School Student Handbook for the 2011 -2012 school year. We agree to follow the guidelines as printed in the handbook. We understand that enforcement of the discipline plan will be consistent to the consequences listed in the discipline guide. We commit to being supportive, responsible parties of the Wright City District. We will do all we can to reach our goal this year:

Print Student's name

Student Signature

Date

Parents / Guardians

Date

***Please return this page back to your student's seminar teacher by August 26, 2011**

Dedicated to Our Students' Success