

# Wellington-Napoleon R-IX



**Dedicated  
To the  
WN Dynasty  
#wntigers**

## Middle School and High School Student Handbook 2019-2020

### **Wellington-Napoleon R-IX Mission Statement**

Empowering, Preparing, and investing in lifelong learners

**W** *WN-R-IX values the development of our*  
**N** *Next generation of leaders through*  
**T** *Teaching and learning with high rigor and*  
**I** *Interactive environments that promote continuous learning with*  
**G** *Global Innovation*  
**E** *Ethics, integrity and accountability to promote*  
**R** *Relationships that invest in one another now, and*  
**S** *Self motivation for students to be successful.*



# Daily Schedule

August 2019				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12 (M)	13 T
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
	T	W	Th	F
	1	2	3	4
7	8	9	10	11 (Q)
14	15	16 T	17 T-P/T	18
21	22	23	24	25
28	29	30	31	

November 2019				
M	T	W	Th	F
				1
4 T	5	6	7	8
11	12 (M)	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20 (Q)
23	24	25	26	27
30	31			

January 2020				
M	T	W	Th	F
		1	2	3
6 T	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31 (M)

February 2020				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	Th	F
2	3	4	5	6 (Q)
9	10	11	12	13
16	17	18	19	20 T
23	24	25	26	27
30	31			

April 2020				
M	T	W	Th	F
		1	2	3 (M)
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14 (Q)	15
18	19	20	21	22
25	26	27	28	29

<b>T = Staff Inservice</b> <b>(M) Mid-terms</b> – 9/12, 11/12, 1/31, 4/3 <b>(Q) End of quarters</b> - 1 <sup>st</sup> 10/11, 2 <sup>nd</sup> 12/19, 3 <sup>rd</sup> 3/6, 4 <sup>th</sup> 5/12 <b>Final Copy of Calendar</b>				
<b>(P/T) Parent/Teacher Conferences</b> 10/17 11:00 am – 7:00 pm <b>No School/ Staff days</b> 8/12 8/13, 8/14, 9/13, 10/16, 10/17, 11/4, 1/6, 3/20 <b>12:00 Dismissal Days</b> 12/20 Christmas Break 5/14 Last Day of School Staff Days – 173 Student Days – 164				
<b>No School/No Staff</b> 08/15 9/2 Labor Day 9/27 Fair 10/18 11/27-11/29 Thanksgiving Break 12/19-1/3 Winter Break 1/20- Martin Luther King Day 2/17 President's Day 3/9-3/13 Spring Break 4/10-4/13 Easter Break 5/3 Graduation				



## 2019 / 2020 CLASS SCHEDULE

### **Middle School Bell Schedule**

1<sup>st</sup> Hour 8:00-8:56

2<sup>nd</sup> Hour 9:00-9:52

3<sup>rd</sup> Hour 9:56-10:48

4<sup>th</sup> Hour 10:52-11:44

5<sup>th</sup> Hour 11:48-1:00

***Lunch 11:48-12:08***

6<sup>th</sup> Hour 1:04-1:56

7<sup>th</sup> Hour 2:00-2:52

Pride Time 2:56-3:15

### **High School Bell Schedule**

1<sup>st</sup> Hour 8:00-8:52

2<sup>nd</sup> Hour 8:56-9:48

3<sup>rd</sup> Hour 9:52-10:44

4<sup>th</sup> Hour 10:48-11:40

5<sup>th</sup> Hour 11:44-12:56

***Lunch #1 12:16-12:36***

***Lunch #2 12:36-12:56***

6<sup>th</sup> Hour 1:00-1:52

7<sup>th</sup> Hour 1:56-2:52

Pride Time 2:56-3:15





# **District Comprehensive School Improvement Plan (CSIP)**

<http://www.wntigers.net/vnews/display.v/ART/5cb09ed47c768>

## **District Mission and Vision:**

### **Mission**

Empowering, preparing, and investing in lifelong learners

### **Vision**

Guiding lifelong learning through positive relationships, rigor, accountability, and innovation.

## **Alma Mater**

**Upon these faded banners old  
Stand our colors Black and Gold.  
Handed down to us with care,  
To be cherished year by year.**

**(Chorus) Hail Alma Mater  
Hail Wellington High.  
Always may our glory  
Be shouted to the skies**

**Onward thru life they float on high  
Never shall we let them die  
Unto these we'll make our claim  
All that's good to bring them fame.**

**(Chorus) Hail Alma Mater  
Hail Wellington High.  
Always may our glory  
Be shouted to the skies**

## **Building Hours**

Building hours will be 7:40 a.m. to 3:30 p.m and office hours are 7:45 a.m.-3:45 p.m. Breakfast is served from 7:40-8:00. All students in the building before school need to report to the gym until the Go bell at 7:55. Students must be supervised by a teacher in order to be in the building at any time other than the stated hours, this includes the gym.

## **ATTENDANCE POLICY**

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Any time missed is considered an absence from school with the exception of the first 20 minutes of the school day. If a student arrives late to 1<sup>st</sup> hour, but does not exceed 20 minutes, it is a tardy. If a student arrives late to school past 20 minutes, it is considered an absence. Parents are asked to call the office the same day their child is

absent from school. If a phone call isn't received by 10:00, the office will notify the parents to receive confirmation that the child is absent that day.

### **Activity Absence**

An activity absence will be granted when a student must miss a class to represent the school in a school-sponsored activity (club, competition, athletics or field trip). A list of students will be posted prior to such activities. Students involved in school activities must make arrangements with their teachers to make up all missed work prior to the absence.

- A student must be present from 10am for the remainder of the day in order to attend any extracurricular activities that day. Excused activities include doctor appointment with a note, driver's permit, military responsibilities, and a funeral.
- In the event of daytime activities, field trips, etc., the student must be present the required time the day before.
- In the event of weekend activities, field trip, dances, etc., the student must be present the required time on Friday.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by Administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

### **Absences**

Students are allowed 8 absences per semester. If a student exceeds the 8 absences in a particular class, they will lose credit for that class for the semester. These absences can be appealed to an attendance committee and this committee will decide the outcome. Students can make up for loss of credit by serving 30 minutes of seat time each day (before or after school), one hour of seat time equals one hour of class time.. The school will initiate communications with parents/guardians when a student reaches five (5) absences in any one class. The school will communicate with parents/guardians when a student reaches eight (8) absences in any one class. **Students are required to have 90% attendance or higher to attend field trips.**

### **College Visits**

The junior/senior student must bring a signed note from the college representative they meet with, showing that they were on campus the day of the absence. Students must have prior approval from the High School Principal. College visit forms may be found on the school website or through the high school office. Juniors and Seniors will be allowed three (3) excused college days each school year.

### **Hall Passes**

Students are allowed to use 8 hall passes per quarter. Students are required to have a pass in order to be in the hallway. Any other passes used after the 8 will result in a tardy. (see tardy policy)

### **Illness**

Parents are asked to call into school each morning if a student is staying home due to an illness to verify parental knowledge that the student is absent. Students who become ill at school are required to visit the nurse's office for evaluation. No student will be allowed to leave until the school nurse or designee has contacted a responsible adult, preferably a parent.

### **Leaving School during School Hours**

Students will be asked to confirm with their parents by phone that it is their intent that the student be allowed to leave school before 3:15. If a student signs out and leaves it is considered an absence for the class periods missed. **Students will not be allowed to sign out without parent permission (even if 18 years of age).**

### **Make-up Work after an Absence**

Students will be granted a minimum of one calendar day for each day absent to complete the work. Students must talk with each teacher to get any work they have missed. Example: student is gone on Wednesday, must pick up work on Thursday and it is due on Friday.

### **School to Work**

- Must be a Senior status based off credits
- Must have a job with a supervisor or boss (who is not a parent)
- Must work a minimum of 1 hour for each hour released from school
- Students will only be released the first 3 or last 3 hours of the day
- Must submit pay stubs monthly to show hours worked
- Students must be in good standing academically, with no major discipline infractions and on path towards graduation

### **Perfect Attendance**

Any student with perfect attendance will be entered into a drawing at the end of the school year for a prize awarded by the school district. This will be awarded at the end of the year awards banquet.

### **Middle School Star Program**

This year, the middle school students will be participating in a Stars Program. This program will include rewards for attendance, grades, community service, responsibility tasks, and various school involvement activities. Research supports the fact that students who are involved in their school and community are more likely to be more successful students and community members. We are encouraging all students to participate in this program. A field trip incentive will be offered each semester for students who meet the stated criteria. There are a variety of ways for all students to earn the necessary stars.

### **Tardy**

A student will be considered tardy if he or she arrives at class after the tardy bell rings. Tardies are accumulated per quarter.

- On the 3<sup>rd</sup> & 4<sup>th</sup> tardy, the student will serve an after school detention
- On the 5<sup>th</sup> & 6<sup>th</sup> tardy, the student will serve one day ISS
- 7<sup>th</sup> tardy and any thereafter, the student will be assigned 1 day OSS

### **Student Dress**

Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted at school. When in the judgment of the administration a student's appearance or mode of dress disrupts the educational process, the student may be required to make modifications.

The Board of Education expects student dress and grooming to be neat clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. (Policy 2651)

- Clothing with alcohol/tobacco ads, obscene words or words that are questionable will not be permitted.
- Shoes are required.
- No bed wear or Pajamas are allowed (slippers, pillows, blankets, Pajama pants).
- Hats and caps are to be removed upon entering the building during the school day.
- Excessively short shorts or skirts will not be permitted.
- Spandex pants/shorts must be worn as an undergarment
- The wearing of apparel that is backless, see through or exposes the stomach is prohibited.

- No Bra straps or cami straps showing
- Shirts must appropriately cover the chest area.
- Sunglasses are not to be worn in the building.
- No holes in pants that would show pockets (front or back), undergarments or skin (above where appropriate shorts would be) are allowed.
- No backpacks or purses in classrooms

#### **Mr. Shannon's B's**

- No **Bras** showing or cami straps
- No **Bosom** showing
- No **Butt cheeks** out the bottom of shorts
- No **Ball** caps in the building
- No **Bed wear**
- No **Bad** words or pictures on clothing
- No **Backpacks/bags/purses** in classrooms

### **STUDENT CODE OF CONDUCT**

#### **Behavioral Expectations**

All students attending school in District will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in district policy. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the students, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

#### **Detention:**

A teacher may assign a classroom detention for students to be served from 3:15 PM– 3:45 PM under their supervision. Failure to serve an assigned detention will result in one day of ISS.

#### **In School Suspension**

In School Suspension (ISS) will be served from 8:00-3:15 with a district employee in isolation from peers and social interactions. Students assigned ISS will spend the day working on school work. Rules while in ISS:

- No sleeping
- No cell phones
- No talking
- Work completed sloppy or with little effort will be redone
- Reflection essay (1 page) explaining the action that lead to an ISS and how to avoid a future ISS
- When work is finished, character words and definitions will be copied from a dictionary.
- If a student is unsuccessful in completing the work assigned during ISS, another day of ISS can be assigned as well as 1 day of OSS.

#### **Out of School Suspension**

The school principal has the right to suspend for a period up to 10 school days. In these cases, an informal hearing between the school administrators, student, and other appropriate persons will be conducted. The school principal has the right to recommend to the Superintendent of Schools a suspension of up to 180 school days. Should this occur, both the student and his/her parents would be notified of the recommendation. Part of this notification will include instruction regarding the due process and appeal procedures. If an appeal is requested, it is conducted by the Board of Education through the Superintendent of Schools. The Superintendent may recommend



longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 school days.

Students under Out-of-School-Suspension are prohibited from being on school grounds. Out of School Suspensions 10 days or less will be treated as an unexcused absence which will result in 2% deduction for the quarter in each class missed and the student is allowed credit for work assigned during this time. Out of school suspensions more than 10 days, are excused absences for the purpose of this policy and the student is assigned a homebound instructor for assignments and assessments. As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade due to classroom participation activities that cannot be made up.

### **Wellington-Napoleon R-IX School Suicide Prevention Policy**

Protecting the health and well-being of all students is of utmost importance to the school district.

Wellington-Napoleon R-IX School has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur on an annual basis.
2. All school staff will complete the Signs of Suicide, Gatekeeper training. The school Counselor will serve as a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources. Parents/Guardians will always be contacted and the student follow-up form will be completed.
4. Students will have access to national resources which they can contact for additional support such as:
  - The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK)  
[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - The Trevor Lifeline – 1-866-488-7386  
[www.thetrevorproject.org](http://www.thetrevorproject.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

### **Community Resources**

- Pathways Crisis Line: 800-833-3915
- Pathways Behavioral Health Services: 888-403-1071
- The Center for Counseling and Training: 660-259-3900
- Signature Behavioral Healthcare: 816-795-1445
- First Call Crisis line: 816-361-5900
- Comprehensive Mental Services Crisis line: 888-279-8188
- Comprehensive Mental Services: 816-254-3652
- Child Abuse Prevention Association (CAPA): 816-252-8388

### **Discipline Code**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In

addition, the disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

\*Some violations may be of a nature where the severity of the problem would give reason to eliminate one or more steps in the list and/or involve the Superintendent or the Board of Education. Violation of some items in the Student Code of Conduct, designed to provide a safe and orderly climate at school, may also be a violation of state statutes and local ordinances; in which case there may be consequences in the criminal justice system.

Detentions can be assigned by teachers for tardiness to class or other behavior problems. Not serving a scheduled detention will result in the student serving one day ISS.

**1. \*ASSAULT OR BATTERY OF A FELLOW STUDENT:**

Any act or words which create or cause a reasonable apprehension in the fellow student of an immediate harmful or offensive contact; or any act which actually brings about a harmful or offensive contact to the fellow student's body.

A. First Offense –Two (2) days In School Suspension

B. Second Offense –Five (5) school days Out-of-School Suspension

C. Third Offense - Suspension out of school for 180 school days

**2. \*ASSAULT OR BATTERY OF A FACULTY OR STAFF MEMBER:**

**Oral Assault or battery of a Faculty or Staff Member-** Any words, whether spoken on or off school grounds, which create or cause a reasonable apprehension in the faculty or school member of a harmful or offensive contact to his/her body.

A. First Offense- Three (3) school days Out-of-School Suspension

B. Second Offense- 180 school days Out-of-School suspension

**Physical Assault or Battery of a Faculty or Staff Member-** Any act which actually brings about a harmful or offensive contact to the faculty or staff member's body, whether on or off school grounds.

A. First Offense- Suspension for a minimum of 90 school days

B. Second Offense- Expulsion

**3. \*BULLYING (Policy- JFCF) repeated intentional intimidation or infliction of physical, emotional, or mental harm.**

**General**

In order to promote a safe learning environment for all students, the Wellington-Napoleon R-IX School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

**Definitions**

**Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyber-bullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

- A. First Offense – Two (2) In School Suspension Days
  - B. Second Offense – Five (5) school days of Out of –School Suspension
  - C. Third and Subsequent Offenses – Suspension out of school for 180 school days
4. **\*CHEATING/ACADEMIC DISHONESTY:** providing answers or getting the answers= cheating
- A. First Offense- Student receives a "zero" and the parents are notified & one (1) day ISS
  - B. Second Offense- Student receives a "zero" and Two (2) Days ISS
  - C. Third Offense- Office referral for student file. Student receives a "zero" and Two (2) school days Out of School Suspension.
5. **\*CELL PHONE/DISALLOWED ITEMS/POSSESSION OF:** Phones may be used during lunch and passing times. Cell phones are not allowed in the classrooms or locker rooms, they must be left in their school locker.
- A. First Offense- detention and phone kept in the office for the remainder of the day
  - B. Second– one day ISS and item is turned into the office and a parent/guardian must pick up the item at the office
  - C. Third- Student receives 2 days ISS and parents pick up item at the office
- \* If a parent/guardian cannot pick up the phone it will be held in the office for 24 hours.
6. **\*DISRESPECT TO OTHER STUDENTS:** It is unacceptable for a student to use “put-downs” or words that are humiliating or embarrassing to another student.
- A. First Offense – One (1) day ISS
  - B. Second Offense –Two (2) day ISS
  - C. Third Offense- Two (2) school days Out-of-School Suspension
7. **\*DISRESPECT TO TEACHER OR STAFF:** Continued disregard for classroom rules; argumentative to teacher's authority.
- A. First Offense- One (1) day ISS
  - B. Second Offense- Two (2) days ISS
  - C. Third Offense- Three (3) school days Out-of-School Suspension
- Major Offenses-** Staff member's authority seriously jeopardized
- A. First Offense- Five (5) school days Out-of-School Suspension
  - B. Second Offense- Referred to Superintendent for 11-180 school days Out-of-School Suspension
8. **\*DRESS CODE GUIDELINES:**
- A. First Offense- Verbal warning/student must change at school
  - B. Second Offense- One (1) day ISS
  - C. Third Offense- Two (2) days ISS
9. **\*DESTRUCTION OF STUDENT, TEACHER, STAFF OR SCHOOL PROPERTY:** Restitution by payment for replacement or restitution by repair of damaged property shall be made.

- A. First Offense- One (1) day ISS
  - B. Second Offense- Two (2) days ISS
  - C. Third Offense- Five (5) school days Out-of-School Suspension
- Student will meet with administrator for a probationary agreement before returning to classes.
- Major Vandalism** includes any act of destruction to building, furniture, equipment or property of \$50.00 or more shall include restitution for damages with the following consequences:
- A. First Offense- Five (5) days Out-of-School Suspension. Student(s) will meet with the school administrator for a probationary agreement before returning to classes.
  - B. Second Offense- Six (6) to 180 school days Out-of-School Suspension. Student(s) shall meet with the building principal and superintendent for a probationary agreement before returning to classes.
10. **\* Driving/parking on campus:** Students who drive/park on campus will do so with responsibility and regard of other drivers and walkers. Students must park in the student parking lot, NOT the front parking lot at any time. Reckless driving, excessive speed, spinning tires, and parking outside of parking spots will result in the following consequences:
- A. First Offense- warning
  - B. Second Offense- loss of driving/parking privileges for 1 week
  - C. Third Offense- loss of driving/parking privileges for the remainder of the school year.
11. **\*DRUGS/DISTRIBUTION OF (Policy JFCH):** In school buildings, on school grounds, school buses, or at any school-sponsored activity. Sale or distribution of controlled substances, alcoholic beverages or any item believed or represented to be a controlled substance or alcoholic beverage is forbidden.
- A. First Offense- Suspension for up to 180 school days and police/juvenile notified
  - B. Second Offense- Expulsion and police/juvenile office notified
12. **\*DRUG PARAPHERNALIA, (POSSESSION OF/USE OF, OR ATTENDANCE UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE OR ANY ITEM BELIEVED TO BE A CONTROLLED SUBSTANCE OR ALCOHOLIC BEVERAGE IS FORBIDDEN (Policy JFCH).** The above mentioned actions are prohibited in school buildings, on school grounds, school buses, or at any school-sponsored activity. Police/juvenile office notified
- A. First Offense- Ten (10) school days Out-of-School Suspension. Prior to re-admittance a student, parent/guardian, school administrator conference will be held to include discussion of board policy.
  - B. Second Offense- Expulsion
13. **\*FOOD AND DRINKS: students must eat food in the cafeteria. NO food in the gym during the school day and no cafeteria food taken in to the gym. Outside drinks must be in a plastic bottle with a twist lid only (no Styrofoam cups with lids and straws). Follow procedures of misconduct.**
14. **\*FIGHTING:** Mutual combat in which both parties contributed to the physical conflict either verbally (taunting) or by physical action.
- A. First Offense – Two (2) days ISS or less and meet with school counselor.
  - B. Second Offense – Three (3) days Out-of-School Suspension or less and meet with school counselor.
  - C. Third Offense - Out-of-School Suspension for 180 school days or less.
15. **\*FORGED SCHOOL PASSES OR NOTES:** It is unacceptable conduct for a student to forge the signature of any adult in order to gain approval or acceptance under the false conditions.
- A. First Offense- One (1) day ISS
  - B. Second Offense- Three (3) school days Out-of-School Suspension
  - C. Third Offense- Five (5) school days Out-of-School Suspension
16. **\*IMPROPER DISPLAY OF AFFECTION:** Physical contact, which is inappropriate for the school setting, including but not limited to, kissing and excessive hugging. (hand holding is acceptable).
- A. First Offense- Warning and phone call to parent
  - B. Second Offense- One (1) day ISS
  - C. Third Offense- Two (2) days ISS
17. **\*INAPPROPRIATE ITEM/POSSESSION OR USE OF:** Immediate confiscation of item will be made
- A. First Offense- One (1) day ISS
  - B. Second Offense- Two (2) days ISS



- C. Third Offense – Two (2) school days Out of School Suspension  
Examples of inappropriate materials include, but shall not be limited to: possession of fireworks, lighters, tear gas, ammunition, poppers or caps, throwing darts, any nuisance item or toy, and any unauthorized tool.
18. **\*INDECENT EXPOSURE:** The display of or action causing the display of a morally offensive or obscene act is prohibited.  
A. First Offense- One (1) day ISS  
B. Second Offense- Two (2) days ISS  
C. Third Offense- Three (3) school days Out-of-School Suspension
19. **\*LYING:** intentionally giving false information to a school official.  
A. First Offense – after school detention  
B. Second Offense – One (1) day ISS  
C. Third Offense – Two (2) days ISS
20. **\*MISCONDUCT-** Defined as (but not limited to) horseplay, not following school rules, any behavior that interrupts the learning environment within the classroom.  
A. First Offense- warning  
B. Second Offense- Detention  
C. Third Offense- One (1) day ISS
21. **\*MISUSE OF SCHOOL EQUIPMENT**  
Students are to use school equipment with permission and the proper training. Any misuse or damage of school equipment the student will be responsible for paying restitution and may be assigned consequences by the principal.  
\* Refer to destruction of school property (rule 9).
22. **\*PROFANITY, SWEARING OR USE OF ANY OTHER INAPPROPRIATE LANGUAGE OR GESTURE:**  
Students are responsible for their actions while on school grounds, buildings, buses, and while attending school activities. The use of any inappropriate language either written, verbal or gestures is prohibited and will result in the following consequences.  
A. First Offense- One (1) Detention  
B. Second Offense- One (1) day ISS  
C. Third Offense- Two (2) days ISS
23. **\*SECRET ORGANIZATION AND GANGS (Policy JFCE)**  
The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.  
The Board feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.
24. **\*SEXUAL HARASSMENT/ASSAULT**  
Sexual acts or words which create or cause a reasonable apprehension in a fellow student are prohibited. Any act which actually brings about offensive contact to a fellow student's body.  
A. First Offense – Two (2) days ISS  
B. Second Offense – Five (5) school days Out of School Suspension  
C. Third Offense - Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
25. **\*TARDY**  
A student will be considered tardy if he or she arrives at class after the tardy bell rings. Tardies are accumulated per quarter. When tardy, teachers will send students to the office to receive a tardy card.  
● On the 3<sup>rd</sup> & 4<sup>th</sup> tardy, the student will serve an after school detention  
● On the 5<sup>th</sup> & 6<sup>th</sup> tardy, the student will serve one (1) day ISS  
● 7<sup>th</sup> tardy and any thereafter, the student will be assigned 1 day OSS

26. **\*THEFT OF STUDENT, TEACHER, STAFF, OR SCHOOL PROPERTY:**  
In all cases restitution by payment or return of stolen property shall be made. The theft or possession of any items that does not belong to the student will be treated the same. The appropriate law enforcement agencies may be contacted and the incident reported.  
A. First Offense- Two (2) days ISS  
B. Second Offense- Five (5) school days Out-of-School Suspension  
C. Third Offense- Ten (10) or more school days Out-of-School Suspension
27. **\*THREAT OF PEER OR STAFF MEMBER:**  
Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.  
A. First offense- Up to Ten (10) days OSS  
B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school  
C. Third Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
28. **\*TOBACCO, VAPING, JUULING, E-CIGARETTE PRODUCT/POSSESSION:**  
On school grounds, school buses, or at any school activity.  
A. First Offense- One (1) day ISS  
B. Second Offense- Two (2) days ISS  
C. Third Offense- Three (3) school days Out of School Suspension
29. **\*TOBACCO, VAPING, JUULING, E-CIGARETTE PRODUCT/USE OF ANY:** On school grounds, school buses, and any school activity.  
A. First Offense-Two (2) days ISS  
B. Second Offense- Three (3) school days Out-of-School Suspension  
C. Third Offense- Five (5) school days Out-of-School Suspension
30. **\*TRUANCY:** Leaving grounds/not coming to school without permission or skipping class: Parents may not excuse students who leave during the school day after the absence has occurred. A consequence for truancy is:  
A. First Offense- One (1) day ISS  
B. Second Offense- Three (3) days ISS  
C. Third Offense- Three (3) school days Out-of-School Suspension
31. **\*VEHICLE MISUSE (Policy ECD):**  
Driving and parking on school property are privileges granted by the Board of Education to persons who have reasons to be in the schools or on school property. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Building principals shall establish rules and procedures necessary for the safe operation and parking of automobiles, trucks, motorcycles and other vehicles on school property. Students are not to move or be in automobiles/ vehicles during the school day without permission from school officials. Failure to follow these rules and procedures may result in suspension or revocation of driving and parking privileges as well as other disciplinary action.  
A. First Offense- Principal warns student  
B. Second Offense- Revoke parking privileges for ten (10) school days.  
C. Third Offense- revoke parking privileges for 20 school days plus first offense for insubordination to school rules.
32. **\*WEAPONS (Policy JFCJ):** Definition of Weapon: any instrument or device customarily used for attack or defense against another person; or any instrument or device used to inflict physical injury to another person  
**THE PROCEDURES FOR ALL VIOLATIONS OF THIS POLICY WILL BE:**  
A. Immediate confiscation of the weapon where practical and safe.  
Call local law enforcement and request assistance if needed.  
B. Immediate notification to the Superintendent

C. Immediate notification to the parent/guardian

D. Hold an administrative hearing with the student and his/her parent/guardian which will include:

1. Inform the student of the provisions of the policy which have been violated
2. Confront the student with the evidence
3. Provide the student with a chance to respond to the charges
4. Determine if student had weapon with intent of using the weapon, has made a threat toward another person or has a past of violence.

E. Initially, suspension from school for ten (10) school days if intent to use the weapon is present, less than 10 days if intent is not present.

F. Recommendation of the Superintendent to the Board of Education for suspension from school and all school activities for up to 365 days from the day of the infraction.

\*With the passage of the Safe Schools Act we are required to report some violations to the proper authorities.

## **STUDENT EXPECTATIONS AND GUIDELINES**

### **Money Making Projects**

The following will govern money making activities:

1. The classes will be given top priority.
2. All money making projects must have prior approval by both the sponsor and the principal.
3. Except under unusual circumstances, only one money making project may be in progress at any given time.
4. Projects will be allowed that have minimal interference with the normal operation of classroom activities.
5. **Senior Trip:** Each class will have the opportunity to continue participating in a senior trip under the following guidelines:
  - Each student must work 5 events during their senior year to raise money for the trip through fundraising opportunities by January 1.
  - If a student is involved in school activities that occur at the same time as the fundraiser, a parent may work for the student, but this will be limited to 50% of the time. For example: a student who plays in the band at a home ballgame, the parent could work 50% of the time for the student

### **Carol Y. Hough Library Media Center**

The purpose of the school library is to support and supplement the school curriculum and to provide research and reading materials for students and staff members. The following rules will govern usage of the library:

1. Some reference materials may be checked out overnight, at the discretion of the librarian.
2. The cost of replacing lost books and magazines is the responsibility of the student in whose name the material was checked out. Replacement charges will be equal to the cost of new materials.

### **Guidance and Counseling Services**

The school counselor helps students to be successful in school and life by providing direct counseling services to students individually and in small groups, consults with teachers, parents, and community agencies. Refers individuals to community services, provides career guidance services and advises students on academic planning. Participation is voluntary and open to all students. Confidentiality is protected within legal and ethical guidelines to ensure a trusting relationship.

### **Inclement Weather-School Dismissal**

The superintendent of schools or designee will notify Kansas City Radio and TV stations that our school is to be dismissed due to inclement weather. Messages will also appear on Tiger Text and the school's Facebook page. If school is dismissed, all activities such as practices, trips, meetings, games, and contests will be based on administrative discretion.

**Exceptions:** Tournament ball games, district, and state contests or meetings.

### **Lockers**

At the beginning of the school year, each student will be assigned a locker. **Students are responsible for the contents of the locker assigned to them.** Backpacks and bags are not allowed in classrooms and must be properly stored in the lockers. To prevent theft, personal and valuable items must be locked in a locker. **The school is not held responsible for lost or stolen item.**

### **School Lunch Program**

Students will go to the cafeteria to either eat the provided meal or may bring their own lunch. Under approved circumstances, lunches may be delivered to students by a parent or guardian, and should be delivered through the office. All meals should be paid for upfront. Meal costs are as follows: student breakfast \$1.55, regular lunch \$2.30. A la carte items may be purchased by the students if they have money in their accounts, No charges for A la carte items. The amount of each item will be deducted from the student's account. Any student, who is unable financially to pay for school lunches, should contact the principal for assistance. Students who carry a negative balance will not be allowed to purchase a la carte items. Students will not be allowed to charge more than 10 plated meals. If their account is negative more than 10 meals, they will be offered a cheese sandwich and a piece of fruit until their lunch account is in the positive. Parents/guardians will have the ability to pay lunch fees online.

**Fee:** All fees and fines are the responsibility of the student that incurred them. Fees are due at the end of each quarter and must be paid before grade cards are issued.

### **Free and Reduced Lunches**

The Wellington-Napoleon R-IX School participates in the Free and Reduced Price Lunch Program, authorized through the U.S. Department of Agriculture. The standards of eligibility for student participation are that of the U.S. Department of Agriculture. Information relative to eligibility and application forms is provided to all students during back-to-school enrollment and throughout the school year at the High School office. This information is kept confidential.

### **School Bus Guidelines**

The following rules and regulations governing student usage shall apply but is not limited to:

1. To insure safety, the driver is in charge. Passengers must respond promptly to instructions given.
2. The use of tobacco on the bus is prohibited.
3. Animals and oversize objects, as well as glass containers are not permitted.
4. Passengers must observe classroom conduct. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is unacceptable.
5. Keep aisles and step well clear at all times.
6. Never extend any portion of your body out bus windows.
7. There may be assigned seats on the bus. Do not attempt to get off or move about while the bus is in motion. Always remain seated until it stops.
8. If you cause damage to the bus, you or your parents must pay for that damage.
9. Regular schedules must be observed. The bus cannot wait for tardy passengers or for a passenger to get a forgotten item. Pupils must be on time. Be at the bus stop five (5) minutes before pick up time.
10. Wait at the proper stop. Never stand in the roadway.
11. If you cross the street or road to board, wait for the driver's signal. Cross well in front of the bus. Never cross behind the bus!
12. Observe driver's instructions when you unload. If you cross the street or road, wait for the signal from the driver and cross in front of the bus. Never behind the bus!

Any offense committed by a student on a District-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked. (Policy JFCC-API)

#### **Normal Offenses**

1. First Offense – Slip sent to parents. Principal talks with student.
2. Second Offense – Two (2) detentions.
3. Third Offense – Three (3) days off the bus.

4. Fourth Offense – Ten (10) days off the bus.

5. Fifth Offense – Thirty (30) days off the bus.

Fighting, smoking, back talking to the driver or other serious offenses will result in immediate suspension with the length to be determined by the principal.

### **School Dances and Parties**

Approved guests may attend dances under the following circumstances. All guests must be signed up by 3:15 p.m. two days prior to the dance for approval:

1. One approved guest is allowed for each attending student.
2. Guests are expected to follow the same code of behavior as students.
3. The guest is the responsibility of the sponsoring student.
4. Guests must be in grades 9-12 or under the age of 21 for a High school event. Middle school students are not allowed to bring guests.

Any student or guest who leaves a dance will not be allowed to return.

### **Visitors**

All visitors must report to the office upon arriving at school. Student visitors from other schools will **not** be permitted to visit. **Lunch is closed to visitors (other than parents and siblings).**

### **ACADEMIC STUDIES/PROGRESS/PROCEDURES**

The Wellington-Napoleon R-IX School District strives to recognize the superior academic achievements of its students.

### **Honor Roll**

The Honor Rolls are designed to recognize the academic achievement of student's grades 6-12. To qualify for Honor Roll, a student must meet all the requirements outlined below:

**"A" Honor Roll**- a student must attain a quarterly G.P.A. of 3.67 on a 4.0 scale in any combination of classes, with no grade below B-. Students with a 4.0 quarterly G.P.A. will be so noted.

**"B" Honor Roll**- a student must attain a quarterly G.P.A. of 2.67 on a 4.0 scale, with no grades below C-.

### **Assignment of Grades**

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the School District. Grading shall not be influenced by pressure from parent/guardians. In addition, grades are not to be used as a disciplinary measure.

Grades can be viewed by parents on a daily basis through the Parent Portal. To gain access to the parent portal please contact the office secretary to be enrolled.

Every 3 weeks a grade check is completed and updated by staff. **Teachers contact parents whose students have a D or F to inform them of those grades.** Quarter grade cards are printed and sent home with students for quarters 1, and 3. Grade cards are mailed home at the end of 1<sup>st</sup> and 2<sup>nd</sup> Semesters.

### **Exempt from Quarter/Semester Finals**

To be eligible for quarter/semester finals exemption, students must meet the following criteria

- 95% attendance or higher for the year by the selected date
- Have a C- or above in the class
- No ISS or OSS assigned for the quarter/semester

### **Grading Scale**

All students will use the following standardized scale:

Grade

Percent



A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

### **Weighted and Un-Weighted GPA Amounts**

The Wellington-Napoleon R-IX High School uses a “weighted” grading scale. If you take one of the following upper level courses (Calculus, Math Analysis, WN listed dual-credit/I-TV course) additional honor points for a grade in the A, B, and C range will be added to your point total for GPA calculation purposes.

The following is the Grade Point Average breakdown on the 4.0 system.

<b><u>Un-weighted Grades</u></b>	<b><u>Weighted Graded</u></b>
4.00 .....A.....	4.333
3.67 .....A-.....	4.000
3.33 .....B+.....	3.666
3.00 .....B.....	3.333
2.67 .....B-.....	3.000
2.33 .....C+.....	2.666
2.00 .....C.....	2.333
1.67 .....C-.....	2.000
1.33 .....D+.....	1.666
1.00 .....D.....	1.333
0.67 .....D-.....	1.000
0.00 .....F.....	0.000

### **Classification and Promotion of Students to Grade Level**

\*Satisfactorily completed 5<sup>th</sup> grade.....6<sup>th</sup> grade

\*Following first year of attendance in middle school and  
at least 80% units of credit earned (5 ½ out of 7).....7th grade

\*Following second year of attendance in middle school and  
at least 80% units of credit earned (5 ½ out of 7).....8th grade

\*Following third year of attendance in middle school and  
at least 80% units of credit earned (5 ½ out of 7).....9th grade

\*\*\*Must pass three (3) of the following four (4) core courses, Math, Science, English, Social Studies. Passing is figured by the yearly average of 1<sup>st</sup> & 2<sup>nd</sup> semesters. All freshmen will be enrolled in Health & all four core subject areas.

\*Following first year of attendance in high school and  
at least six (6) units of credit earned.....10th grade

\*Following second year of attendance in high school and  
at least twelve (12) units of credit earned .....11th grade

\*Following third year of attendance in high school and  
at least eighteen (18) units of credit earned..... 12th grade

## Lex La-Ray Credit Earnings

Students attending Lex La-Ray for two years can earn the following credits from Wellington-Napoleon R-IX.

<b>Automotive Technology</b>	<b>Building Trades</b>	<b>Collision Repair Technology</b>	<b>Computer Networking &amp; Maintenance</b>	<b>Early Childhood Professions</b>	<b>Health Occupation</b>	<b>Industrial Welding</b>	<b>Manufacturing &amp; Engineering Technology</b>
Year 1-4 PA	Year 1-4 PA	Year 1-4 PA	Year 1-4 PA	Year 1-4 PA	Year 1-4 PA	Year 1-4 PA	Year 1-4 PA
Year 2-2 PA 1 Com Art 1 Math	Year 2-2 PA 1 Math 1 Com Art	Year 2-2 PA 1 Com Art 1 Math	Year 2-3 PA 1 Com Art 1 Math	Year 2-2 PA 1 Com Art 1 Math	Year 2-1 PA 1 Science 1 Com Art 1 Math	Year 2-2 PA 1 Math 1 Com Art	Year 2-2 PA 1 Math 1 Com Art

\*\*PA= Practical Art

## Graduation Requirements

A student shall successfully complete a minimum of 26 units of credit to graduate from Wellington-Napoleon High School, which is cooperatively planned by the student, parents, and the school to meet the needs of the students. These graduation requirements were adopted by the Wellington-Napoleon R-IX Board of Education following guidelines recommended by the State Department of Education. Accumulation of credits will begin with the 9<sup>th</sup> grade year and must include the following:

**Communication Skills** ..... **4 units**

(Must take Language Arts I, II, III, and IV)

**Social Studies** ..... **3 units**

(Must take American Government-US/State Const./ Civics Tests, World History, and American History)

**Mathematics** ..... **3 units**

**Science** ..... **3 units**

(3 Ag. Science classes, Ag. Science, Hort. I & II, Food Science, Animal Science, = 1 Science Credit)

**Fine Arts** ..... **1 unit**

**Health** ..... **.5 unit**

**Practical Arts** ..... **1 unit**

**Physical Education** ..... **1 unit**

**Personal Finance** ..... **.5 unit**

**Electives** ..... **9 units**

**Total Units Required to Graduate from W-N** (Starting Class of 2021) **26 units**

**Class of 2020** **29 units**

## Graduation Requirements-Students with Disabilities

Students with disabilities must meet graduation requirements outlined in District Policy subject to Individual Education Program (IEP) modifications.

## Early Graduation (BOE Policy IKFA)

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Wellington-Napoleon R-IX School District's graduation requirements.

The student who chooses early graduation will become alumni effective immediately and will be allowed to participate in the spring graduation ceremonies but not any other school activities.

## **Credit Recovery**

Students may be allowed to accumulate credit through a district approved credit recovery program to meet graduation requirements. The credit earned will not affect GPA or class rank.

## **A+ Program**

The goals of the A+ program is to ensure that **ALL** students graduate from high school; that **ALL** students complete a selection of high school studies that is challenging and has identified learning experience; and that **ALL** students proceed from high school graduation to a college, post-secondary vocational or technical school, or a high wage job with workplace skill development opportunities.

To be eligible for A+ a student must:

- Complete an A+ Schools Participation Agreement Form
- Attend a designated A+ school for three consecutive years
- Earn a cumulative high school grade point average of 2.5 on a 4.0 scale.
- Maintain at least a 95% school attendance record
- Perform 50 hours of unpaid tutoring
- Maintain a record of good citizenship and avoid the unlawful use of drugs or alcohol
- Attempt to secure all available federal financial assistance funds that do not require repayment
- Upon graduation, enroll and attend full-time, a Missouri public community college or technical school, maintaining a GPA of 2.5 or better
- Earn Proficient or Advanced on the Algebra 1 End of Course state assessment before graduation (Beginning with graduating class of 2015 and thereafter).

The A+ Program will provide, for qualified graduates, two years of college tuition, books, and fees to any Missouri public community college or public, post-secondary vocational or technical school.

These responsibilities are set by the Missouri General Assembly and NOT the Wellington-Napoleon R-IX School District.

## **Class Rank**

Each student in a particular grade is placed in rank in comparison with his/her classmates utilizing a method of determining the numerical average of all a student's grades. The class ranking will be determined by calculating grades earned. Only classes taken during the academic school year will be considered. (Correspondence courses, summer school courses, credit recovery, etc. will not be counted towards class rank or GPA) The grades earned in classes will be calculated on the value of the letter grade. Example: A=4, B=3, etc.

## **Graduation Honors**

Because the Wellington-Napoleon R-IX Board of Education wishes to recognize and reward students who display exceptional academic ability, as well as potential for future excellence, a cumulative grade point average from grades 9-12 will be utilized to determine the student's final cumulative grade point average. Class rank will be determined by assigning grade points for each letter grade earned and computing the average grade point for all classes completed at the Wellington-Napoleon campus including courses taken at the Technical School and online dual credit courses. The two students who have the highest numerical average GPA after the first semester of their senior year will be honored as the Valedictorian and Salutatorian at graduation. Each student will be given the opportunity to give a speech at graduation.

Starting with the class of 2019 we will be adding Latin Honors to our graduation ceremony in addition to the valedictorian and salutatorian. The Latin honors will consist of a cumulative GPA for cum laude - 3.5 to 3.7599; cumulative GPA for magna cum laude - 3.76 to 3.999; cumulative GPA for summa cum laude - 4.0 and above. Latin honors will be determined after the third quarter grades have been finalized of their senior year. During this time the valedictorian and salutatorian will be given the opportunity to present a speech at graduation.

Effective beginning with the Class of 2022, WN will only be using the Latin honors. For Seniors at Graduation, cumulative weighted high school GPA will be used to determine honors. Latin honors will be determined after the third quarter grades have been finalized of their senior year. This will be noted in the graduation program along with graduates wearing honor cords for their respective level of honor. With this honor system WN will not recognize a valedictorian or salutatorian. A cum laude grade point system will be used as a way to honor more students and regain self-competition with their grades. Cumulative GPA for cum laude is 3.5 to 3.7599; cumulative GPA for magna cum laude is 3.76 to 3.999; cumulative GPA for summa cum laude is 4.0 and above. Graduation Speaker will be determined by the process outlined below.

### **Graduation Speaker**

Starting with the Class of 2022: All students who had a cumulative weighted GPA of 3.76+ (Magna or Summa) as of the end of the 1st semester of their Senior year and are in good standing with the school are eligible to be a speaker. Interested speakers will enter into a selection process ending with two student speakers being selected. The selection process will include an application process, interview with a committee of people (administrator, teacher, Senior class representative, community member), submitting a rough draft of the speech and a run through of the speech in front of an audience.

3.5-3.7599 Cum Laude (with honors)

3.76-3.999 Magna (with great honor)

4.0+ Summa Cum Laude (with highest honors)

### **Dual Credit**

Dual credit courses are suitable to challenge students who have mastered or nearly mastered the complete high school curriculum and who require college-level coursework that is more rigorous than the high school curriculum. Dual credit courses also enrich and extend the high school curriculum and provide introductory college coursework.

### **ITV**

I-TV (Interactive Television) courses are for 11<sup>th</sup> and 12<sup>th</sup> grade students who want to challenge themselves with college level coursework. I-TV students must have a cumulative GPA of a 3.0. Students will need to check with the guidance counselor to determine eligibility for specific courses, such as English and Math courses. Wellington-Napoleon R-IX. Students who neglect to make the payment through the university prior to the start of the 1<sup>st</sup> day of classes will not be eligible for the ITV course and will be removed from the class and enrolled in a Wellington-Napoleon High School class.

### **Parent-Teacher Conferences**

Parent-Teacher conferences will be scheduled during the school year. During this scheduled time, parents are urged to come to the school to visit with their teachers. **Parents are also encouraged to provide teachers with an email address as teachers frequently share class projects and upcoming assessments through weekly emails and the Remind messaging system.**

## **STUDENT ACTIVITIES**

### **Eligibility Standards For Interscholastic Activities (Policy 2920)**

The District provides opportunities for students to participate in interscholastic activities and athletics. The interscholastic programs should encourage participation by as many students as possible and should be carried on with the best interests of the students as the primary consideration. The programs are expected to be well organized and well conducted and to have a positive influence on the students and the community.

Participation in interscholastic and extracurricular activities is a privilege and not a right. Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those set out by the Missouri State High School Activities Association.

Representing the Wellington-Napoleon R-IX School District in interscholastic and interscholastic activities is a privilege to be attained by meeting the standards developed cooperatively by the Board of Education, Administration, and Teachers of the school district and the Missouri State High School Activities Association (MSHSAA).

An **interscholastic** activity shall be defined as any extra-class activity involving two or more schools, which two or more students participate as representatives of their schools in which no grade or credit is given.

An **interscholastic** activity shall be defined as any extra-class activity involving Wellington-Napoleon R-IX School alone in which two or more Wellington-Napoleon students are represented. The eligibility rules of the MSHSAA must be complied with in full. Coaches and sponsors should inform participants of these rules (see Article VII, MSHSAA Official Handbook).

### **Academic Standards**

Failing more than one class makes the student ineligible for the next semester according to MSHSAA regulations. Credit earned in a summer school shall count towards MSHSAA eligibility if it is required for promotion or graduation (not electives).

### **Hazing**

Student hazing is inconsistent with the educational goals of the District and poses a significant risk to the physical and mental welfare of District students. Hazing of students, on or off District property, is prohibited and may result in suspension from school and from activity/athletic participation.

### **Inclement Weather-School Dismissal**

The superintendent of schools or designee will notify Kansas City Radio and TV stations that our school is to be dismissed due to inclement weather. Messages will also appear on TigerText and the school's Facebook page. If school is dismissed, all activities such as practices, trips, meetings, games, and contests will be based on administrative discretion.

***Exceptions:*** Tournament ball games, district, and state contests or meetings.

### **Insurance**

Students who participate in an interscholastic sports program must have insurance to be eligible to participate.

### **Physical Examinations**

All athletes are required to have a physical examination before starting practice each year.

## **Eligibility Policy**

The staff and Board of Education at Wellington-Napoleon R-IX High School believe that the education of students is our number one goal. To obtain this end, we must make sure that the emphasis both during school and after school hours is to give our students the opportunity to be successful. We believe to be successful; a student must take every possible step towards a passing grade in all classes that they are enrolled in. If this priority is to become a reality, new steps must be taken to place more emphasis on the classroom performance. Extra-curricular activities are important, but a student's education has to be our main focus.

Eligibility will be gained or lost on a semester basis. If a student fails more than 2 classes then he/she will not be allowed to participate in or attend activities, nor will he/she be allowed to be a part of any organizations at school. Students must also maintain the citizen standards (see below) to be eligible to participate.

**Activities affected by this policy:**



Local, district and state FFA  
Conference, district and state choir/band  
Local, conference, district & state solos/ensembles vocal music  
FBLA  
Show choir, plays and musicals  
All interscholastic sports  
JH contests, solos/ensembles-band  
Cheerleading, FCCLA, NHS, Student Council, FTA, FCA (activities)  
Math club  
Math, art, shop, business, speech contests  
King and Queen Candidates

### **Citizenship Standards**

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered creditable citizens. Conduct shall be satisfactory in accord with the standards of good discipline.

### **Unsportsmanlike Conduct**

Use of abusive language or fighting is not permitted under any circumstances. Punishment for individuals involved is at the discretion of the coaches, athletic director and administrator.

### **Suspensions and Expulsions**

Students may not practice, participate, or attend any school activity while serving an Out-of-School Suspension, Expulsion, or the day ISS is assigned.

### **ATHLETIC DISCIPLINE CODE\***

#### **Use or possession of Tobacco, Alcohol, Drugs or Drug Paraphernalia**

- First Offense - Suspended two weeks from squad
- Second Offense – Dismissal from squad
- Third Offense – No extracurricular activities for rest of year

#### **Unlawful Act (Conviction of a felony or misdemeanor)**

See MSHSAA Citizenship Standards

#### **Defiance or Disrespectfulness (Player towards anyone)**

- First Offense - Suspended from next contest
- Second Offense - Suspended two weeks from squad
- Third Offense - Dismissal from squad

#### **Unexcused Absence from Practice**

- First Offense – Suspended from next contest
- Second Offense - Suspended from the next two contests
- Third Offense - Dismissal from squad

\*Detentions with missed practice time will result in extra conditioning.

\*Each offense of ISS/OSS is equal to an unexcused practice.

### **Transportation**

Students are to ride the team bus to and from all activities. No student will be released to anyone other than their parent or another designated parent. The sponsor will release a student to another parent only when prior arrangements are made by the parent. A phone call and a note to school will ensure that it is the intent of the parent that their child is not to ride home on the bus.

## **STUDENT ORGANIZATIONS**

Wellington-Napoleon High School offers a variety of school organizations in which students may participate. To be eligible to serve as a class or organization officer a student must have an accumulative G.P.A. of 2.5.

### **High School Organizations**

Future Farmers of America (FFA)  
Family, Career and Community Leaders of America (FCCLA)  
Future Teachers of America (FTA)  
Student Council  
National Honor Society (NHS)  
Fellowship of Christian Athletes (FCA)  
Future Business Leaders of America (FBLA)  
Quiz Bowl  
Drama Club

### **Description of Organization and Eligibility Standards:**

#### **Class Officers**

Each class in grades 6-12 will elect a slate of officers each school year. To be eligible for a class office, a student must have earned at least a 2.25 G.P.A. For incoming sixth graders, the student must have earned a C- average in the sixth grade.

#### **Future Farmers of America (FFA)**

The FFA Chapter is part of the State and National FFA Organization and was once known as Future Farmers of America. As more nontraditional students enrolled in Agricultural Education courses the name Future Farmers was shortened to the initials FFA. FFA membership is open to any boy or girl who is interested in Agriculture and is currently enrolled in any agriculture class. The primary aim and purpose of the FFA is to promote agricultural leadership, cooperation and citizenship. Members will be active in various leadership activities within the school and community. For a member to win awards at the State and/or National Level, the student should plan on 3-4 years of active membership.

#### **Family, Career and Community Leaders of America (FCCLA)**

The Wellington-Napoleon Family, Career, and Community Leaders of America chapter is part of an organization for students who have an interest in Family and Consumer Science related occupations. FCCLA membership is open to males and females that are also interested in participating in school and community service projects, fundraisers, and social activities per month for awards and trip eligibility. Service Project Award, and Outstanding Fundraiser Award.

#### **Future Business Leaders of America (FBLA)**

The Wellington-Napoleon Future Business Leaders of America (FBLA) is part of a district, state, and national organization for students who have an interest in community business and business related activities. FBLA is open to all students in grades 6-12. Students must take two business classes throughout four years of high school to maintain membership.

\*Members will be able to interact with community business leadership and compete in district, state and national events.

\*Members will be active in a variety of school and community projects.

\*Members will receive a pen their first year and certificate of participation each year.

#### **Future Teachers of America (FTA)**

Purpose: To provide opportunities for students to participate as members of their school and community in making education increasingly meaningful, to provide realistic career exploration activities, to assist students in

considering careers in education, to provide activities enabling students to gain insights into the significance of teaching and the role of education in society.

**Membership:** Membership is opened to students in grades 9-12.

**Officers:** President, vice president, secretary, treasurer, and historian are nominated and elected by the membership.

**Activities:**

1. Student Teacher Day
2. National Education Week
3. Cadet Teacher Program

### **National Honor Society (NHS)**

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of the secondary school.

**Membership eligibility:** Open to Junior and Senior students who meet the following qualifications; 3.25 G.P.A. in core classes (non-weighted), involved in at least one leadership role within school, is involved in at least one community service project and have outstanding character references.

### **King and Queen Candidates**

**Eligibility:** Boys and Girls that have not previously served as a king or queen of any activity. Candidates must have a cumulative 2.0 GPA the prior semester and are members in two organizations/activities.

**Homecoming King and Queen:** All candidates must be senior students. Each class in grades 9-12 nominates a candidate with the senior class nominating their candidate first followed by the junior class, the sophomore class, and the freshmen class.

**Courtwarding King and Queen:** Each class nominates a candidate from their class. Candidates can be from grades 9-12.

**Prom King and Queen:** All candidates must be senior students. Nominations are from Juniors and Seniors attending prom.

### **School Play**

Students' grades 9-12 may try out for and participate in the high school play. Criteria for lettering in the School Play include attending the required rehearsals and performances, along with other responsibilities.

### **Student Council**

The purpose of this organization is to represent the middle school and high school student body. The student council sponsors the homecoming and courtwarding activities. The student council is the voice of the student body. Each class is represented on the student council by representatives. Representatives must have a 2.5 or better GPA and be in good standing with the school district. Monthly meetings are held during seminar and before school.

**Officer Qualifications:**

President and Vice President – Junior or Senior and have a 2.5 GPA

Secretary and Treasure – 9-12 student and have a 2.5 GPA

## **STUDENT AWARDS AND LETTERS**

### **Academic Letter**

1. The purpose of the Wellington-Napoleon R-IX Academic Letter Program is to recognize high academic achievement by students enrolled in a solid and challenging academic program.
2. Academic Letter awards will be presented at the awards ceremonies at the conclusion of the school year. Upon receiving his/her first Academic Letter Award, the student will receive a patch signifying the honor. For each subsequent award the student will receive a bar which may be displayed on the patch.
3. Criteria for receiving the Academic Letter award are as follows:
  - a. To be eligible for the Academic Letter Award, a student must be enrolled in grades 9-12.
  - b. To be eligible for the Academic Letter Award, a student must be enrolled in at least four classes from three of the following areas: English, Math, Social Studies, Science and Foreign Language.

c. To receive an Academic Letter Award, a student must maintain (each quarter) a G.P.A. of 3.75 on a 4.0 scale through the first three quarters of the school year for which the Academic Letter will be awarded.

### **Basketball (Boys and Girls)**

Letter: play in one fourth of total quarters possible

### **Baseball and Softball**

Letter: Play in one fourth of total varsity innings

### **Cheerleading**

To letter a cheerleader must attend 95% of all her seasonal athletic events. Activities include cheering at athletic events, hosting pep rallies, and participating in fundraising to help in attending summer cheerleading camps.

### **Drama Club**

Members may earn letter points by participation in designated activities. Members may be elected to offices. See club constitution and by-laws for further information. **School Play:** Cast members may earn letter points by attendance and participation in the school play and other related theatrical activities. Cast members may also earn acting awards and other special awards.

### **Football**

Letter - participate in one fourth or more varsity quarters

### **Future Business Leaders of America (FBLA)**

High school members will receive a pin and bar their first year membership; second year members will receive a certificate and bar; third year members have the opportunity to fill out an activity verification form for the year which earn them the FBLA patch for their letter jacket and a bar. Fourth year members have the opportunity to fill out the activity verification form for the year which can earn them the FBLA Medal of Honor, a bar, and have their names engraved on the FBLA plaque of Outstanding Members.

### **Future Teachers of America (FTA)**

Awards: Membership is eligible to wear MSTA FTA patch. Bars awarded for each year of membership

### **Instrumental Music**

Awards:

Music Contest Certificates - High school students who earned a I or II rating for solos and or ensembles.

District and State Honor Rating Medals - Awarded to students in grades 9-12 who participate in a solo or ensemble which receives a I or II rating at district and or state music contests.

Band Letters - Students in grades 9-12 who reach a point goal established by the music director. Points are awarded for participation in band events and activities.

Outstanding Marching Awards - Students in grades 9-12 who demonstrated extra effort in marching band and are selected by the members of the band in grades 7-12. Limited to no more than 4 and no less than 2 ( 1 girl and 1 boy).

Parade and Field Commander - This award is given to the student commanders of the marching band.

Outstanding Senior Band Musician - A senior band member is selected by the band director using the following criteria: ability, performance, involvement and attitude.

I-70 Conference Band Certificate - Students in grades 9-12 are given participation certificates in the all-conference band. Participants are recommended by the band director and are selected by the conference band directors.

I-70 Band Medal - is awarded to seniors who have participated three of four years in the I-70 conference band.

### **Track**

Letter – Medal or place in the top three at a meet.

## **Vocal Music**

Choral Award: an award is given to the outstanding senior student as selected by the vocal music teacher.

Choir Letter: Any choir member may earn a bar. Students are strongly encouraged to participate in contest either in an ensemble or as a soloist (preferable both). Students are expected to participate in all activities.

Participation Awards:

I-70 Conference Choral Festival - The vocal music teacher selects students to participate. Those students selected receive a certificate of participation. Students selected to participate for three of four years will be awarded metals.

District Music Festival - any member may participate. Certificates of participation are given. Students receiving a I or II rating will be given medals.

State Music Festival - Those receiving a rating of II or I will receive medals and certificates.

All-District Choir - Students may try out for the all-district choir. Auditions are held at Central Missouri State University. Students selected to participate are given a medal.

## **Volleyball**

Letter - play in one fourth of total varsity sets.

## **EMERGENCY PROCEDURES**

### **Fire Alarm Procedures**

There are directions for the fire escape procedure posted in every room. Instructors will give proper directions at the beginning of the school year. In case of a fire or fire drill, students should follow designated exit routes in a calm and orderly manner.

### **Tornado Alarm and Procedures**

The tornado alarm is one long continuous tone. Tornado drills will be held at the beginning of the school to familiarize students with the proper procedures to follow in case of an actual tornado. In the event of an actual tornado or drill, students should proceed to the designated area, sit on the floor facing the wall, and place hands and arms over head. In the event of the confirmed tornado in the area, students will not be released until the proper authorities have given the all clear.

### **Code Yellow and Code Red**

**Code Yellow** – There is not a threat of harm to the students or staff. This alert will be given any time the building administration believes the students should stay in their rooms and continue their classroom activities.

**Code Red** – There is a threat of harm to the students or staff. Students should move away from line of sight of windows, and follow the ALICE Training- Alert, Lockdown, Inform, Counter, Evacuate.

### **Earthquake Procedures**

The building evacuation signal will be **the same as the tornado drill**; (if bell is inoperative, verbal command will be issued by the principal).

The evacuation route from the building is the same as for evacuation due to a fire. All classes are to proceed to the south playground area.

**NO ONE** is to re enter the building without approval from the principal. All staff members will remain on campus until specifically released by the building principal.

## **Policies**

### **TECHNOLOGY USAGE** **(BOE Policy EHB-R)**

The Wellington-Napoleon R-IX School District's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students. The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

**Authorized Users:** The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

**User Privacy:** 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. A user ID with e-mail access will only be provided to authorized users on condition that the user consents the interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

**Technology Administration:** The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

**Content Filtering and Monitoring:** The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

**Closed Forum:** The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

**Records Retention:** Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

**Violations of Technology Usage Policies and Procedures:** Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

**Internet:** Use of school technology is a privilege. Any mistreatment or vandalism of the equipment or misuse and disregard of the district's policies will result in disciplinary action and/or loss of technology privileges and/or legal consequences. **Any offense: Principals may suspend up to ten (10) days and refer to the superintendent for possible further disciplinary action. Notification of law enforcement authorities.**

**Damages:** All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

**No Warranty/No Endorsement:** The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

**No Phones used during district or state testing** included but not limited to MAP/EOC/ACT assessments

## **Chromebooks: 1:1 Initiative**

### **Section 1: Student Chromebook Program (1:1) Overview**

The purpose of our 1:1 initiative is to put current technology into the hands of all students to help enhance, personalize and accelerate the rigor of our academic program. The Wellington-Napoleon R-IX School District purchases and owns the chromebooks and distributes them to students to use for educational purposes during the academic year. As long as students follow the expectations set forth in the student handbook, they are allowed to check out their Chromebook at the beginning of the school day and turn it in at the completion of the day. Whenever students leave our school district, as well as at the end of the school year, the Chromebooks are collected, inspected, updated and maintained by school district technology staff. Any damaged, lost, or not returned Chromebooks will be added on to the students' fees.

Chromebooks will be assigned to all students (6th graders through Seniors) for the entirety of their Middle/High School careers at Wellington-Napoleon R-IX. Students are accountable for ensuring the care of the equipment entrusted to them. Students will be responsible for placing their Chromebook on the school supplied charger at the end of each school day. Proper care for each of these items is covered in Section 4: Care and Maintenance.

Parents and students should carefully review the Family Responsibilities Section of this document. There is a non-optional insurance fee that parents must pay to insure the Chromebook against damages. All fees are outlined in Section 2: Family Responsibilities.

We hope to make our 1:1 Initiative a success through collaboration among parents, educators and students. The use of Chromebooks for teaching and learning in Wellington-Napoleon Schools is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. We look forward to open communication and to a robust partnership among our community members, parents, students and staff in support of 1:1.

## **Section 2: Family Responsibilities**

WN R-IX has worked diligently to research best practices employed by school districts across the state. As a result of speaking to leaders in these other districts, we have developed the following procedures to ensure the success of our 1:1 Initiative. These procedures are designed to ensure that students have continuous and high-quality access to their Chromebooks as a learning tool at all times. WN R-IX has established a \$15 Insurance Fee per year. The insurance is designed:

- To help cover the cost of out-of-warranty repairs
- To alleviate some of the financial burden on the family for Chromebook maintenance and repair.
- To cover 1 claim per year.
  - 2nd claim results in an additional \$15 fee
  - 3rd claim results in full cost of repair
  - 4th claim results in full cost of replacement of the device

### **What is not covered under the insurance?**

Including but not limited to (these occurrences will result in full payment of repair):

- Willful abuse of the device. (Removal of keys, breaking power cords, etc.)
- Neglect of proper care as listed in Section 4.
- Loss of the device. To claim insurance the device must be returned to the district.

### **Loss of Chromebook**

A fine of \$200 will be assessed to replace any student's assigned Chromebook that is reported as lost. The lost device will then be remotely locked until returned to the technology office. If the device is returned then the fine may be removed pending review of the case.

### **Theft of Chromebook**



If the Chromebook is stolen, a formal Police Report must be filed with the Local Police Department within 48 hours. A copy of the Report must be submitted to the Technology Office. The device will then be remotely locked until returned to the technology office. If a report is not filed with the technology office the device is assumed to be lost not stolen.

### **Section 3: Student Responsibilities**

#### **Each student will be responsible for:**

- Abiding by the Wellington-Napoleon R-IX Acceptable Use Policy.
- Checking out their chromebook each morning, and not taking another students assigned device.
- Always having in their possession a fully-charged and functional Chromebook.
- Attending each class with their Chromebook unless directed otherwise by faculty.
- Logging in under their assigned username and password and not sharing their password with other students.
- Backing up their data to Google Drive.
- Proper maintenance and care of the device.

### **Section 4: Care and Maintenance**

#### **Common rules for all Chromebooks:**

- Keep the Chromebook clean. Students should only use microfiber cloth to wipe the screen.
- Trackpads can be damaged if not used properly. Never use a pencil, eraser or other object on the trackpad.
- Do not place heavy objects on top of the Chromebook. This may cause damage to the screen. The Chromebook should never be in a pile or shoved at the bottom of a heavy bag.
- Do not place stickers or skins on the outside or inside of the Chromebook.
- Be careful with the screen. Do not touch the screen with your fingers.
- Do not place anything between the screen and the keyboard when you close the Chromebook.
- Do not forcibly bend the AC adapter cord. Leave plenty of room for the wire to reach the Chromebook.
- Use your Chromebook away from food and liquids. Spills can be deadly to your Chromebook.
- Only use the school-provided charger with your Chromebook.
- **NEW FOR 2019/2020-** Students in grades 6-9 must leave their Chromebook in the protective case at all times.

#### **To maximize battery life:**

- Turn down volume.
- Turn down brightness.
- Exit any applications you are not using.
- Shut-down Chromebook completely when not in use.

#### **During Classes:**

- Dim your screen to conserve power and make your battery charge last longer.
- Keep open only applications and websites you are using. This saves processor power, memory and extends your battery life.
- Work on a flat and level surface and not on top of other items on your desk.
- Do not leave your Chromebook on your desk where it may get knocked off when not in direct use.

### **Searches by School Personnel (BOE Policy JFG)**

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable

suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. However, no strip searches are to be conducted.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

#### **Health Regulation and Immunizations (BOE Policy JHCB)**

In accordance with Missouri law, it is unlawful for any student to attend school unless ALL immunizations are up-to-date. Parents or guardians may appeal this provision to the school administration.

#### **Inoculations of Students (BOE Policy JHCB)**

All students attending District schools are required to be in compliance with state programs mandating immunization against specific diseases. Failure to comply with District immunization requirements will result in exclusion from school until proof of compliance is provided. Homeless children will be granted a temporary twenty-four (24) hour grace period within which to submit proof of compliance. The Superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every student enrolled or attending in the District, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health

#### **Notice of Non-Discrimination (BOE Policy GCD)**

The Wellington-Napoleon R-IX school non-discrimination policy states that no person shall on the basis of race, color, national origin, creed, religion, sex, marital status, age, or disability, is subjected to discrimination under any educational program or in recruitment.

#### **Title IX Grievance Procedure (BOE Policy GCD)**

This notice is to inform all students and employees of the Wellington-Napoleon R-IX School District that the Superintendent of Schools, Hwy 131, Wellington, Missouri 64097 (816-934-2531) has been designated as Title IX Compliance Coordinator and Grievance Officer for the School District.

#### **Drug Free Educational Environment (BOE Policy GBEB)**

It is the intent of the Board of Education to provide a drug free educational environment in the Wellington-Napoleon R-IX Schools. Students are expected and required to be in an appropriate physical condition and mental condition for attending school.

The unlawful manufacture distribution, dispensation, possession, or use of a controlled substance on the school premises or while participating in a school sanctioned activity anywhere is absolutely forbidden. Violations of this policy will result in disciplinary action which may include long-term suspension, and may have legal consequences.

#### **Harassment (BOE Policy JFCF)**

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race,

color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

### **Student Rights**

It should be understood the student does not divest himself/herself of his/her constitutional rights upon entering the schoolhouse; so long as he/she does not disrupt the educational process or impose upon, endanger, or deprive constitutional freedoms of others. The Board of Education reaffirms its belief that every student regardless of race, creed, color, sex, cultural or socio-economic status or disabling condition be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitment insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

### **Confidential Information (BOE Policy JO)**

All public schools are required to handle student information in an appropriately confidential manner and to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendments of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements provided in **FERPA**. Educational records shall be retained according to the guidelines set forth in the Missouri Public Schools Records Manual. "**Directory Information (BOE JO-R-D)**" will be released as deemed necessary by school officials. The school district designates the following items as "**Directory Information**" student's name, parent's name(s), address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The district may disclose any of those items without prior written consent unless notified to the contrary in writing by parent/legal guardian or eligible student.

### **Reporting Child Abuse (Board Policy JHG)**

The Wellington-Napoleon School District requires *its* staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or child abuse. Any school official or employee who knows or has reasonable cause to suspect that child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his or her designee, who will then become responsible for making the report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law.

### **Special Education (Policy JGE)**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20). Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who also require special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and who require accommodations or special education and related services. The public school assures that to comply with the full educational opportunity goal, services for student three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf, blind, autism, early childhood special education, and traumatic brain injury.

The public school has developed a Local Compliance Plan for implementation of Special Education and the plan has been adopted by the Wellington-Napoleon R-IX Board of Education and approved by the Missouri Department of Elementary and Secondary Education in Jefferson City. This Compliance Plan is available in the Office of the Superintendent or the Coordinator of Special Services/Elementary Principal's office during school hours. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this Plan, are the policies and procedures, which the district must follow regarding storage, Disclosure to third parties, and retention and destruction of personally identifiable information is prohibited. (34 CFR 76.301 of the General Education Provision Act)

### **School admissions (BOE Policy JECA)**

The admission of all students shall be under the direction of the superintendent, subject to the approval of the Board of Education. All persons seeking admission to the district and its instructional programs must satisfactorily meet all residency, academic, age, immunization, health, disciplinary and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law.

Students who apply for admission to the district schools on the basis of prior accredited schooling outside of the district shall be placed initially in the grade level they have reached. The principal shall determine subsequently whether the grade placement is appropriate for the individual. Students who apply for admission to the district schools on the basis of prior non-accredited schooling shall be admitted.

### **Student Records (Policy KDA)**

All instructional materials, including teacher's' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.