

School District of Washington

Vision Statement

The School District of Washington is a premier educational center promoting lifelong learning, uniquely committed to academic, physical, emotional and social well-being of ALL students. We excel in student achievement, the implementation of researched best practices, the continuous improvement process, our productive use of technology, and partnerships with parents and community. Our success is realized in the quality of life of our students and community.

Mission Statement

The mission of the School District of Washington is to educate all students to the highest standards by providing an excellent learning environment in partnership with the community.

WHS Mission Statement

The Mission of Washington High School is to prepare all students to be lifelong learners and knowledgeable citizens with integrity, by providing the highest quality instruction in a safe and orderly environment, utilizing outstanding personnel, facilities and technology.

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WASHINGTON HIGH SCHOOL

2017/2018

School Colors

The official school colors on all uniforms and emblems of Washington High School are royal blue and white.

School Song

Where the vale of ole Missouri
Meets the eastern sky
Mid the rustling of the tree tops
Stands our good old High
When the evening twilight deepens
And the shadows fall,
Linger long the golden sunbeams
On the western wall
When the shades of life shall gather
Dark the heart may be;
Still the rays of youth and love
Shall linger long o'er thee

Chorus

School we love, High School,
Live forever;
Our Alma Mater dear; May
thy sons be leal and loyal to
thy memory.

The School District of Washington is fully accredited under the Missouri School Improvement Standards.

Tips for Success at WHS

1. All attendance issues should be brought to the Welcome Center in the Northington Lobby.
2. Please have a parent/guardian call school the day of an absence or turn in a note the next day at the welcome center.
3. Students may not leave during the day for any reason without bringing a note to the welcome center or having a parent call **636-231-2200** prior to leaving campus.
4. Students may not leave campus without permission once they arrive by bus, car or walking.
5. Students must check out at the welcome center if leaving campus before the end of the regular school day.
6. Students may not be in the parking lot during the school day.
7. Lunch money must be paid before school in Nix Cafeteria or on-line via the parent portal.
8. Do not bring valuables to school.
9. No cell phones, MP3 players, or recording devices of any kind may be used at school during class unless directed by the instructor.
10. Students are not allowed in the building prior to 7:50 a.m. without written permission or being accompanied by a teacher or an adult.
11. Students are not allowed in the building except for planned activities after 4:00 p.m.
12. Students arriving before classes start should report to the Nix Cafeteria, Northington Lobby, Big Blue Jay Gym, or the library.
13. Replacement lunch cards are \$10 and are available in the library.
14. Please make sure your immunization records are up to date.
15. No medications will be given before 11:00 a.m. unless special arrangements have been made.
16. Parking tags must be displayed in student vehicles at all times or the vehicles may be towed at the owner's expense.
17. Materials that are of a non-curricular nature must be cleared through the principal's office before distribution or posting. (Board Policy IGDBA)
18. Have fun, work hard, get involved, and let your Blue Jay Pride SHOW!!!
19. **IF** you plan to participate in athletics you must have a physical exam before the season starts. The forms are available on our web site. <http://whs-sdow-mo.schoolloop.com/athletics/home>

Phone Numbers

Principal's Office	Phone	636-231-2200
	Fax	636-231-2165

Assistant Principal's Office	Phone	636-231-2200
	Fax	636-231-2155

Attendance Line	Phone	636-231-2222
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Guidance Office	Phone	636-231-2170
	Fax	636-231-2175

Activities Director's office	Phone	636-231-2180
	Fax	636-231-2185

Nurses Office	Phone	636-231-2193
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Four Rivers Career Center	Phone	636-239-7777
		636-231-2100
	Fax	636-239-0791

Washington High School	Dr. Kelle McCallum, Principal
	Joe Dierks, Assistant Principal
	Mary Kleekamp, Assistant Principal
	Shawn Wallace, Assistant Principal
	Kelly Richard, Dept. Chair, School Counselor
	Katie Sandoval, School Counselor
	Bradley Kuntzman, School Counselor
	Theresa McGowan, School Counselor
Bill Deckelman, CAA, Activities Director	

Four Rivers Career Center	Andy Robinson, Director
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Legal Notices

Policy Information

The following information is from the School District of Washington's Policies. To obtain greater detail regarding these policies, please go to our website www.washington.k12.mo.us or call the District office at 636-231-2000.

Notification of Rights under FERPA School District of Washington

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

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District of Washington to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information: Students in ninth through twelfth grade – Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (Ex. full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with School District of Washington are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Washington High School compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), or Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact the Special Services Department, 220 Locust Street, Washington, MO, at 636-239-5162. Special Services has been designated by the School District of Washington to coordinate the Title VI, Title IX, Section 504 and the ADA.

Public Notice

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The School District of Washington assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The School District of Washington assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The School District of Washington assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The School District of Washington has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the School District of Washington, Special Services Department, 220 Locust Street, Washington, MO 63090 from 7:30 A.M. until 4:00 P.M. week days.

This notice will be provided in native languages as appropriate.

NCLB Complaint Procedures

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304 (a)(3)(C) requires the Missouri Department of Elementary and Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint: Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint: There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints: It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. *Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and*
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary and Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U. S. Secretary of Education, if it involves equity of services to private school children.
3. *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. *Verification.* Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA:

1. *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. *Investigation.* The SEA, will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. *Hearing.* If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. *Record.* The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. *Decision.* The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. *Appeal.* The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. *Second Appeal.* An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

Policy Information The following information is from the School District of Washington's Policies. To obtain greater detail regarding these policies, please visit our website at www.washington.k12.mo.us or call the district office at 636-231-2000.

Assessment Policy

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

District Assessment

The purposes of the district wide assessment plan are to facilitate and provide information for the following: Student Achievement, Student Guidance, and Instructional Changes.

Statewide Assessment

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

Surveying, Analyzing or Evaluation of Students (Policy JHDA)

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 information without written consent of a parent.

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

1. Any other protected information survey, as defined above, regardless of the funding source.
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 or 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.

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum. 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.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The District retains the authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior of student's vehicles may be inspected whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside.

Searches by School Personnel (Policy JFG)

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Audio and Visual Recording (Policy 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.

Technology User Privacy (Policy EHB)

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district.

Asbestos (Policy EBAB-AP)

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the buildings and grounds office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Programs for Homeless Students (Policy IGBCA)

The School District of Washington 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.

Teaching about Human Sexuality (Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection.

Professional Qualifications (Policy GBL)

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Crisis Response (Policy EBCA)

The School District of Washington has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. This plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available to concerned parties upon request in the central and building offices.

Corporal Punishment (Prohibited)

No person employed by or volunteering on behalf of the School District of Washington shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Notice on Filing a Complaint on District's Federal Programs

When questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures please refer to district policy KL, KL-AP.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The School District of Washington assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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The School District of Washington has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Board of Education Office during office hours 7:30 a.m. to 4 p.m. M-F.

This notice will be provided in native languages as appropriate.

HIGH SCHOOL ADMINISTRATION PARENT SAFETY INFORMATION LETTER

DEAR PARENT/GUARDIAN:

WE WANT YOU TO BE AWARE THAT THIS SCHOOL HAS MADE MANY PREPARATIONS TO DEAL EFFECTIVELY WITH EMERGENCY SITUATIONS THAT COULD OCCUR IN OR AROUND THE SCHOOL, BOTH DURING THE SCHOOL DAY AND DURING AFTER HOURS ACTIVITIES. WHILE WE HOPE THAT A NATURAL DISASTER OR OTHER SERIOUS INCIDENT NEVER OCCURS, OUR GOAL IS TO BE PREPARED FOR ANY POTENTIAL EMERGENCY. AT ALL TIMES, OUR FIRST PRIORITY IS TO PROTECT ALL STUDENTS, STAFF, AND GUESTS FROM HARM.

IN ORDER FOR OUR EMERGENCY RESPONSE PLANS TO BE EFFECTIVE, WE DEPEND ON THE COOPERATION AND ASSISTANCE OF MANY PEOPLE, SUCH AS THE POLICE AND THE FIRE DEPARTMENT. WE ALSO DEPEND ON YOU, AS PARENTS, TO SUPPORT OUR DISASTER-RESPONSE EFFORTS. YOUR COOPERATION IS VITAL TO HELPING US PROTECT THE SAFETY AND WELFARE OF ALL CHILDREN AND SCHOOL EMPLOYEES. THEREFORE, WE ASK PARENTS TO OBSERVE THE FOLLOWING PROCEDURES:

- 1. DO NOT TELEPHONE THE SCHOOL OR YOUR CHILD'S CELL PHONE. WE UNDERSTAND AND RESPECT YOUR CONCERN, BUT IT IS ESSENTIAL THAT THE TELEPHONE SYSTEM IS AVAILABLE FOR EMERGENCY COMMUNICATIONS. COMMUNICATING WITH YOUR CHILD THROUGH THEIR CELL PHONES COULD ENDANGER THEIR LIVES AND IT COULD CAUSE A MASS OVERLOAD ON THE COMMUNICATION SYSTEMS. CELL PHONES SHOULD ONLY BE USED TO GIVE INFORMATION TO THE AUTHORITIES.**
- 2. MAKE SURE THAT WE HAVE EMERGENCY CONTACT INFORMATION FOR EACH OF YOUR CHILDREN AT ALL TIMES. WE MUST BE ABLE TO CONTACT YOU OR YOUR DESIGNATED REPRESENTATIVE IN AN EMERGENCY.**
- 3. TUNE YOUR RADIO TO KLPW AM 1220 FOR EMERGENCY ANNOUNCEMENTS AND STATUS REPORTS. YOU ALSO WILL RECEIVE INSTRUCTIONS ON WHERE YOU SHOULD GO AND HOW/WHEN YOU MAY BE ABLE TO PICK UP YOUR CHILDREN. OUR SCHOOL EMERGENCY PLAN INCLUDES EVACUATION PROCEDURES WITH SEVERAL ALTERNATIVE DESTINATIONS. WHEN APPROPRIATE AND SAFE, STUDENTS MAY BE RELEASED TO THEIR PARENTS/GUARDIANS FROM THESE SHELTER LOCATIONS. UNDER THOSE CIRCUMSTANCES, WE WILL BE PREPARED TO IMPLEMENT PROCEDURES FOR CONFIRMING THE IDENTITY OF INDIVIDUALS WHO ARRIVE TO PICK-UP EACH CHILD. WHEN ARRIVING TO PICK UP YOUR CHILDREN, PLEASE MAKE SURE THAT YOU HAVE WITH YOU YOUR DRIVER'S LICENSE OR GOVERNMENT ISSUED PICTURE IDENTIFICATION.**
- 4. DO NOT COME TO THE SCHOOL UNTIL INSTRUCTED TO DO SO. IT MAY BE NECESSARY TO KEEP THE STREETS AND PARKING LOT CLEAR FOR EMERGENCY VEHICLES. IF EVACUATION IS REQUIRED, STUDENTS MAY BE TRANSPORTED TO A LOCATION AWAY FROM SCHOOL. YOU WILL BE NOTIFIED OF THIS THROUGH THE MEDIA BULLETINS.**
- 5. TALK TO YOUR CHILDREN AND EMPHASIZE HOW IMPORTANT IT IS FOR THEM TO FOLLOW INSTRUCTIONS FROM THEIR TEACHERS AND SCHOOL OFFICIALS DURING ANY EMERGENCY.**
- 6. PARENTS AND OTHER ADULTS MUST STAY CALM AND FOCUSED IN AN EMERGENCY, MINDFUL THAT THEIR ACTIONS AND COMMENTS WILL BE THE EXAMPLE THAT, TO A GREAT EXTENT, DETERMINES THE CHILDREN'S RESPONSE.**
- 7. CAREFULLY READ ALL INFORMATION YOU RECEIVE FROM THE SCHOOL. YOU MAY RECEIVE UPDATES ABOUT OUR SAFETY PROCEDURES FROM TIME TO TIME.**
- 8. WHEN YOUR CHILD IS AT HOME FOLLOWING AN EMERGENCY, TRY TO KEEP YOUR CHILD AWAY FROM NEWS BEING BROADCAST OVER THE VARIOUS MEDIA. HAVE AN EMERGENCY PLAN AT HOME (SEE THE READY IN 3 MATERIALS, WWW.DHSS.MO.GOV). DECIDE ON A TELEPHONE NUMBER TO CALL OUTSIDE OUR COMMUNITY OR A PLACE TO RENDEZVOUS IF SEPARATED. KEEP A "DISASTER SUPPLIES KIT" CONTAINING DRINKING WATER, NONPERISHABLE FOOD, BATTERIES, FLASHLIGHT, RADIO, MEDICATION, TOOTHBRUSHES, ETC. (WWW.REDCROSS.ORG).**

WE ARE PROUD THAT OURS IS A SAFE SCHOOL, AND WE ARE DOING EVERYTHING POSSIBLE TO KEEP IT THAT WAY. WE APPRECIATE YOUR COOPERATION AND SUPPORT. IF YOU HAVE ANY QUESTIONS ABOUT THIS LETTER OR OTHER ASPECTS OF OUR SAFETY PROCEDURES, PLEASE CONTACT US AT 636-231-2200 SINCERELY,

**THANK YOU,
WHS ADMINISTRATION**

School Closing - PLEASE DO NOT CALL THE SCHOOL

In the event of severe inclement weather or mechanical breakdowns, school may be closed or the starting time delayed. The same conditions may also necessitate early dismissal.

School closings, delayed starting times or early dismissals will be posted on the District's website: www.washington.k12.mo.us the District's twitter feed at @SDOWashington and the District's Facebook account.

School closing information will also be available on the following TV stations:
KTVI --Channel 2 KMOV--Channel 4 KSDK—Channel 5

The District also utilizes the call blast/email blast system for district wide closings. The superintendent or designee will send an automated call blast to all parents/guardians. If you do not wish to receive this notification contact the technology department at 636-231-2800.

Guidance Office Information

Office Phone 636-231-2170, Office Fax 636-231-2175

School Counselors and Student Assignments:

Katie Sandoval - Serving students last names beginning A through E

Email - kathryn.sandoval@washington.k12.mo.us

Bradley Kuntzman - Serving students last names beginning F through K

Email - bradley.kuntzman@washington.k12.mo.us

Kelly Richard, Department Chair – Serving students last names L through Q

Email - kelly.richard@washington.k12.mo.us

Theresa McGowan – Serving students last names beginning with R through Z

Email - theresa.mcgowan@washington.k12.mo.us

School Test Reporting Code:

ACT/SAT Code ... 263-537

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Grade Reports:

Progress and Grade Reports may be accessed by logging in to the Lumen Parent Portal. The grading system is based on a four point (4.0) system. For information to access this system at home, please contact the high school guidance office.

Quarterly Assessments (QA)

A Quarterly Assessment is given in each class at the end of each quarter. It is comprehensive, requiring that students recall subject content from the entire quarter, and may count for up to 20 percent of a student's final grade.

Final Exam

A final exam is given in each class at the end of each semester encompassing information from the two quarters. It may be comprehensive, requiring that students recall subject content from the entire quarter, and may be up to 20 percent of the student's final grade.

Incomplete Grades:

Incomplete grades are given when a student has not been able to complete the work for a reason beyond his/her control. An Incomplete Grade will be reflected as an INC on the student's grade card and in Lumen. Work required for course and grade completion must be completed within two weeks after the end of the grading period. No incomplete grades shall be allowed at the end of the following semester in which the grade was given. If an incomplete grade is not rectified by the end of the semester directly following the semester in which the INC was placed on the grade card the INC will be changed to an F by the teacher or school counselor.

Adding and/or Dropping Class:

- Students should make every effort to Add/Drop a class prior to the start of school.
- Students who drop a class after the mid-term mark will receive the grade of (F) for the semester.

Academic Concerns:

If a student is struggling academically he/she should follow these steps in order to create success in the classroom:

- Meet with your teacher before or after school/class to determine what steps need to be taken to create success in the specific class/es. When you make an appointment, keep it.
- Attend scheduled tutoring sessions pre-determined by each core area. A Tutoring Schedule is available in the School Counselor's Office.
- Utilize your planner/calendar/electronic device to organize your schedule, school work, projects, tests, etc.
- If you are still struggling after following these steps please contact your school counselor.

Honor Roll:

Quarterly A and B honor rolls are published in the local newspaper. All students who receive at least a 2.999 to 3.799 grade point average are included and classified as "B Honor Roll." A GPA of 3.8 or above qualifies for the "A Honor Roll."

Graduation Requirements:

24 Credits are needed to graduate. Below is the required number of credits necessary in each category.

Language Arts	4
Social Studies	3
Mathematics	3
Science	3
Practical Arts	1
Fine Arts	1
Physical Education	1
Health	.5
Personal Finance	.5
Electives	7

Recommendation for Technical College/College/University Bound Students:

- Earn 24 units of credit, which include four units of English, four units of mathematics (Algebra I or higher), three units of science, three units of social studies, and have at least a 3.0 GPA in these four areas.
- Take ACT or SAT early and often. You must check your college/university's website for the admission score requirement.
- Most schools require two consecutive years of the same foreign language. Check your specific school's website for foreign language requirements.
- Taking additional core classes will build skills, help in the college admission process and better prepare you for post-secondary education.

Grade Classification:

A typical high school student will earn 6 to 7 credits per school year.

MSHAA Guidelines mandate that students must pass 6 out of 7 classes per semester in order maintain eligibility to participate in MSHAA sanctioned activities and events. This includes all sports, music and some extracurricular activities.

Student's credits are reviewed for grade level classification each summer.

Classification of students is based on credits earned.

These are the minimum requirements for grade classification. Students who do not meet these requirements will be reclassified as follows:

- Freshmen – earned 2.5 credits or less
- Sophomores - earned at least 3 Credits
- Juniors = at least 9 Credits
- Seniors = at least 15 Credits

Students attend class functions and meetings based on their current grade classification.

For example: to attend a Senior Class meeting you must be classified as a Senior.

Notice: Students must have 24 credits to graduate.

Before a diploma is issued, a student must have attended Washington High School for at least one full semester and be enrolled in a minimum of six academic classes.

Academic Awards of Recognition for Graduating Seniors

Seniors who have the following GPAs at the time of graduation will be recognized as graduation with High Honors or Honors:

High Honors = GPA 3.9000 - 4.000

Honors = GPA 3.750 – 3.899

Technical College, Community College and University Information

- College and University Quick Links are provided on the Washington High School Guidance Office webpage under Missouri Colleges – Quick Links.
- Naviance is used as the main resource for College/University searches.
- Colleges change their entrance requirements frequently. Students should check college and university websites early and often to review entrance requirements in order to determine eligibility for entrance.
- Students should plan on attending meetings with college and university representatives that are hosted on the Washington High School Campus. Students must use Naviance to view dates for college/university representative visits, and sign up for meetings.
- Students are strongly encouraged to visit college/university campuses as part of the college/university selection process.
- Students interested in participating in college level athletics will need to register with NCAA or NAIA as applicable.

Scholarships

Scholarships are available to seniors planning to continue their education.

- Scholarship information can be located at Naviance.com. Each student has created their own login. The username is an email address that the student registered. The password was created and entered by the student. The link for scholarships can be found by clicking on the “Colleges” tab, scrolling down and clicking on the Scholarship List link. *All scholarships sent to the Washington High School Counselors Office will be posted to this link for student access. Deadlines are strictly observed.*
- It is the student’s responsibility to check with colleges and universities that they may attend to determine potential scholarships. Scholarship information is found on the college/universities website.
- If a student ranks in the top 25% of his/her class and/or scores in the top 25% on the college aptitude test (ACT, SAT), he/she could qualify for a scholarship/s.
- Scholarships may be available based on special abilities such as community involvement, art, athletics, music and leadership skills.
- Parents and guardians should check with their employer and/or labor unions to determine if scholarships are available to their children.
- Federal and State Aid/Grants may also be available to students. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to determine financial eligibility. The official website is fafsa.ed.gov. FAFSA workshops are offered at East Central College. Please see East Central’s website for dates and times.

Comprehensive Guidance Program

The School Counseling Department at Washington High School follows the guidelines set forth by the State Board of Education's Comprehensive Guidance Program:

- Guidance Curriculum
- Individual Student Planning
- Responsive Services
- System of Support

Testing

The guidance office administers the following tests at the following grade levels:

- 9th Grade - End of Course Exams (EOC)
- 10th Grade – End of Course Exams (EOC), Armed Services Vocational Aptitude Battery (ASVAB), Pre SAT (PSAT), Aspire
- 11th Grade – End of Course Exams (EOC), State required - American College Testing (ACT), Test date is set by the College Board - Pre SAT/National Merit Scholarship Qualifier Test (PSAT/NMSQT)
- 12th Grade – End of Course Exams (EOC)
- Students who take Advanced Placement (AP) courses will be tested during a two week period in May as designated and set by the College Board.
- Testing dates and information pertaining to the ACT and SAT are available in the guidance office or can be found at the ACT website, actstudent.org and SAT website collegereadiness.collegeboard.org

National Honor Society Selection

The following procedures are taken from the National Council's NHS Handbook, covered under Article IX in the constitution and the section on selection. To become a member of the National Honor Society a student must excel in the four areas of Scholarship, Leadership, Service and Character.

1. Scholarship - Candidates must have earned a cumulative grade point average of 3.5 or higher (and must maintain that minimum during their membership).
2. Leadership - Candidates must be involved in at least one leadership position in school or community.
3. Character - Faculty input is solicited regarding character. Each candidate earns a numerical rating on a scale of 1-5. Attendance is also examined. The NHS Faculty Council will review ratings for each candidate.
4. Service - School and community service must be demonstrated by each candidate.

Sophomores, juniors and seniors who are academically eligible (3.5 cumulative GPA or higher) will be notified of their eligibility via letter and invited to fill out the application. Those students interested in joining NHS will submit their application for review by the NHS Faculty Council (typically in early January). After the Faculty Council has met and screened the candidates selection notification will be made and those selected for membership will be inducted during a ceremony (typically held in April). Once a student has been selected they do not need to reapply each year.

Renaissance Program Description

Renaissance is a national program we use at Washington High School to promote student achievement, attendance, character, and Blue Jay Spirit. Students and faculty/staff have the opportunity to be recognized through this program.

Monthly Awards

We offer monthly Renaissance awards for students and staff.

Student categories include Behavior/Character, Blue Jay Spirit, Improvement, and Academics. Teachers and Staff can be nominated by students or by their co-workers

End-of-the Year Recognition

- Students with cumulative GPA of 3.25 are recognized with Renaissance apparel and a luncheon.
- Renaissance assembly recognizes students and staff for their achievements throughout the school year.
- Each teacher/staff member presents an individual award to student of his/her choice for criteria including academic achievement, citizenship, school spirit, attendance or any other criterion deemed important by the individual staff member.

Planning Committee

Students who qualify for Renaissance are invited to help coordinate the assembly, luncheon and other Renaissance sponsored activities. Interested students should see Mrs. Minnich, Mrs. Meers, or Mr. Leatherman.

Renaissance Qualifications

To be eligible for Renaissance, you must meet the following qualifications:

- 3.25 Cumulative GPA
- Attend school 4 hours a day
- No serious discipline offenses/referrals
- Freshmen are eligible for Renaissance after first semester of their first year of high school

Clubs and activities

Speech/Debate	Yearbook
Youth Leadership of St. Louis	German Club
SADD/TREND	Mu Alfa Theta
Renaissance	Chess
Scholar Bowl Team	Dead Poets Society
Book Club	Brain Bowl
Future Homemakers of America	Key Club
Theatre Guild of America	Astronomy Club
Blue Jay Journal/TV/Radio	Speech Team
Cheerleading/Dance Squad	Ecology Club
Spanish Club	Mock Trial
French Club PAWS (Progressive Animal Welfare Society)	

Career Center/ High School Organizations

FFA – Formerly “Future Farmers of America” Open to agriculture students.
Skills USA – available through Four Rivers Career Center
Distributive Education Clubs of America (DECA) - open to marketing students.
Future Business Leaders of America (FBLA)
Health Occupations Students of America (HOSA) – open to health occupation students
Educator’s Rising – teaching careers
Family, Career and Community Leaders of America (FCCLA)
National Honor Society (NHS)
Theater Guild

Vocal and Instrumental Music Groups

Marching Band
Mixed Chorus
Jazz Band
Pep Band I, II
Orchestra
Concert Band
Mixed Chorus
Jazz Band
Symphonic Band
Meistersingers
Woodwind Choir
Brass Choir
Winter Guard (Varsity & JV)
Winter Drumline

Athletics

Football
Softball
Volleyball
Boys and Girls Soccer
Boys and Girls Cross County
Wrestling
Boys and Girls Basketball
Boys and Girls Track
Baseball
Boys and Girls swimming
Boys and Girls Golf
Cheerleading
Dance Team (Jaywalkers)

General Regulations:

Homework

- Homework is expected to be completed on time. Homework is a natural outgrowth of a class and is vital to the success of a student. Most homework assignments will result in some form of credit.
- Guidelines for make-up work:
 1. A make-up test must be taken the first day of return to school if the absence occurs on the day of a test. Two days must be allowed when absent the day of the test and one preceding day, and three days must be allowed when absent the day of a test and two preceding days.
 2. Assignments prior to absence are due on the day that the student returns to school.
- As a general rule for written make-up work, a student should be allowed one day to make up the work for each day missed. Homework may be requested by student and/or parent through the assistant principal's office for **absences of three (3) days or more**.
- Parents/guardians are requested to call **636-231-2222** in the event of an absence. If an absence is three or more days, homework should be requested through this office. In the event of a prolonged absence due to illness or accident. Arrangements must be made for make-up work prior to a vacation absence.

Attendance Policy

Absences of 15% or more are not acceptable. It jeopardizes the exposure to academic, emotional, physical, and social wellbeing of our students. The staff will use measures to ensure the opportunity for students to benefit for their lost time of school exposure due to excessive absences. These opportunities will be provided to the student to meet the expectation of good attendance and through the collaboration of staff, student, parent and the larger community. Activities could be, but not limited to, intensified study time, through Saturday School, before or after-school learning labs, mentoring, tutoring, service learning, and other projects as deemed related.

Six (6) or more absences per semester may result in a parent conference. Parents will be notified by mail when students have been absent from school more than six days. Letters will also be sent home on the fifth, eighth, and twelfth days of absence. Students may lose credit after their twelfth absence. Students will be allowed to appeal loss of credit to the administration.

In order to be eligible for a Carnegie Unit of credit a student must be in attendance for at least 72 complete class periods per semester (sixty clock hours). A record of student attendance will be kept on an excused/unexcused basis.

Excused Absences:

- Illness of students
- A death in the family
- Doctor or dentist appointment-must be accompanied by a note from the doctor
- Certain days of religious observance
- Court appearance
- Pre-approved vacation
- Emergency situations
- School activity

Vacations:

Vacation must be preapproved by the administration and teacher before the date of the absence. Please pick up an approval form from the Welcome center in the Northington Lobby. Return the completed form to the Welcome center.

Reporting Absences:

A parent or guardian may call (636-231-2200) the day of the absence or may call (636-231-2222) prior to the absence to provide the reason for the student missing school. If a call is not made, the student will need to bring a note from a parent or guardian to the attendance office to excuse the students.

When returning from an absence:

Prior to 8:30 a.m. the student who has been absent must stop by the attendance office and pick up an admit slip. A student without verification for an absence is still obligated to get an admit slip from the office prior to 8:30 a.m. A student has two days to provide an excuse, as listed above, for an absence.

Early dismissal:

Approval from the attendance office is needed. A dismissal slip will be given to the student during the school day prior to the dismissal time. Students should report to the welcome center to sign out prior to their dismissal. Please call (636) 231-2200.

Absence on the day of a test:

Tests are to be taken the first day of return to school if the student has been absent on the day of a test, two days when absent on the day of the test and one preceding day, and three days when absent the day of a test and two preceding days. Students will not be allowed more than five days to make-up work without special permission from the teacher and the office.

Library Usage:

- The library is open to students throughout the school day and both before and after school.
- Students may use the library for reading, research, class work, and group projects.
- A variety of research databases are available at home to students through passwords that are available in the library.
- Students will be responsible for lost or damaged books and library materials.

Chromebooks: All Washington High School students are issued a district owned electronic device (Chromebook). The device and accessories issued are similar to having a textbook and it is the responsibility of the student to use and care for the issued items, but the School District retains ownership of the device, software and all issued peripherals. If the student ceases to be enrolled in the School District of Washington, the device, bag, and charger must be returned in good working order or the student/parent is responsible to pay the full replacement cost of the device. Devices will be returned at the end of the school year and students will be assessed for any damages. Students are responsible for following the guidelines outlined in the district Technology Usage Agreement as well as the Chromebook Agreement. Questions regarding the devices and students seeking assistance with their Chromebook can contact the WHS Student HelpDesk.

Medication:

Non-prescription pain reliever/fever reducer will not be given to students before 11:00 am. The School District of Washington has a district medication policy. Students who need to take medicine while at school are to make arrangements through the school nurse. The use of controlled pain medication by students during the school day is highly discouraged as this may cause a barrier to learning. Controlled pain medications will generally NOT be accepted or administered by the school nurse. The administration of controlled pain medication may be allowed if it is a part of a student's necessary treatment, subject to the approval of the district's health services coordinator. All medication policies and forms can be found on the districts website under the health services department.

Students who have been on a narcotic based medication will need a doctor's note to return to school. (Policy JHCD)

All other information and medical forms may be accessed on our District web site under health services at:
www.washington.k12.mo.us

Food Service-The cafeteria is a cashless system:

In order to reduce the time waiting in line, the Food Service Department is on the computerized debt account system Meal Tracker. You must have the identification number. The identification number is located on the student identification card. Students are required to use their lunch identification number when purchasing food and/or drinks in the cafeteria. Deposits into student accounts may be done on-line. Account update will be e-mailed to those parents/guardians with correct e-mail addresses.

New cards, if needed, are issued at all class orientations prior to school opening in August. After that time new accounts may be opened and/or money deposited on an account during breakfast hours only in the cafeteria. If paying by check please include account number and name on the memo line. The entire check amount must be deposited. The Food Service Department will not CASH checks from parents, students or staff members. Parents may write one check for all family members attending the same school. The Nix Cafeteria is open for breakfast from 7:50 A.M. through the first tone/bell. During this hour you may purchase the offered breakfast or a variety of breakfast and snack items.

ALL STUDENTS WILL EAT IN THE CAFETERIA DURING THEIR ASSIGNED LUNCH SHIFT.

Students desiring items from the soda machines or the snack machines should obtain those items on the way to the cafeteria. Students will not be allowed to come into the halls during their lunch shift.

During your scheduled lunch period, Food Service offers four different lines to serve you. You may choose from the items on the daily lunch menu, sandwich & fries, the bar line or our Ala Carte snack bar. NOTE: Those students who participate in our Free and Reduced Meal Program are invited to all meal lines. All ala Carte items or second meals are purchased at the full price. If at any time you are having a problem in the cafeteria, with your account or with a Food Service staff member, please contact the Kitchen Manager for assistance. Patrons of the cafeteria are to respect all property of the Food Service Department. Please do not throw away eating utensils, bowls, trays or serving trays. Clean up your eating area leaving it clean for the next lunch period. Leaning in chairs, sitting on tables or destruction of property will not be tolerated.

Cheating and plagiarism:

- Class work includes worksheets, tests, quizzes, and essays.
- Giving or receiving unauthorized assistance and using unauthorized aids on any class work or homework assignment is forbidden.
- Copying someone else's class work or homework and turning it in as one's own work is forbidden. Each class work/homework assignment given by a teacher is to be completed individually unless otherwise stated.
- The use of Cliff's Notes, Barron's Book Notes, Monarch Book Notes, etc. without permission in place of an assigned reading is forbidden.
- The use of unauthorized aids during tests or quizzes is forbidden.
- The intentional or unintentional copying or imitating of the language and ideas of another and claiming them as one's own.

Dances and School Functions:

Students, who bring guests to dances other than WHS students, should obtain a guest form from the assistant principal's office. Students are expected to abide by school rules and represent the school in a positive fashion. Students are responsible for the conduct of their guests. If there is evidence of misconduct on the part of either student or guest, both may be asked to leave. Students and guests must conduct themselves as ladies and gentlemen at all times.

Smoking is prohibited. Students and guests may leave the building at any time after arrival, but may not re-enter after leaving. Regular school dress is appropriate unless specified. Permission to bring an outside guest is granted on a single activity basis only. Violations of school regulations by student or guest will automatically resign the special privilege, herein named. No person may be present at class or school organizational meetings except members of the class or organization, teachers, or parents acting as chaperons. No class or school organization may use the school, class or organization's name at any function not officially approved by the school. Junior High students are not permitted at Washington High School dances. Students who have dropped out of school will not be allowed to attend school dances.

When dances are over students are to have their rides at school upon completion of the dance. Students who do not have their rides at school on time at the end of a dance will face disciplinary action and not be allowed to return to future school functions.

Dress:

Each student should select clothing suitable for school and the day's weather conditions. Styles and types of clothing change from time to time; the school recognizes this fact and will make allowances for such changes within limitations. **The limits as to what is considered appropriate dress will be determined in the opinion of the teachers and administration.**

Matters of personal appearance, which are deemed distractions in the classroom, will not be allowed. If a teacher feels that a student's dress is provocative or inappropriate, the student may be referred to the office with a conduct referral. The administration will then determine the appropriate action to be taken with the student.

Guidelines are:

- No references on clothing that disrupts the school environment
- Body should be covered, no under garments should be visible
- No head covering of any kind should be worn in the building

Halls:

The five-minute period between classes is adequate time to pass from one class to the next. Hall passes are required when passing from one area to another during class time. Students are not allowed in the halls during their lunch period. Courtesy to others and the rights of others are to be considered when passing through the halls.

Parking:

Parking at WHS is a privilege. Students with multiple discipline referrals and chronic attendance issues may have parking privileges revoked. Parking permits are sold in the Assistant Principal's office. The cost of parking is \$40.00 (\$10.00 per quarter). **After being warned the vehicle may be towed and it will be at the owner's expense. Violation of parking procedures may result in student's parking tag being revoked and/or car being towed at the student's expense.**

Hall Passes:

Hall passes will be written in the student handbook. Students are to carry their handbook at all times when on hall pass.

Radios, Electronic Devices, and other Student Personal Property:

Radios, cameras (still or video) or other recording or play back devices are not permitted in school. Use of these items during the school day may result in up to three (3) days of in-school suspension. Such devices may be confiscated and parents will be required to come and pick them up. **Washington High School is not responsible for the loss or theft of these items; CD Players, MP3 Players, I-Pods, calculators, musical instruments, etc.**

Hunting Items:

Students are not to bring firearms, bows, slingshots or knives to school. This includes pocket knives, box knives, or utility knives.

Guests at School:

Guests are not allowed on a general basis. There may be special guests allowed upon approval of the administration.

Physical:

Any student entering WHS for the first time is suggested to have a physical examination by a doctor and the form is kept on file. Any student involved in a special athletic program will need physical examinations as required by the Missouri State High School Activities Association.

Restrooms:

Students are not to loiter in restrooms at any time during the regular school hours or scheduled activities. Restrooms used for other than their designated purposes will be closed.

Soliciting:

Soliciting or sales on school property involving students or personnel must be approved by the principal.

Telephone/Messages:

Students will be notified immediately of any emergency messages by the office. However, a general message service is not one of the school's functions.

Cellular Phones:

Students may carry a cellular phone. It should be in “silent” mode at all times.

IF A CELLULAR PHONE GOES OFF OR A STUDENT IS USING A CELL PHONE DURING CLASS TIME STUDENTS MAY BE ASSIGNED UP TO THREE DAYS (3) OF IN-SCHOOL SUSPENSION. (THE CELL PHONE MAY BE CONFISCATED.)

***The school will not be responsible for the theft or loss of cellular phones.**

Textbooks:

Each student is provided a free copy of the textbooks necessary for his/her required curriculum. Any damage other than normal wear and tear, or any loss of book, will result in a bill to the student for damages to rebind or replace the book.

Lockers:

Each student is responsible for the appearance and proper care of their lockers. Any damage or defacement will result in an assessment of charges to renovate the locker to working order or acceptable appearance. Students are encouraged to keep their assigned locker locked. Lockers and desks are the property of the school district and are provided for the convenience of students, and as such, are subject to periodic inspection for any reason, without notice, without consent, and without a warrant.

School Equipment (Loaned):

Students are responsible for the care and upkeep of loaned school equipment. In case of damage or loss, the student will be billed for the amount to replace such equipment. This includes personal computers if permitted or part of a school pilot program.

Academic Lab:

Students may study or read, but not talk without permission. Students will not be forced to study, but they are not allowed to bother anyone else during this time. Each person will have an assigned seat. Academic Lab is considered a class.

Field Trips:

Field trips are limited to two trips per year per teacher; one trip per semester. The cost of the field trip will be paid by the students participating in the trip. The WHS code of conduct applies to all students participating in a field trip.

Security Procedures: Designated areas of the Washington High School campus are under video surveillance. Recently school security has taken center stage in the news. Though school security is not a new issue it is not to be taken for granted. Students are reminded that they contribute to the well-being of the whole school when students take an active role in reporting behaviors that could signal trouble. If you know of a classmate who is troubled and has threatened others in any way, please get involved. Contact a teacher, counselor or principal. Many problems can be avoided by being aware of what is going on around us and passing on comments to someone who can help.

Student Picture Identification:

Students should carry their picture identification cards at all times while they are at school or at a school activity. Student identification cards are also library cards; lunch cards; and may also be used for other privileges

School Supplies:

It is the student's responsibility to bring the necessary school supplies to school on a daily basis. This would include pens, pencils, paper, calculator, folders, etc.

Athletics/Activities Eligibility

Athletic Eligibility Regarding Colleges ... NCAA/NAIA Rules and Requirements ... See the guidance office and/or the Activities Director.

For all rules and regulations concerning interscholastic competition please contact our activities office at 636-231-2180.

Sports Schedules Online at: www.bluejayathletics.net

Student Discipline

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.

In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school playgrounds, parking lots, school transportation or at a school activity whether on or off school property.

It is the policy of the School District of Washington to report all crimes occurring on school grounds to law enforcement, including but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under 565.024, RSMo.
3. Kidnapping under 565.110 RSMo.
4. First, second or third degree assault under 565.050, .060.070, RSMo.
5. Sexual assault or deviate sexual assault under 566.040, .070, RSMo.
6. Forcible rape or sodomy under 566.030, .060, RSMo.
7. Burglary in the first or second degree under 569.160, .170, RSMo.
8. Robbery in the first degree under 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under 195.211, .212, RSMo.
11. Arson in the first degree under 569.040, RSMo.
12. Felonious restraint under 565.120, RSMo.
13. Property damage in the first degree under 569.100, RSMo.
14. Child molestation in the first degree pursuant to 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to 566.083, RSMo.
16. Sexual abuse pursuant to 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the School District of Washington to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

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 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, any 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 of the following conditions exist:

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.

The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

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 as appropriate for the age level of students in the building. 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.

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.

First Offense:	Principal/Student conference, up to course failure.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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

First Offense:	Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	Up to 180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

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 degree.

First Offense:	Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, up to 180 days out-of-school suspension, or expulsion.

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

First Offense:	Principal/Student conference, 10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

Automobile/Vehicle Misuse – Uncourteous 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.

First Offense:	Written warning notification, principal/student conference, detention, in-school suspension, out-of-school suspension, or revocation of driving and parking privileges.
Subsequent Offense:	Vehicle may be towed away at the owner's expense, suspension or revocation of driving and parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

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. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, up to 180 days out-of-school suspension or expulsion.

Bus or Transportation Misconduct (see Board policy JFCC and JFCC-R) – 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. In addition, transportation privileges may be suspended or revoked.

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational 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.

First Offense:	Principal/Student conference, detention, in-school suspension, or up to 30 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

First Offense:	Principal/Student conference, in-school suspension or up to 180 days out-of-school suspension.
Subsequent Offense:	Up to 180 days out-of-school suspension or expulsion.

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(c) of the Controlled Substances Act.

First Offense:	Principal/Student conference, in-school suspension or up to 180 days out-of-school suspension.
Subsequent Offense:	11 to 180 days' out-of-school suspension or expulsion.

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(c) of the Controlled Substances Act.

First Offense:	Principal/Student conference, up to 180 days out-of-school suspension or expulsion.
Subsequent Offense:	11 to 180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, up to 180 days out-of-school suspension, or expulsion.

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, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension or out-of-school suspension.
Subsequent Offense:	Restitution. Detention, in-school suspension or out-of-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – 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. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." 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.

First Offense:	Verbal warning, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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False Alarms (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.

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, up to 180 days out-of-school suspension, or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.
Subsequent Offense:	In-school suspension, up to 180 days out-of-school suspension, or expulsion.

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.

First Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension or out-of-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

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.

First Offense:	Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, up to 180 days out-of-school suspension, or expulsion.

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.

First Offense:	Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Up to 180 days out-of-school suspension or 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.

First Offense:	Principal/Student conference, detention, in-school suspension or up to 180 days out-of-school suspension.
Subsequent Offense:	Up to 180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – 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.

First Offense:	Confiscation. Warning, principal/student conference, detention, in-school suspension, or out-of-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, or up to 10 days out-of-school suspension.

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.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension or out-of-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

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.

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension or out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, up to 180 days out-of-school suspension, or expulsion.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, detention, in-school suspension or out-of-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

First Offense:	Restitution. Principal/Student conference, detention, in-school suspension, or out-of-school suspension.
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Subsequent Offense:	Restitution. Loss of user privileges, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
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Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or up to 180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. Up to 180 days out-of-school suspension or expulsion.

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

First Offense:	Principal/Student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	In-school suspension, up to 180 days out-of-school suspension, or expulsion.

Tobacco

Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or up to 5 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, Saturday school, or up to 90 days out-of-school suspension.

Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, Saturday school, or up to 3 days out-of-school suspension.
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Subsequent Offense:	Confiscation of tobacco product. In-school suspension, Saturday school, or up to 90 days out-of-school suspension.
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Truancy or Tardiness (see Board policy JED and procedure JED-API) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, Saturday school, or 1-3 days in-school suspension.
Subsequent Offense:	Principal/Student conference, detention, Saturday school or other extended learning opportunities to make up lost instructional time, 3-10 days in-school suspension, loss of credit, removal from class(es), and removal from extracurricular activities.

Unauthorized Entry – 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.

First Offense:	Principal/Student conference, detention, in-school suspension, or 1180 days out-of-school suspension.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students while school is in session, out of session, or at a district-sponsored activity.

First Offense:	Approved plan of restitution is mandatory. Additional consequences include principal/student conference, detention, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Approved plan of restitution is mandatory. Additional consequences include in-school suspension, up to 180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

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.

First Offense:	Principal/Student conference, in-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Up to 180 days out-of-school suspension or expulsion.

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).

First Offense:	Principal/Student conference and one calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

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

First Offense:	In-school suspension, up to 180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Up to 180 days out-of-school suspension or expulsion.

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Discipline Descriptions

After School Detentions are held from 3:30 - 4:30 P.M., Monday, Tuesday and Thursday. Students are to bring materials and remain busy the entire time. After school detention is supervised by a faculty member.

Lunch Detentions are held during a student's lunch period. Lunch detention is supervised by a faculty member and is a quiet study period. Unless the student speaks to the office secretary and makes arrangements, a sack lunch will be charged to the student and delivered on the day of the lunch detention.

In School Suspension (ISS) begins at 7:55 A.M., or when the student arrives at school, until the end of the day at 3:25 P.M. The student's teachers provide assignments and make-up work for the time they are in ISS. ISS is supervised by a faculty member and held in a small classroom. A sack lunch will be provided, that is, if the student has money on their account. Two restroom breaks are provided.

OSS/ISS HOMEWORK POLICY (Policy JGD)

In-school suspension and out-of-school suspension are disciplinary options that may be utilized by schools. In-school suspensions are designed to accommodate homework during the days served in the suspension. Out-of-school suspension is served by removal of the student from school premises for a determined length of time. Work that has been assigned to the student during the term of suspension is expected to be made up for full credit.

Out of School Suspension (OSS) – This type of suspension is defined as removal of the student from the school premises for disciplinary purposes. The student is not allowed on school property without special permission of the school administration. They are not to attend school functions or extracurricular activities at home or away.

Students will be allowed to make up work for full credit. Homework will be given to the student in three-day increments. Students will not be given additional work until they have finished the prior three days' worth of work.

The student and their parent must request homework assignments in writing by the next school day after the OSS has been assigned. Homework assignments are due the day the student returns to school. No extension will be granted.

Major tests and major projects will be arranged with the teachers. It is the student's responsibility to make arrangements with their teachers to make up major tests and major projects. Students must make these arrangements within five days of returning to school.

Prepare a Home Earthquake Plan

- ✓ Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- ✓ Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- ✓ Choose an out-of-town family contact.
- ✓ Take a first aid class from your local Red Cross chapter. Keep your training current.
- ✓ Get training in how to use a fire extinguisher from your local fire department. ✓ Inform babysitters and caregivers of your plan.

Eliminate Hazards

- ✓ Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- ✓ Bolt bookcases, china cabinets and other tall furniture to wall studs.
- ✓ Install strong latches on cupboards.
- ✓ Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- ✓ First aid kit and essential medications.
- ✓ Canned food and can opener.
- ✓ At least three gallons of water per person.
- ✓ Protective clothing, rainwear, and bedding or sleeping bags.
- ✓ Battery-powered radio, flashlight, and extra batteries.
- ✓ Special items for infant, elderly, or disabled family members.
- ✓ Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- ✓ Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- ✓ DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- ✓ In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- ✓ If you are in bed, hold on and stay there, protecting your head with a pillow.
- ✓ If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- ✓ If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- ✓ Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- ✓ Check others for injuries. Give first aid for serious injuries.
- ✓ Look for and extinguish small fires. Eliminate fire hazards. ✓ Turn off the gas if you smell gas or think it is leaking. (Remember, only a professional should turn it back on.)
- ✓ Listen to the radio for instructions. Expect aftershocks. Each time you feel one, DROP, COVER and HOLD ON!
- ✓ Inspect your home for damage. Get everyone out if your home is unsafe. ✓ Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from:

The American Red Cross website –

http://www.redcross.org/services/prepare/0,1082,0_241_,00.html,

Missouri State Emergency Management Agency website -

<http://www.sema.dps.mo.gov/EQ.htm>

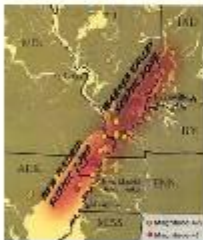
The Federal Emergency Management Agency website –

(<http://www.fema.gov/hazard/earthquake>).

This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455



The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.



A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.