

Wellsville-Middletown R-1 Junior-Senior High School
Student/Parent Handbook

900 Burlington Road, Wellsville, Missouri 63384
(573)684-2017, (573)684-2018 Fax
School Website: wmr1.k12.mo.us
Mascot: Tigers
School Colors: Black & Gold

Adopted by the Board of Education, June 9, 2016

BOARD OF EDUCATION

Member	Title	Term Expires
Christine Rutherford	President	April 2018
Christine DeTienne	Vice-President	April 2017
Caren Blaue	Member	April 2019
Earl Burton	Member	April 2017
Mike Henderson	Member	April 2018
Georgia Scarbrough	Member	April 2019
Clinetta Weinrich	Member	April 2017

Administration

Pete Nasir, Superintendent
Darin Sehlke, Secondary Principal
Tiffany Gosseen, Elementary Principal

Office Staff

Carrie Nelson, Bookkeeper/Board Secretary
Michelle Stroup, Secretary to the Superintendent/Treasurer
Barb Bishop, Secondary Secretary
Lisa Scott, Elementary Secretary

Administration

Pete Nasir	Superintendent
Darin Sehlke	7-12 Principal
Tiffany Gosseen	PK-6 Principal

Faculty

Algiere, Kayla	Math	Madsen, Larry	Special Education
Blaue, Ryan	Guidance Counselor	Marshall, Scott	Physical Education
Bohr, Samantha	Vocational Ag	Murdock, Sarah	Music
Deering, Jon	Social Studies	Norton, Kayla	Communication Arts
Edwards, Jane	Science	Raguse, Linda	Business/Family & Consumer Science
Gschwender, Stephen	Special Education	Ripperger, Molly	Social Studies
Hallock, Michael	Science	Slovensky, John	Math
Hoyt, Becky	Media Specialist	Thull, Katlyn	Music
Luebke, Joyce	Art	Van Horn, Tracy	Communication Arts

Extra Duty Assignments

Athletic Director	Darin Sehlke	Vocal Programs	Sarah Murdock
HS Boys Basketball	Darin Sehlke	Specdra	Tracy Van Horn
HS Girls Basketball	Sabrina O’Heron	Play Director	Tracy Van Horn
HS Boys & Girls Track	John Slovensky	Assistant Play Director	Larry Madsen
JH Girls Track	Sherri Slovensky	A+ Coordinator	Darin Sehlke
HS & JH Cross Country	John Slovensky	Student Council	Tracy Van Horn/Kayla Algiere
JH Boys Track	John Slovensky	FBLA	Linda Raguse
JH Girls Basketball	Trent Pummill	FFA	Samantha Bohr
JH Boys Basketball	Scott Marshall	Math Club	Kayla Algiere
Baseball	Scott Marshall	Art Club	Joyce Luebke
Softball	Sabrina O’Heron	12 th Grade Sponsor	Ryan Blaue
Cheer Director	Michelle Stroup	11 th Grade Sponsor	Linda Raguse
National Honor Society	Jane Edwards	11 th Grade Sponsor	Kayla Norton
Yearbook	Tracy Van Horn	10 th Grade Sponsor	Jon Deering
Academic Bowl	Jon Deering	9 th Grade Sponsor	Michael Hallock
HS FCA	John Slovensky	7/8 th Grade Sponsor	Sarah Murdock
JH FCA	Kayla Algiere	Science Club	Jane Edwards
Pep Band/Instrumental	Sarah Murdock		
JH Cheer Coach	Jennifer Huff		

SCHOOL CALENDAR

Wellsville-Middletown R-1

2016-17

August 12	New Teacher Orientation
August 15-17	Professional Development/ Teacher Work Days
August 18	First Day of Classes
August 23	Elementary Open House – 5:30 p.m. – 7:00 p.m.
September 12	Professional Development/ Teacher Work Day
September 16	Midterm 1 st quarter
October 18	1 st quarter Ends
October 24	Prof. Development/Parent Teacher Conferences (1:00 p.m.-7:00 p.m.)
November 7	Professional Development/ Teacher Work Day
November 18	Midterm 2 nd quarter
November 21-22	SCHOOL IS IN SESSION ON THIS MONDAY and TUESDAY
November 23-25	NO SCHOOL/Thanksgiving Break
December 21	Early dismissal / 2 nd quarter ends/1 st semester ends
Dec. 22-Jan. 2	NO SCHOOL/Winter Break
January 3	Students return
January 9	Professional Development/ Teacher Work Day
February 1	Midterm 3 rd quarter
February 13	Professional Development/ Teacher Work Day
March 8	3 rd Quarter Ends
March 13	Professional Development/ Teacher Work Day
March 20	SCHOOL IS IN SESSION ON THIS MONDAY
March 23-March 24	NO SCHOOL/ Spring Break
April 7	Midterm 4 th quarter
April 10	Professional Development/ Teacher Work Day
April 14	NO SCHOOL- GOOD FRIDAY
May 12	High School Graduation
May 18	Early Dismissal /Last Day of Classes/4 th quarter ends/2 nd semester ends

Inclement Weather Make-up Days

December 22, January 30, February 27, April 24, May 15, April 3, May 19

Junior High Daily Schedule

7:33	Building Opens
7:46	Warning Bell
7:50-8:50	First Period
8:53-9:53	Second Period
9:56-10:56	Third Period
10:59-11:59	Fourth Period
12:02-12:29	JH Lunch
12:32-1:32	Fifth Period
1:35-2:35	Sixth Period
2:38--3:38	Seventh Period

High School Daily Schedule

7:33	Building Opens
7:46	Warning Bell
7:50-8:50	First Period
8:53-9:53	Second Time
9:56-10:56	Third Period
10:59-11:26	HS Lunch
11:29-12:29	Fourth Period
12:32-1:32	Fifth Period
1:35-2:35	Sixth Period
2:38--3:38	Seventh Period

The school day at Wellsville-Middletown Junior High/High School begins at 7:50 a.m. and ends at 3:38 p.m. Wellsville-Middletown R-1 runs on a 4 day week schedule (Tuesday-Friday). School supervision will not be provided for students arriving before 7:33 am and staying until after 4 pm unless instructed to do so by a school employee. Parents/Guardians are not to drop off or leave children at school during unsupervised periods.

Our Mission Statement

The Mission of the Wellsville-Middletown R-1 School District is to educate every student by providing the learning atmosphere, opportunity, and encouragement for each child to succeed educationally commensurate with his or her abilities.

The School

The school, being a conservator of knowledge, ideas, and attitudes, must lead the student to an understanding of the basic philosophical and historical principles underlying the democratic system. The student also needs experience in using these principles. Basic to real understanding is an appreciation of the importance of freedom and, above all, faith in the democratic process—a faith which implies a willingness to engage in decision-making as well as a willingness to accept decisions made within the framework of the law.

The Student

We believe that the school must be organized to permit each student and teacher to reasonably understand his/her own physical makeup and mental capabilities so that both may develop a common sense of values harmonious with constructive living. Our purpose is to educate all students to the best of their personal ability by whatever patterns of teaching are feasible for the individual teacher.

The School Program

We believe the school system should provide a program with learning experiences which, for all practical purposes, must be based on the premise that each student is a social being. Their personal needs, common to others of like maturity, as well as their individual talents and abilities should be developed. The program should have a varied, flexible curriculum with student activities where knowledge and opportunities present themselves in a manner which can awaken the hidden potentials in each student and lead to their maximum development. Specific demands of student types should be considered: an academically enriched background for college-bound students; a technical or vocational background for those not planning a college career but who have plans for a specific occupation. Consideration should also be made for educational opportunities equally available to all, regardless of race, age, sex, scholastic aptitudes, and physical, social, or economic status.

The Teacher

We believe it is the responsibility of the teacher to help students function in a manner in which they have the opportunity to achieve their goals. In doing this, we need to maintain an open mind in order to provide a climate for creative thought and free inquiry. They should neither avoid the new nor dismiss the proven. The professional attitude of teachers should enable them to work with their colleagues for the betterment of the school system. Teachers should be alert to their professional opportunities and obligations to their students and the community.

The Community

We recognize the importance of being aware of the nature of the community so that we can work more closely with our students who live in it. We recognize the importance of being responsive to the needs of the community. We realize that the community has given us the responsibility of fulfilling its highest hopes and ambitions. We further recognize that, as members of the community, we have a responsibility to be actively engaged in leadership and to exhibit a professional manner which will engender the respect of the community. Finally, we believe that our educational methods and programs should be flexible with, and adjustable to, the changing times.

HIGH SCHOOL UNITS OF CREDIT OFFERED 2016-17

I. Communication Arts.....5 credits

- AP English 1 credit
- English I..... 1 credit
- English II..... 1 credit
- English III 1 credit
- English IV 1 credit

II. Social Studies..... 5 credits

- American History..... 1 credit
- American Government..... 1 credit
- World History 1 credit
- Psychology 1 credit
- Contemporary Issues..... ½ credit
- Missouri History ½ credit

III. Mathematics..... 6 credits

- Algebra I 1 credit
- Algebra II..... 1 credit
- Statistics 1 credit
- Consumer Math..... 1 credit
- Geometry..... 1 credit
- Analytical Trigonometry..... 1 credit

IV. Science..... 6 credits

- Biology I 1 credit
- Biology II..... 1 credit
- Chemistry 1 credit
- Physical Science..... 1 credit
- Conservation Biology 1 credit
- Botany 1 credit

V. Fine Arts.....7 credits

- Art I..... 1 credit
- Art II..... 1 credit
- Drawing and Sculpting 1 credit
- Band 1 credit
- Honors Choir..... 1 credit
- Concert Choir 1 credit
- Music Appreciation..... 1 credit

VI. Practical Arts.....11 credits

- A. Agricultural Education 6 credits
 - Ag Science I..... 1 credit
 - Ag Science II..... 1 credit
 - Ag Construction 1 credit
 - Greenhouse I 1 credit
 - Greenhouse II..... 1 credit
 - Ag Communication..... ½ credit
 - Animal Science ½ credit
- B. Business Education.....3 credits
 - Business Tech 1 credit
 - Computer Applications 1 credit
 - Multimedia..... 1 credit
- C. Family & Consumer Science..... 2 credit
 - Family Living..... ½ credit
 - Child Development ½ credit
 - Nutrition and Wellness ½ credit
 - Foods..... ½ credit

VII. Physical Education..... 3 credits

- Physical Education..... 1 credit
- Team Sports 1 credit
- Body Conditioning..... 1 credit

VIII. Health.....½ credit

- Health..... ½ credit

IX. Personal Finance.....½ credit

- Personal Finance ½ credit

X. Miscellaneous.....5 ½ credits

- A+ Tutoring ½ credit
- Cadet Teaching 1 credit
- Credit Recovery 1 credit
- Supervised Occupational Exp..... 1 credit
- ACT Prep 1 credit
- Mass Media..... 1 credit

General Information

A+ Designation

To be eligible for the financial scholarships of the A+ Schools Program, a student must be certified as an A+ student by the high school. To qualify for certification, the student must:

- Enter into a written agreement prior to graduation and have attended the high school for at least three consecutive years.
- Graduate from high school with a cumulative grade point average of 2.5 or higher.
- Have at least 95% cumulative attendance record.
- Perform 50 hours of unpaid tutoring or mentoring of younger students through a school-sponsored program.
- Maintain a record of good citizenship and avoidance of the unlawful use of controlled substances.
- Make a good faith effort to secure all available funds that do not require repayment. This includes completing the FAFSA form.
- **Beginning with the high school senior class of 2015, have achieved a score of proficient or advanced on the Algebra I end of course exam.** (Beginning in 2015, if you do not meet the Algebra I end of course requirement, you may regain eligibility by completing your first semester at a participating institution with a minimum of 12 hours and a 2.5 grade point average. You must pay tuition up front for the first semester. This semester can never be eligible for A+ tuition reimbursement.)

Admission

Students shall be admitted to high school upon presentation of an eighth grade diploma or other satisfactory evidence of having completed the work of the eighth grade. Adequate records of prior work, immunizations, etc. must be presented. Non-resident students will be admitted on a tuition basis only, or as otherwise provided by law. Transfer students must prove residency in the district as well as provide the required records. No student will be allowed to attend school until all official records are received.

Arrival and Departure

Students may enter the building through the cafeteria doors at 7:33 a.m. Regular school hours are from 7:50-3:38 daily with the first class starting at 7:50 a.m. Teachers are available until 4:00 pm in their classrooms for parent or student conferences. Students driving/riding in cars should arrive after 7:33 a.m. and leave the vehicle immediately and enter the building. Students should leave the building at 3:38 p.m. If students are practicing immediately after school, they need to bring the required apparel and equipment with them. Students will not leave the school grounds to go and get such items.

Students will check in/out of the office before entering class or before leaving the building when arriving on or departing from school property at times other than the regular school hours.

Students leaving school property in their personal automobile during regular school hours without administrative approval will lose driving/ parking privileges and will be disciplined according to the school policy.

Students leaving school/truant without permission may be suspended from school for a length of time designated by the principal.

Students may not leave school property after a morning extracurricular meeting or athletic practice.

Assemblies

Assemblies are designed to provide students with an enriching experience that will help them fully develop their high school career. Assemblies are an extension of the classroom and students are to conduct themselves accordingly at all times. Students who abuse their privileges will be disciplined according to the discipline policy.

Attendance Policy

Regular student attendance is important to have a successful learning experience. Attendance is crucial to improve student achievement. Frequent absences of students from classroom learning experiences disrupt the instructional process. Once the benefits of classroom instruction are lost they cannot be entirely regained. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's achievement goals. Students and parents are held responsible for attendance as part of the district's larger mission to train students to be productive citizens and employees.

- The terms “excused” and “unexcused” are not used.
- Please document medical appointments by bringing a doctor's note to our office. These notes will be necessary if the student needs to appeal for an extension.
- Parents are encouraged to notify the school when their child is absent by calling before 10 a.m. When a student is absent, and the parent has not notified the school, office personnel may call the family and inquire about the student. Parents who do not have a phone are expected to send a note when their child returns to school following an absence.
- A student may accumulate up to four absences per class per semester. Parents and students should be aware that three absences per semester are intended for personal illness, professional appointments, personal or family business, and other unforeseen circumstances. A student will not be allowed to make up any work missed after the fifth absence and receive credit for it. NOTE: Attendance will be kept by the teacher on an individual class basis. A student missing more than half the class period will be considered absent for that period. The office will also maintain attendance records. Parents may feel free to call and ask for an attendance printout to be mailed if they have questions about their student's attendance or the number of class periods missed.
- A student who is absent from school due to an out of school suspension will have those suspension days counted toward the number of days absent permitted per semester and no credit will be given for those days. A student who has been suspended out of school will NOT be granted an extension hearing with the appeals committee.
- After accumulating five or more absences, a student and his or her parents may appeal to an attendance committee for additional absences. Appeals must be received within 5 calendar days of receiving an attendance letter. This committee will consist of five faculty members. The appeals committee will decide on whether granting additional absences is justified and whether or not previous absences were warranted. This committee will consider reasons such as medical problems (verified by doctor), death in the family, and serious family problems. **The committee will not allow our attendance policy to be abused.**
- Students who are attending school events are not counted as “absent” by the classroom teacher.
- Students must be in school attendance for the **entire** day of an event, unless it is approved by the principal in advance. If an activity is held on a non-attendance day (example: Saturday, holiday), students must be in attendance the **entire** day prior to the activity to be eligible to participate.
- A student who is absent for 10 consecutive days is dropped from enrollment at Wellsville-Middletown R-1.
- When a student has excessive absences, a child abuse hotline for educational neglect call is made at the principal's discretion.
- If additional absences are granted by the attendance committee, the student will be allowed to make up their homework according to the homework policy.

In conclusion, students, parents, and the school community need to realize and understand that the four days of absence per semester built into the attendance policy are not to be considered as an approved number of days to skip class. Any student absent from school without permission will be considered truant and dealt with accordingly. We feel that four absences per semester are an adequate amount of time to cover most student and family needs. Trying to decide what are “excused” and “unexcused” absences is not the responsibility of the

school. However, just like a job, students are allowed so many days to meet personal needs, whether it is sickness, family problems, business, death, etc.

Any decision rendered by the attendance committee and school administration can be appealed to the Superintendent of schools and the Wellsville-Middletown R-1 Board of Education.

Attendance Waiver

In order to obtain a waiver of consequences of failure to meet attendance requirements:

1. The student, who may be accompanied by a parent or guardian, will come before the attendance committee or present a letter.
2. The student or parent or guardian must provide evidence to the committee of justification for each of the days missed, and show cause why the student's failure to meet the district's attendance requirements should not result in a failure to receive credit toward the class period for the semester.
3. Failure to have a legitimate reason for each absence showing why the student could not reasonably be expected to be in attendance will result in a failure to earn credit for the class or for all classes for the semester.
4. Failure to meet with the attendance review committee after receiving notice of the need to do so will result in the loss of the ability to have work counted for the periods in question.

Further absences during the semester will result in reappearance before the committee and the need to again obtain a waiver.

Legitimate absences resulting from documented illness, death in the immediate family, absences pre-approved by the administration and other similar circumstances under which the student cannot reasonably be expected to be in attendance will not result in a loss of credit if the student, parents, or guardian can demonstrate to the review committee that the student's academic achievement has not been substantially affected by the absences. The attendance committee may consider evidence from multiple sources for purposes of verifying the reason for an absence, as well as a parent's explanation for an absence.

Breakfast Cafeteria Procedures

Junior and senior high students who walk, drive, or ride the bus to school are to enter the building only through the double north doors by the cafeteria no earlier than 7:33 a.m. Breakfast is served at 7:33 a.m. All hats, stocking caps, or other head gear are to be removed upon entering the building. Elementary students have their own designated entrance and are not to use the junior/senior high entrance. All students are to wait seated in the cafeteria except for normal movement to and from the cafeteria breakfast line. No one will be standing in any area of the cafeteria hallway.

The breakfast line will form as it does for lunch. When just the center row of lights is on, breakfast is not ready. When all lights are turned on, breakfast is being served.

Students will only be allowed to leave the cafeteria with the permissions of the supervising instructor or after the dismissal bell rings. Chairs are to be placed properly under the table and trays and materials returned to the kitchen staff.

Do not wait until the last minute to eat as the cooks reserve the right to refuse service to those after 7:46 a.m. Vending machines may be used during breakfast hours, but are NOT to be used after the dismissal bell has sounded.

Cafeteria

Lunch will be served during one of the two scheduled lunch periods. Students will eat in the cafeteria regardless if they have school lunch or bring a home lunch. Students are not allowed to have food delivered from a restaurant during the school day unless prior approval of administration is given. Students are not allowed to walk the halls or go to their lockers during the lunch period without permission from the lunch supervisor.

Money for the student's lunch account should be placed in an envelope with the student's name, date, and dollar amount on the outside of the envelope and deposited at the principal's office or high school cafeteria before 7:46 a.m. Envelopes are provided at the principal's office and high school cafeteria.

The amount that may be charged for breakfast or lunch will be (-\$5.00). Individuals with charges beyond that limit will be served a peanut-butter sandwich and milk until all charges are paid. Individuals with a zero balance or below will not be allowed any ala carte purchases.

The lunch supervisor will call the students by grade level, starting with seniors, to enter the lunch line. Everyone will be issued a unique lunch pin number and will be responsible for entering this number when going through the food line. This number should be memorized and not shared with other students. Food and drink may not be taken out of the cafeteria.

All food and drink brought into the school must be consumed in the cafeteria. With exception of home lunches, no opened or unsealed packages/containers are allowed to be stored in lockers.

Cell Phones

Although we understand the convenience of cell phones, as a school, we believe they are not necessary or appropriate during the school day due to the potential for disruption, harassment, cheating, sexting and other issues. Under no circumstances should a cell phone be used to video or photograph others during the school day, on a school bus, or at school activities. If a student possesses electronic pictures or texts, the district can consider it the same as a hard copy possession. Possession of these materials may result in disciplinary action. **From the time the student enters the high school building to start their day until 3:38 p.m., cell phones should be neither seen, heard, or used.** In unforeseen circumstances, students may gain permission from the office to use their cell phone IN the office.

- First offense: 1 day after-school detention.
- Second offense: 2 days in-school suspension.
- Third offense: 3 days out-of-school suspension.
- Fourth and subsequent offense: 10 days of out of school suspension.

Refusal of giving up cell phone for any cell phone misuse infraction will result in 1-10 days of OSS.

Students may pick up their phones at the end of the day for the first infraction of misuse of cell phone. Thereafter, parents must pick up the cell phone in the office.

If cheating occurs through the use of a cell phone, the initial two steps will be skipped and a student will go immediately to out-of-school suspension days. If a student refuses to surrender a phone when asked for it by a staff member for violating policy, they will move immediately to suspension days. In both cases, if they have already had suspension days, they will move to the next step.

If students need to be reached during the school day, the high school office should be called and a message will be delivered to the student so they can return the call after school. If it is an emergency situation, the parent should indicate this and the student will be called immediately to the office phone.

Change of Address

If the last name, street address, telephone number, email or any other student data changes during the school year, please notify the office. This is very important in keeping school records up to date and also enables the school to contact the parent/guardian in case of emergency.

Class Activities/Field Trips

Teachers that are planning field trips/extra curricular activities or class activities should follow the guidelines listed below:

- Fill out field trip request form two weeks prior to the event and turn in to the principal.
- School buses must be used to all events unless prior approval was given by the principal.
- Teacher/sponsor must ride the bus with students to/from event.

- Permission forms must be sent home with students and signed by parents/guardians and returned two days prior to the event.
- A list of students attending the event must be on file in the principal’s office two days prior to event.
- All sign-out sheets must be turned in to the sponsor two days prior to event.
- It will be the student’s responsibility to secure the signature of each of their classroom instructors on the sign-out sheet. The student will also be responsible for securing all assignments and class work for each of the classes that will be missed. These assignments must be returned to the proper instructors prior to departure. Failure to do so will result in no possible grade being earned for these assignments.
- Each year the junior class gives a prom to honor the seniors. The junior class must limit expenditures to \$2500.
- No mandatory activity shall be scheduled at the school on Sunday or on Wednesday evenings.
- It is a state law that all money from all sources be collected, deposited, and disbursed through the school funds. All activity money collected must be turned into the superintendent’s office. All purchases must be made by a purchase order approved by the superintendent. Each organization will receive a monthly statement accounting for receipts and expenses.
- All moneymaking activities of school organizations must have prior approval of the administration.
- All school activities must have student participation at all meetings in preparation for the activity to be present at the activity.
- All proposed activities must be approved by the principal and must be presented to the principal by the sponsor.
- Guests must be registered in the sponsor’s classroom by noon on the day before the activity is scheduled.
- Any guest at a school dance that is currently not enrolled in Wellsville-Middletown R-1 must be approved prior to the day of the dance by the school administration.
- Students attending class or school activities, basketball games, dances, and other activities will not be permitted to leave the building and return to the activity.

Class Interruptions

The Board of Education recognizes the importance of minimizing interruptions to the teaching/learning process. It shall be the responsibility of the building principal to reduce to a minimum interruption of classroom time. All school personnel should be aware of the importance of protecting classroom learning time. Common sense and careful planning by all will help reduce the incidence of classroom interruptions and cause less confusion in protecting a productive educational environment within the total building climate.

Classification of High School Students

Classification and promotion of students in the Wellsville-Middletown R-1 School is on an annual basis. The number of units satisfactorily completed, as follows will determine the classification of students above the beginning of the ninth grade:

- Less than 6 units.....9th grade
- 6 but less than 11 units.....10th grade
- 11 but less than 17 units.....11th grade
- 17 or more units.....12th grade

Class rank and GPA will be determined at the end of each semester and no other time.

Closed Campus

The Wellsville-Middletown R-I Junior Senior High School maintains a closed campus from 7:33 a.m. to 3:38 p.m. on all school days. Only students, registered visitors, and school personnel are permitted on school property during school hours.

College/Military Visits

General information regarding all branches of the military service is available in the guidance office. Additionally, representatives from the various branches of the armed services visit the school several times throughout the year. Juniors and seniors should make arrangements on Mondays to use their college visits, do armed services testing, or meet with a recruiter.

College Preparatory Certificate

Wellsville-Middletown Board of Education awards the College Preparatory Certificate to students who successfully complete a rigorous academic program in high school. The certificate is designed to provide incentive and recognition for those students who exceed the state's minimum graduation requirements. Graduating seniors who meet the criteria and the additional requirements will be awarded the College Preparatory Certificate during the high school awards program. Those criteria are:

- 4 units English/Communication Arts
- 3 units Mathematics (Algebra or above)
- 3 units Science
- 3 units Social Studies
- 1 unit Fine Art
- 1 unit Practical Art
- 1 unit Physical Education
- 8 units General Electives
- 3 units Specified Core Electives*
- 27 Units Total**

Additional Requirements are a grade point average of 3.0 on a 4.0 scale in math, science, social studies, and English; and score above the previous year's national average on the ACT or SAT.

*Specified Core Electives: At least 3 units selected from foreign language (two units from one foreign language are strongly recommended) and/or combinations from two or more of the following course areas: English, mathematics, social studies, science, and fine arts. State history courses are permissible as social studies electives.

College Representatives

Throughout the school year, representatives from colleges, universities, and technical schools will schedule appointments to meet students and supply them with information about their institutions. Students are notified about scheduled visits via the school announcements. Students must sign up through the counselor in advance to meet with school representatives. Students are to notify their teachers and turn in their assignments prior to attending the presentations.

Conduct on School Buses

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

1. The bus driver is in charge of the students and the bus. Students must obey the driver promptly.
2. Students must be on time. The bus cannot wait for those who are tardy. Eating and drinking are not permitted on the regular routes.
3. Never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Outside of ordinary conversation, classroom conduct is to be observed.
6. The use of tobacco or any illegal substances is prohibited. Glass containers and live animals are prohibited.
7. Students must not try to get on or off the bus or move about within the bus while it is in motion.

8. Students must not extend arms or head out of the bus windows. Students shall remain seated and keep the aisles free.
9. When leaving the bus, students must observe directions from the driver and cross a minimum of 10 feet in front of the bus.
10. Any damage to the bus is to be reported to the driver at once. Reimbursement for damaged property will be collected.
11. The driver has the privilege of seating students if he/she desires to do so.

Counseling Information

The counseling department provides services designed to promote and facilitate the academic, vocational, personal, and social development of students. In order to meet students' needs, the counselor assists and works closely with parents, teachers, staff, administrators, and members of the community. The fundamental goal of school counselors is to enable all students to succeed to the best of their abilities. The counselor assists students with course selection, understanding and interpreting test results, career exploration and career path selection, self discovery, personal problems, classroom difficulties, and post high school plans.

The junior-senior high school guidance office has a library containing information on colleges, universities, technical schools, various careers, self-development, problem-solving, study guides for ACT and SAT, and a variety of other topics. Students can check out study guides, informational CD's, DVD's, and video tapes.

Daily Announcements

Daily announcements will be read to the students each day during their 2nd hour class and can also be found on the school website at <http://www.wmr1.k12.mo.us>. Copies of the daily announcements are also available outside the high school office. They contain a great deal of pertinent and important student information. Please take time to read them to stay informed about upcoming events and activities.

Detention & Saturday School Program

Students behaving inappropriately may be assigned detention after regular school hours or on designated Saturdays. Students may be given one day to make transportation arrangements. Detention will be held on Tuesday and Thursday after school until 4:45 p.m. Failure to serve the detention will result in an additional detention and/or suspension. If you miss more than one detention, you may be given 1-5 days of OSS. Students assigned to detention must use the restroom before entering detention. No food or drink allowed. No sleeping is allowed during the detention. Students will obey the faculty member in charge without question. Students will bring work to do while in detention. Do not come in without something to do.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Wellsville-Middletown, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wellsville-Middletown may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures to not release this information. The primary purpose of directory information is to allow Wellsville-Middletown to include this type of information from your child's education records in certain school publications. Examples include: a playbill showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Pursuant to federal law, military recruiters and institutions of higher education may request and

receive the names, addresses, and telephone numbers of all high school students unless parents or guardians notify the school not to release this information.

If you do not want Wellsville-Middletown to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days of receiving this handbook. Wellsville-Middletown has designated the following information as directory information:

- Student's name.
- Parent's name.
- Address.
- Telephone listing.
- Parent email addresses.
- Enrollment status (full-time or part-time).
- Photograph.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Degrees, honors, and awards received.
- Date and place of birth.
- Major field of study.
- Dates of attendance.
- Grade level.
- The most recent educational agency or institution attended.

Discipline Policy

The entire staff of the Wellsville-Middletown R-1 School District has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and have the maximum opportunity to learn. We strive to see that every child is treated with fairness and respect and the opportunity to learn. We will not permit anyone to be disruptive in a manner that interferes with the learning process for that child or for other children. Each classroom has rules and consequences that are part of a plan that we are confident will teach our children to be responsible for their actions and make this school year a positive and motivating experience. We strive for excellent student behavior and expect the instructional staff to see that acceptable student behavior is carried through at all times.

Student Rights and Responsibilities

Each student has the opportunity for a free education in the most appropriate and least restrictive environment. While obtaining this education, the student has all rights afforded him/her by the United States Constitution and has a right to be educated in a safe environment conducive to learning. The student will not be discriminated against. The student will be fully informed of all school rules and regulations.

Each student has the responsibility to achieve academically to his /her personal best. While in the learning environment, the student must respect the human dignity of others and their inalienable rights. The student obeys all applicable laws and carries only those materials which are acceptable under the law. The student agrees to accept the consequences of not abiding by these rules and regulations.

Each student has the responsibility to:

1. Study diligently and maintain the best possible level of academic achievement.
2. Know and adhere to rules and regulations established by the Wellsville- Middletown R-1 Board of Education and implemented by school administrators and teachers.
3. Respect the human dignity and worth of every individual.
4. Refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal and written expression.
5. Be punctual and present in the regular school program.

6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety. (See Dress Code)
7. Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
8. Refrain from disobedience, misconduct or other behavior, which could lead to any individual's physical harm, or to the disruption of the educational process.
9. Respect the authority of school administrators, teachers, and staff in maintaining discipline of the school and at school sponsored activities.

Consequences of Failure to Obey Standards of Conduct

Standards of conduct must be maintained in order to ensure an orderly, safe atmosphere conducive to learning. School personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on district-owned property or during school sponsored activities.

Teachers, authorized school personnel and volunteers who are responsible for the care, supervision and discipline of students, shall not be civilly liable when acting in conformity with this policy.

Mild infractions to the discipline code, such as horseplay, incomplete work or insubordination, may be dealt with by principal/student conference, time out in the office, detention or in-school suspension.

Due Process

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in board policies and regulations on student suspension and student expulsion. Students will have knowledge of all charges against them and have the opportunity to present their defense on any incident in which they may be involved. If the student is dissatisfied with any decision he/she has the right to appeal through the following channels.

1. Principal
2. Superintendent of Schools
3. Board of Education

Appeals to the Superintendent of Schools and/or the Board of Education will follow board policy.

Corporal Punishment

Corporal punishment is authorized by law (RSMo 563.061) and approved by the Wellsville-Middletown R-I Board of Education. If found necessary, it will be administered by the principal in the presence of a witness.

Reporting

School administrators shall report acts of school violence to teachers and school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and school district employees who have a need to know will also be informed by the Superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The Juvenile Office Report shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second, or third degree assault against a student or school employee while on school property, buses, or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The following definitions and terms apply to this policy:

Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or involved in school activities.

Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

Serious Violation of District’s Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:

- a) Any act of school violence
- b) Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.
- c) Any offense, which results in an out-of-school suspension for more than ten (10) school days.

Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district’s discipline policy for each student enrolled. Such records shall be made available to teachers and other employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personal identifiable student records will only be released or destroyed in accordance with state and federal law.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools. Any person who violates the confidentiality requirement on student records is guilty of a class B misdemeanor and the school district is subject to a civil action for damages including costs and attorney fees (167.020.7).

Code of Conduct

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

***Any offense which constitutes a “serious violation of the district’s discipline policy” as defined in Board policy will be documented in the student’s discipline record.**

1. **Academic Dishonesty**-Cheating by copying another student’s homework, quiz, or test, or enabling someone else to do so will not be tolerated.

This includes but is not limited to plagiarism.

First Offense: Conference, zero on assignment or test.

Subsequent offense: Conference, zero on assignment or test, 1-3 days of ISS.

2. **Arson**—Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

3. **Assault** a. Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: In-school suspension, 1-180 days of out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student’s discipline record.

Subsequent Offense: 11-180 days of out-of-school suspension or expulsion, possible notification of law enforcement officials and documentation in student's discipline record.

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

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

4. **Bullying/Cyber bullying**—Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals. Bullying occurs when a student:

a. Communicates with another by any means including telephone, writing, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

b. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Cyber bullying includes the following: flaming, harassment, cyber stalking, denigration, impersonation, outing and trickery, exclusion, and cyber threats.

First Offense: In-school suspension, 1-180 days of out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 180 day suspension will be imposed for the second offense, while the third offense will result in expulsion. The superintendent may reduce the length of suspension for elementary school students based upon the facts in each case.

5. **Bus Misconduct**—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.

First Referral: Conference with principal/loss of privileges at school.

Second Referral: Suspended from school bus for 3 days.

Third Referral: Suspended from school bus for 1 week.

Fourth Referral: Off the bus for the rest of the year.

6. **Careless Driving** – Driving on school property carelessly or without due cautions so as to endanger person or property.

First Offense: Loss of driving/parking privileges for up to 15 days and/or 3 day suspension.

Second offense: Loss of driving/parking privileges for one semester AND 5 day suspension

Students leaving school property in their automobile during regular school hours without administrative approval will lose driving/parking privileges for up to 15 school days and be disciplined according to school policy.

7. **Disparaging or Demeaning Language**—Use of words or actions, verbal, written, pictorial or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

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

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

8. Disrespectful Conduct or Speech—Verbal, written or symbolic language or gesture directed at a staff member which is rude, vulgar, defiant, or considered inappropriate to public settings.

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

Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

9. Disruptive Speech or Conduct, Insubordinate Behavior, or Gang-Related Activities – Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

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

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

10. Use of Obscene Language – Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value. Includes any type of cursing or other profanity.

First Offense: Detention, 1-3 day suspension or corporal punishment and/or loss of privileges, and parental conference.

Second Offense: 1-5 day suspension.

Third Offense: 10 day suspension.

11. Drugs/Alcohol

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

First Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record*.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

12. Excessive Referrals: (Usually 10 or more) – Students will be subjected to a lengthy suspension or expulsion and possible notification to law enforcement/juvenile office.

13. Extortion—Threatening or intimidating any student for the purpose of obtaining money or anything of value.

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

Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

14. False Alarms—Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*; immediate report to law enforcement.

Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*; immediate report to law enforcement.

15. Fighting—Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

16. Hazing- Hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to any school-related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to, exposure or contact of genitals, buttocks, or breasts (female students), directly or indirectly through contact with undergarments; threats of physical harm; and infliction of physical or mental harm or humiliation. Students found to have violated this policy will be subject to suspension/expulsion from school and suspension and exclusion from activities/athletic participation depending on the severity of the misconduct.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

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

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record*.

Subsequent Offense: In-School suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

18. Sexual Harassment

a. Use of verbal, written or symbolic language that is sexually harassing.

First Offense: Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record*.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record*.

b. Physical contact that is sexually harassing.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record*.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record*.

19. Technology Misconduct A) Attempting, regardless of success, to gain unauthorized access to a technology system of information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. B) Absolutely no food (i.e. candy, crackers, popcorn ect.) or drink

permitted in any of the computer labs on school grounds. C) Any property damage to any computer, technology device or technology accessory.

First Offense: Principal conference, 10 days loss of privileges.

Second Offense: Loss of privileges for a quarter and/or 1-10 days of ISS.

Subsequent Offense: Loss of privileges for a year and/or 1-10 days of OSS.

20. **Theft**—Theft, attempted theft or knowing possession of stolen property.

First Offense: In-school suspension or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

21. **Threatening Content** – Use of words or actions, verbal, written or symbolic to threaten injury to another person, i.e., threats of violence toward a student or staff member. Threats are defined as gestures, verbal comments, and pictorial or written statements made to harm an individual's life, family, physical well-being, emotional well-being, and/or personal property. Any comments that could be construed as a threat or demeaning will be taken seriously and result in disciplinary consequences. This includes bullying, cyber bullying (Facebook, Twitter, MySpace, MSN, or any other instant messaging systems used to publically post about individuals).

First Offense: Principal/student conference, detention, in school suspension, 1-180 days out-of-school suspension and/or possible documentation in student's discipline record, and possible notification to law enforcement officials and superintendent of schools.*

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, and documentation in student's discipline record and notification to law enforcement officials and superintendent of schools.*

22. **Tobacco** a. Possession or distribution of any tobacco products on school grounds, bus, or at any school activity.

First Offense: Principal/Student conference or in-school suspension.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

b. Use of any tobacco products on school grounds, bus, or at any school activity.

First Offense: In-school suspension or 1-3 days out-of-school suspension.

Subsequent Offense: In-school suspension or 1-10 days out-of-school suspension.

23. **Truancy**—Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. If a student leaves during the school day without following the proper procedure, he/she may be considered truant. Students who fail to report to a class during the school day will also be considered truant. Those students who have not yet attained the age of 16 and who are habitually absent and/or truant will be referred to the Montgomery County juvenile officer. Educational Neglect is now considered an act of child abuse under Missouri Law.

First Offense: Principal conference, 1-3 days in-school suspension.

Second Offense: 3-10 days in-school suspension and possible loss of privileges decided by the administration.

Third Offense: Out-of-school suspension with reentry conference involving parents and signed attendance contract.

24. **Vandalism**—Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record*.

25. Weapons

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

First Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record*.

Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials and documentation in student's discipline record*.

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

First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent, notification to law enforcement officials, and documentation in student discipline record*.

Definition of Weapons

1. Firearm: As defined in 18 U.S.C. 921 (pursuant to Gun Free Schools Act of 1994);
2. Knife: Any dagger, dirk, stiletto, box cutter, pocket knife, or bladed hand instrument that is readily capable of inflicting serious physical injury or death by cutting or stabbing a person. (571.010.12,RSMo.);
3. Switchblade Knife: Any knife which has a blade that fold or closes into the handle or sheath, and
 - a. opens automatically by pressure applied to a button or other device located on the handle; or
 - b. opens or releases from the handle or sheath by the force of gravity or by the application of centrifugal force. (571.010.17RSMo.);
4. Knuckles: Any instrument that consists of finger rings or guards made of hard substance designed or adapted for the purpose of inflicting serious physical injury or death by striking a person with a fist enclosed in the knuckles. (571.010.1, RSMo.);
5. Blackjack: Any instrument that is designed or adapted for the purpose of stunning or inflicting physical injury by striking a person, and which is readily capable of lethal use. (571.010.1, RSMo.);
6. Concealable Firearm: Any firearm with a barrel less than sixteen inches in length, measured from the face of the bolt or standing breech. (571.010.2, RSMo.);
7. Firearm: Any weapon that is designed or adapted to expel a projectile by the action of an explosive. (571.010.6, RSMo.);
8. Firearm Silencer: Any instrument, attachment, or appliance that is designed or adapted to muffle the noise made by the firing of any firearm. (571.010.6, RSMo.);
9. Explosive Weapon: Any explosive, incendiary, or poison gas bomb, stink bomb, or similar device designed or adapted for delivering or shooting such a weapon. (571.010.4, RSMo.);
10. Projective Weapon: Any bow, crossbow, pellet gun, slingshot or other weapon that is not a firearm, which is capable of expelling a projectile that could inflict serious physical injury or death by striking or piercing a person. (571.010.12, RSMo.);
11. Gas Gun: Any gas ejection device, weapon, cartridge, container or contrivance other than a gas bomb that is designed or adapted for the purpose of ejecting any poison gas that will cause death or serious physical injury, but not any device that ejects a repellent or temporary incapacitating substance. (571.010.7, RSMo.);
12. Machine Gun: Any firearm that is capable of firing more than one shot automatically, without manual reloading by a single function of the trigger. (571.010.11, RSMo.);

13. Rifle: Any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed metallic cartridge to fire a projectile through a rifled bore by a single function of the trigger. (571.010.13, RSMo.);
14. Shotgun: Any firearm designed or adapted to be fired from the shoulder and to use the energy of the explosive in a fixed shotgun shell to fire a number of shots or a single projectile through a smooth bore barrel by a single function of the trigger. (571.010.15, RSMo.); and
15. Spring Gun: Any fused, timed or nonmanually controlled trap or device designed or adapted to set off an explosion for the purpose of inflicting serious physical injury or death. (571.010.16, RSMo.).

Safe Schools Act (List of Referenced Felonies)

The policy shall require school administrators to report acts of school violence to teachers and other school district employees with a need to know. For purposes of this act, “need to know” is defined as school personnel who are directly responsible for the student’s education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. As used in this section, the phrase “act of school violence” or “violent behavior” means the exertion of physical force by a student with the intent to do serious physical injury as defined in subdivision (6) of section of the 565.002, RSMo, to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. The policy shall at a minimum require school administrators to report, as soon as reasonable practical, to the appropriate law enforcement agency any of the following felonies, or any act which if committed by an adult would be one of the following felonies:

- (1) First degree murder under section 565.020, RSMo;
- (2) Second degree murder under section 565.021, RSMo;
- (3) Kidnapping under section 565.111, RSMo;
- (4) First degree assault under section 565.050, RSMo;
- (5) Forcible rape under section 566.030, RSMo;
- (6) Forcible sodomy under section 566.060, RSMo;
- (7) Burglary in the first degree under section 569.160, RSMo;
- (8) Burglary in the second degree under section 569.170, RSMo;
- (9) Robbery in the first degree under section 569.020, RSMo;
- (10) Distribution of drugs under section 195.211, RSMo;
- (11) Distribution of drugs to a minor under section 195.212, RSMo;
- (12) Arson in the first degree under section 569.040, RSMo;
- (13) Voluntary manslaughter under section 565.023, RSMo;
- (14) Involuntary manslaughter under section 565.024, RSMo;
- (15) Second degree assault under section 565.060, RSMo;
- (16) Sexual assault under section 566.040, RSMo;
- (17) Felonious restraint under section 565.120, RSMo;
- (18) Property damage in the first degree under section 569.100, RSMo; [or]
- (19) The possession of a weapon under chapter 571, RSMo;
- (20) Child molestation in the first degree pursuant to section 566.067, RSMo;
- (21) Deviate sexual assault pursuant to section 566.070, RSMo;
- (22) Sexual misconduct involving a child pursuant to section 566.083, RSMo; or
- (23) Sexual abuse pursuant to section 566.100;
www.senate.mov.gov/00info/billtext/tat/SB944
- (24) Harassment under section 565.090; or
- (25) Stalking under section 565.225;

565.70 Assault, third degree

A person commits the crime of assault in the third degree if:

1. He/she attempts to cause or recklessly causes physical injury to another person; or
2. With criminal negligence causes physical injury to another person by means of a deadly weapon; or
3. Purposely places another person in apprehension of immediate physical injury; or
4. Recklessly engages in conduct which creates grave risk of death or serious physical injury to another person; or
5. Knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative.

Assault in the third degree is a class A misdemeanor unless committed under subdivision (3) or (5) of subsection in which case it is a class C misdemeanor.

Sexual Harassment of Students

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Wellsville-Middletown R-I School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within course of study or other school related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment.
- Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline. The appropriate administrator shall provide for a thorough, prompt investigation if the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the superintendent is the subject of the complaint, an investigation will be conducted by an individual authorized by the Board.

Any student found in violation of this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with reporting child abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure at the appropriate level.

Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from the student suspensions in excess of ten (10) school days, and will always be held in cases of suspension in excess of 180 days and in expulsions.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. This shall include Findings of Fact and Conclusions of Law.

District Accountability Report Card

The Wellsville-Middletown R-I School District accountability report card can be found at <http://dese.mo.gov/planning/profile/arsd070092.html> Copies of this report will be provided upon request.

Dress Code

We recognize that student dress is a form of expression and personal taste, but must set standards that create a conservative work environment to limit distraction from the learning process and prepare students for work-place expectations. When in the judgment of an administrator or staff member, a student's attire disrupts the educational process, may be offensive to others or constitutes a threat to health and safety, the student will be required to make modifications or be required to go home:

- Students must wear appropriate shoes or boots, or sandals. No house shoes/slippers.
- Teachers of specific courses where safety or health is a factor may require certain clothing or certain adjustments to hair or clothing during class.

- No clothing worn shall have writing, drawings, or emblems that are obscene, derogatory, or that make inappropriate or suggestive innuendoes.
- Clothing with pictures or ads for liquor, tobacco, or controlled substances is prohibited.
- Blouses, t-shirts, shirts, etc. must extend to at least the top of the student's pants skirt, or shorts. **Shirts and dresses for girls and shirts for boys must have a 1 inch strap.** Halters, backless clothing, lace tops, see-through garments, strapless tops, spaghetti straps/narrow straps, tank tops, or bare midriffs will not be permitted. Shirts that fail to cover the back, sides, or stomach when worn are unacceptable.
- Tops that hang excessively low below the neck or armpits will not be allowed. This will include shirts or dresses exposing cleavage.
- Undergarments must always be covered
- Extremely short or revealing shorts/ skirts will not be permitted. The length must be such that it is not distracting or offensive to others. The general rule of thumb shall be that the hem of the shorts/skirts should, at a minimum, be at the fingertip with arms hanging normally at the individual's sides.
- Trousers and shorts must be pulled up to an appropriate level, zipped and fastened, and worn as designed to be worn.
- Leggings or other excessively tight clothing as determined by administration are prohibited unless an approved top is worn with them and the top's length is to the student's finger tips when hands are held to their sides.
- Students are not permitted to wear caps, hat, bandanas, scarves, hood, nylons, sunglasses, other headwear, etc., in the school building.
- Wearing, possession or distribution of clothing or paraphernalia that could be construed to be gang-related will be prohibited.
- Any clothing that might be used for the purposes of concealment will not be allowed.
- Book bags may be used to carry work to and from school but must be stored in your locker during the school day. No book bags are to be taken to lunch or classrooms.
- Purses of any kind should be placed under desk during class time.
- Coaches and sponsors have the right to set additional and stricter standards of dress and grooming for students participating in extracurricular and co-curricular activities.
- When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications, wear clothing supplied by the principal, or be sent home.

Driving/Parking on School Property

Students must secure their cars by rolling up all windows and locking the doors immediately upon arriving on school property. The school district is not responsible for cars on the parking lot.

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 lot. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

A student's car should be parked on the north graveled lot. Students who drive cars to school must park them upon arrival and leave them immediately. Students must complete a form registering all vehicles.

NO students will be allowed to ride or sit in a car during the day without permission from the administration. Students should bring all materials needed for the school day into the school upon arrival. **Students will not be allowed to go to their car during the school day without office approval and only for unavoidable reasons.** For safety reasons, all students who drive cars to school or to activities will be expected to come to the activity and refrain from driving about before or after the activity. Any student leaving an activity before it terminates will not be allowed to return to the activity.

Students driving vehicles to and from school are required to use the north graveled lot, and students driving cars are to enter and exit by the north driveway only.

Dual Credit

Some upper level junior and senior classes have met the criteria to be classified as dual credit. Students enrolled in these classes may elect to pay a tuition fee to the designated university/college and enroll as an off campus student. By doing so, they can receive college credit for that class at the same time as they are receiving high school credit.

Wellsville-Middletown has dual credit agreements with Central Methodist University and Moberly Area Community College. The cost of each individual class depends on the individual school's cost per credit hour and how many credit hours the class is worth. Paperwork for all dual credit classes is handled within the high school guidance office. Choosing to enroll in a class for dual credit is up to the student and his/her family. It is wise for students to check to see if a particular dual credit class will be required in the college program that the student plans to pursue. Also, some dual credit classes require a minimum grade for a student to receive credit. Additionally, some colleges require a one-time initial enrollment fee.

Early Graduation

The Missouri State Board of Education and the Wellsville-Middletown R-I School Board of Education recommend that students attend high school for eight full semesters.

Conditions for early graduation:

1. The student has fulfilled all requirements for graduation.
2. The student must have completed 24 units of credit, which may include no more than one (1) unit of approved correspondence credit.
3. Application for early graduation shall be made to the high school principal in writing on the form provided, **no later than October 15** of the school year the student plans to graduate.
4. Students, whose applications are approved, may participate in graduation with their class and be eligible for local awards, loans, and scholarships.
5. Students graduating early will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities.

Electronic Devices

All ipods, mp3 players, radios, cd players, handheld video games, laser lights, cameras, camera phones and other electronic entertainment devices **are not to be used or visible during school hours. Students may ask permission from the principal to use cameras on special occasions.** All such devices in violation of these restrictions shall be confiscated by staff members and turned into the administration. The student may pick up the device at the end of the school day. The Board of Education, the administration, and staff shall not be liable for any alleged damage to or loss of any personal items.

Eligibility for Extra Curricular Activities

Participation in extra-curricular activities is a privilege. Students who represent our school in extracurricular activities must be creditable citizens and judged so by the proper authority. 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 accordance with the standards of good discipline. To be eligible to participate, all students must exhibit good citizenship at school, home and in the community. Examples of behavior, which would terminate a student's eligibility, would be:

1. Engaging in any illegal activity. This would include the use of drugs, alcohol, tobacco, shoplifting, etc.
2. Failure to follow rules, code, bylaws or constitution of an organization, team or activity.

3. Failure to meet state, national or local rule or bylaws. *Students who fail to meet the above requirements for participation will be ineligible to participate for a period of time not less than six weeks for minor infractions and termination for more serious infractions. Determination of the ineligibility time period will be at the discretion of the principal.*
4. All students participating in any extracurricular activities must maintain a C- grade average. Students are ineligible if their mid-term or quarter grade point average is below 1.6666. Students must not have a grade of “F” in any subject. A grade of “F” in any subject is not considered normal progress towards graduation and will render the student ineligible. Ineligible students may attend practices if the coaches are willing. Ineligible students are not allowed at any extracurricular activities. Eligibility will be reviewed at each midterm and quarter. The counselor’s office will send an ineligible list to certified staff on the day the above reports are distributed. Eligibility will be changed on that day.
5. Students must be in school attendance for the **entire** day of event, unless the high school office is notified in advance. If an activity is held on a non-attendance day (example: Saturday, holiday), students must be in attendance the **entire** day prior to the activity to be eligible to participate, unless prior approval is given.
6. Law enforcement: A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Minor moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, accidents or injuries. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
7. Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school’s discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.
8. A student who is out for a sport has up until the first competition of that particular sport or activity to quit without consequences. If a student chooses to quit a particular sport **after** the first contest date of the sport/activity, the student will not be eligible to start practicing or participating in any other extracurricular activities until the completion of the particular sport/activity. This includes open gyms, open fields, preseason conditioning, NHS, FFA, FBLA, STUCO, weight-room activities ECT. If the student quits after mid-terms of the 4th quarter, he/she will become ineligible until the completion of mid-terms of the 1st quarter the following school year. The only exception is if the coaches of **both** sports/activities and the athletic director give their consent.

School policy applies to extracurricular activities both at our school and when we are attending other schools. Any student who is assigned to either in-school or out-of-school suspension is prohibited from attending or participating in any school sponsored activities from the time the assignment is made until their first day of return to their regular school classes.

No student who is otherwise eligible shall be determined to be ineligible to attend the annual Junior/Senior Prom based on either attendance or academic performance.

- Ineligible students are not allowed at any extracurricular activities which includes but is not limited to: Athletic events, class/club/organization trips, FFA/AG, FBLA, STUCO and Music Contests, end of the year banquets, inductions and/or ceremonies, school dances/lock-ins, etc. Any activity not listed must be approved by the secondary principal.
- Ineligible students are allowed to attend organization/class meetings and practices at the discretion of the teacher/coach.

- Ineligible students are permitted to attend 8th grade promotion, senior graduation, and prom.
- During the summer, attendance at extra-curricular activities will be decided on by the teachers/sponsor/coach and approved by the secondary principal.
- Ineligible seniors are allowed to attend the senior trip and senior luncheon unless they are not on track for graduation, they have unpaid fines owed to the school and/or have any current disciplinary issues.

Emergency Procedures

Instructions for emergency procedures are to be posted and reviewed by the teacher. Earthquake, fire, and tornado drills will be held. Drills are serious and it is essential that students be orderly and cooperative when one is in progress. The longitude and latitudinal coordinates of the Wellsville-Middletown R-1 School are 39°08'N91°57'W.

Emergency School Closing

The following media will be notified:

KXEO (1340) AM Mexico
 KWWR (95.7) FM Mexico
 KMCR (103.9) FM Montgomery City
 Channel 8
 Channel 13
 Channel 17

A School Messenger call will be made to all persons who are signed up to receive one.

Extended Instructional Programs

The Wellsville-Middletown R-1 School District shall attempt to provide continuous progress in education to fit the needs of individuals of the community. In meeting these needs, the district may provide programs beyond those offered during the regular school day. The district will pursue all available state or federal aid for its extended instructional programs.

Faculty Workroom

Students are NOT allowed in the faculty workroom before, during, or after school.

Family Athletic Pass/Gate Prices

Family passes may be purchased at a cost of \$65 anytime during the school year. Families must pay the fee and list the names of the family members to be included on the family pass. Children below the age of 5 are free. Children who have graduated from the 12th grade must pay the regular admission charge for adults. Family passes are valid for WMR1 home athletic events and do not include MSHSAA tournaments/playoff contests. Admission prices for all events are \$3 adults/\$2 students.

Financial Aid Night

The counselor hosts an annual financial aid night to provide parents and students with basic information needed to apply for federal and state financial aid and scholarships. A college or university financial aid officer will present information about new financial aid programs or changes in the current program. Instruction will be given on the proper way to complete the Free Application for Federal Student Aid (FAFSA).

Gambling

The Board of Education of the Wellsville-Middletown R-I School District hereby adopts a zero-tolerance policy against any gambling activities in the schools of the district.

Gangs and Gang Related Activity

The district shall request the assistance of juvenile authorities and law enforcement in identifying the presence of gangs in the school district, and shall cooperate with juvenile authorities and law enforcement in identifying the presence of gangs in the school district, and shall cooperate with juvenile authorities and law enforcement agencies for the common purpose of eliminating and preventing gang activities in the school district and community.

Gifts for Students

Birthday balloons and flowers for students are discouraged at school, as they create an undue nuisance in the building and on the bus. Everyone's understanding and cooperation is appreciated.

Grade Reports

Eligibility will change on the date mid-term and quarter grade cards are distributed. If a student earns a failing grade, or falls below a 1.6666 grade point average at mid-term or quarter, participation in extra-curricular activities will not be permitted. Eligibility will be determined twice per quarter; mid-term and the end of each quarter. Parents/guardians are urged to call the office if the grade report is not received at home. It is the district's intention for parents to know about failing work before the situation is irretrievable. Teachers are always available for a conference before or after school or during their conference period. Term dates are as follows:

1 st Q Midterm	Ends 09/16/16	Grades out 09/21/16
1 st Quarter	Ends 10/18/16	Grades out 10/24/16
2 nd Q Midterm	Ends 11/18/16	Grades out 11/22/16
2 nd Quarter	Ends 12/21/16	Grades out 01/06/17
3 rd Q Midterm	Ends 02/01/17	Grades out 02/03/17
3 rd Quarter	Ends 03/08/17	Grades out 03/10/17
4 th Q Midterm	Ends 04/07/17	Grades out 04/12/17
4 th Quarter	Ends 05/18/17	Grades out 05/24/17

Grading System

GPA will be carried three decimal places for standard grade reporting. In determining class rank, GPA will be carried to as many decimal places as necessary.

Standard Grading System:

93-100.....A4.000
90-92.....A-3.666
88-89.....B+3.333
83-87.....B3.000
80-82.....B-2.666
78-79.....C+2.333
73-77.....C2.000
70-72.....C-1.666
68-69.....D+1.333
63-67.....D1.000
60-62.....D-666
0-59.....F000

Graduation Requirements

1. Total Unit Requirement – Students must successfully complete a total of 25 units to graduate from Wellsville-Middletown R-I High School. Of these 25 units, 17 are specific requirements that must be met.

2. Specific Requirements

Communication Arts – 4 units

Social Studies – 3 units

Science – 3 units

Mathematics – 3 units (Algebra I required)

Practical Arts – 1 unit

Fine Arts – 1 unit

Physical Education 1 unit (taken during grade 9)

Health – ½ unit

Personal Finance ½ unit

3. Correspondence Credit

A maximum of 1 unit of credit may be earned through correspondence under the following conditions:

Student has completed 6 semesters, student is enrolled in a full schedule at Wellsville-Middletown R-I High School, course is approved by the principal, course will not be used to figure a student's G.P.A.

4. General Information

- All freshman (9th) will enroll in English I, American History, Physical Science, Math (Algebra I, or Geometry), and Physical Education plus electives for which they are eligible.
- All sophomores (10th) will enroll in English II, Biology, Mathematics, Social Studies, Health, and Personal Finance plus electives for which they are eligible.
- All juniors (11th) will enroll in English III, Government, Science and electives for which they are eligible.
- All seniors (12th) will enroll in English IV or College Preparatory English.
- A student may not be enrolled in a whole year of English I and English II or English II and English III at the same time. If only 1 semester of English was failed, a student may take that semester and the next level simultaneously.
- Students who fail 9th grade PE will only be permitted to take it again their 12th grade year.
- Summer school credit will be figured into a student's GPA.
- *Students are encouraged to develop a four-year plan with the help of their parents and the guidance counselor. It is also important for them to thoroughly read and understand the requirements for graduation and to review their own progress on a regular basis.*

Hall and Building Traffic and Conduct

Students are expected to pass from one class to another in an orderly manner, keeping to the right in corridors. Students should refrain at all times from running, talking loudly, and whistling. Since conduct in the halls reflects to a large degree the overall character of the school, students should therefore observe these most evident rules of good citizenship: Talk quietly, walk, keep hands off others, make room for others, refrain from whistling, be courteous at all times, and do not have candy, food, or drink in the hall or lockers. Students must bring materials to class and be punctual.

Health Services and Policies

A student health record is maintained, and parents are urged to report any special need, circumstance, or change in health history to the school nurse. The school nurse works to help ill or injured children, as well as, to protect well children from communicable diseases.

Administering Medicines

“Medication Permission” forms are to be used when any prescription or nonprescription medicine is to be given. Without this form, we **will not** be able to administer the medicine to your child. A prescription bottle may take the place of the “Medication Permission” form.

Safe and effective administration of medication by school personnel requires adherence to the following medical policy:

Prescription Medication:

- The student’s physician shall provide the school with a signed written request that the student be given medication during school hours. The request shall include the name of the student, the name of the medication, dosage, route of administration, and time medication is to be given. The prescription label will be considered equivalent of the physician’s order for medication.
- **The parent/guardian of the student must sign a complete medication authorization form.** It is the responsibility of the parent/guardian to inform the school personnel of any changes in the student’s health, change in medication or if the medication is to be discontinued. Note: Antibiotics that are to be given 3 times a day, can safely be given before school, after school and at bedtime. Therefore, the medicine should be given at home. This will also eliminate sending liquid medicine back and forth each day.
- **Medication must be brought to school in the original manufactured labeled or most recent dated pharmacy labeled container.**
- **For the safety of students, students may NOT transport medications to and from school on the school bus or walking to school. Medications MUST be brought to school by a responsible adult.**
- **Medication brought to school should not exceed a 30-day supply.** At the end of the school year all unused, unclaimed medication will be destroyed.
- Medication will be stored in a locked cabinet or refrigerated as appropriate in the nurse’s office.
- Medication must be dispensed from the original container and by the school nurse or school personnel who has received medication administration training. The first dose of medication should be administered by parents. (When students go on field trips, medication will be sent with the teacher in medication envelopes for that day.)
- A physician may recommend that an individual student, with a chronic (potentially life threatening) condition, assume responsibility for his/her own medication (such as inhalers) provided the following conditions have been met:
 - a. Parents/guardians have reviewed and signed a health care plan designed for the student.
 - b. The student’s physician has provided written certification that the student is capable of and has been instructed in the proper method of self-administering the medication.
- Parents/guardians of the student must sign a statement acknowledging the district shall incur no liability as a result of any injury arising from the student’s self-administration of medications. Required forms are available in the nurse’s office.
- Medication will be administered only at the student’s lunch time. It is the student’s responsibility to go to the health room for the administration of medications.
- The school district retains the right to reject requests for administering medication.

Non-prescription Medication

- Oral medication that is non-prescription may be administered under the supervision of the school nurse and/or principal’s designee if authorized by the parent. **For the safety of student, non-prescription medication may not be transported to and/or from school by students. A responsible adult MUST bring the medication to school.**
- Parents/guardians shall authorize school personnel to give non-prescription medication by completing an authorization form available in the school office.

Head Lice (Policy Revised 8/12/99)

All students found to have evidence of head lice infestation (lice or nits) will be excluded from school attendance until all nits have been removed and the school nurse has checked them for return. Students found to have infestation must be picked up from school by the parent immediately. Parents will be given written materials that explain the reasons for exclusion, methods to treat the infestation on the hair, and steps to follow in the home. There are several products on the market for treating head lice. As long as the child is treated and returns to school without evidence of nits, he/she will not be required to see a physician. There are some head lice treatments that require a physician's prescription, but that will be the parent's choice.

The child will not be allowed to ride the bus when returning to school following head lice exclusion until he/she has been checked by the school nurse or an appointed staff member and is cleared for his/her return to school. Therefore, parents will need to bring the child to school on the day he/she returns. When checked, after treatment, the child should have **no evidence of nits**. Any evidence of nits will require further exclusion. A log will be kept and those children who have been excluded and returned to school will be re-examined in ten days to ensure that they remain free of infestation. There will be quarterly checks by the school nurse. A letter will be sent home with all students affected, as determined by the school nurse and/or building administrators, when a case of head lice is found.

Because students miss school when head lice infestation is found and treated, it is extremely important that parents take care to treat their family and home properly. Repeated cases will be reported to the Children's Division.

Immunizations

All enrolled students must be appropriately immunized or in the process of being immunized. Students cannot attend school unless they are in compliance with the immunizations requirements.

Kindergarten students, first grade students who did not attend kindergarten, seventh grade students and all new students to the district must have a physical examination as required by the Wellsville-Middletown R-I Board of Education. These are to be turned in at enrollment or the first day of school. Athletic physicals will be accepted. Health forms may be obtained from the principal's office at either the elementary or high school.

State birth certificates should be presented at registration if they have not been previously recorded.

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

Failure to comply will result in exclusion from school.

Scabies (Policy Adopted 4/13/89)

All students found to have evidence or symptoms of a scabies infestation will be excluded from school attendance until treatment has been received: The student will be excluded one day for treatment and an additional day to allow full effect of treatment. In effect, two days of no school attendance as recommended by the Department of Health, Infection Control Department.

Written notification from the prescribing doctor must be presented upon return to school or the student will not be admitted to school. The notification must show that the student has been treated by a physician.

Parents will be given reason for exclusion from school, recommendations for the treatment, and have cleaning suggestions to avoid the spread of the infection.

The student will be examined by the school nurse following return to school. The school nurse will do a re-examination after five (5) days following the return to school.

Student Illness

Students with any of the following symptoms should be kept home from school: vomiting, diarrhea, or fever more than 100 degrees. Your child will be sent home from school if he/she is exhibiting these symptoms at school. The child should not return to school until he/she is symptom-free for 24 hours. For example, if a student vomits at 10 p.m. the previous night, they will not be symptom free for 24 hours by 8 a.m. in the morning and should not attend school. If a student is feeling ill during the school day and needs to be sent

home, the procedure involves first reporting to the nurse's office for medical assessment. Students are NOT to use a phone to call or text home for someone to pick them up. Only the nurse or office staff will determine if a student needs to be sent home and then contact parents to arrange transportation.

Homework Request

Parent may request homework assignments by telephoning the high school at 573-684-2017 before 10:00 a.m. Assignments can be picked up at the principal's office. It is time consuming for teachers to write out homework assignments, so please pick up homework assignments before 3:45 p.m. Requests coming after 10:00 a.m. may schedule pick-up for the next morning.

Honor Roll/Awards

In order to recognize outstanding academic achievement, an honor roll will be published at the end of each quarter. Students must maintain a B average (3.0) using a 4.0 point grading scale with no single grade in any class falling below a C (2.0).

Honor certificates will be given in recognition of superior scholarship for students who have been on the honor roll for each of the four quarters. Those students graduating with a cumulative B (3.0) average will be allowed to wear the yellow Honor Stole during graduation exercises. NHS members will wear a white cord.

In-School Suspension

- Students may be placed in ISS by the principal without parent/guardian notification.
- Students will be informed of the dates of their assignment to ISS. Lesson assignments will be collected from each of the student's teachers for completion during the ISS day.
- Students assigned to ISS will be required to report to the office by 7:50 a.m. on the assigned day and will be dismissed by 3:38 p.m.
- At the beginning of the ISS day, the student will be required to copy the student handbook until work is given from the appropriate classroom teachers.
- The student who is in ISS will not be allowed to participate in normal school day procedure. The student may leave the room by permission only. Food and drink are not allowed in the ISS room. Visiting will not be allowed and class assignments are to be completed.
- Students will be required to finish the lesson assignments to the satisfaction of the ISS instructor before the ISS is considered complete. Even if all work is completed, this does not shorten the length of the ISS assignment. The student is responsible for making up all class work which has been missed and will receive credit for all work completed satisfactorily.
- If the student fails to adhere to ISS rules, sleeps, and/or becomes a discipline problem, he/she will be given a three day out-of-school suspension. Failure to complete assignments will also result in a three day out-of-school suspension.
- If a student is absent during a day assigned to ISS, that day will be made up when the student returns to school.
- Students may not participate in or attend any school activities from the time the ISS assignment is issued until the first day of return to the regular school schedule.

Internet Safety

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Internet Safety Training In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs.

Late Enrollment

A student who has not been enrolled at another school and registers after the semester has commenced will be subject to the three-day attendance policy for the number of days not in school from the beginning of the semester.

Library Media Center

Students are allowed to check out two books for two weeks. After that time, books can be renewed for another two weeks. Overdue notices will be handed out on a regular basis. If a book is lost or is returned in poor condition, the book must be paid for in order for the student to be able to attend social functions and participate in field trips. If the price of the book cannot be determined, the replacement cost is \$5. The money will be refunded if the lost book is found and returned in good condition.

Lockers

Lockers are provided for the convenience of the students. The lockers are the property of Wellsville-Middletown R-I School District. The district reserves the right to assign, reassign, or terminate the use of lockers at any time. Lockers may be searched, with or without the permission of the student, when there is reasonable cause for a search.

Due to the attraction of insects and the potential for health and cleanliness problems, students are asked not to keep food or beverage containers in their lockers. Students are expected to keep their lockers in a clean and orderly condition.

Loitering

Loitering is not permitted in restrooms, halls, parking lot, or on any other school property at any time.

Lost and Found

In order to guard against loss, do not bring items of unusual value to school. Label all possessions with the owner’s name and address. Take reasonable care of all belongings.

Make-up Work

Students with authorized absences will be allowed to make up assignments and tests missed for full credit unless they have exceeded the 3 day per semester limit. It is the student’s responsibility to ask the teacher for make-up assignments. One make-up day will be allowed for each day missed. When a test or assignment was announced during the student’s presence in class or given in advance as part of a pre-arranged absence, he or she will be required to take the test or hand in the assignment on the day designated. Students will not be permitted to make up assignments or tests when they have exceeded 3 absent days and not appealed to the attendance committee.

Mandated Reporter Missouri Law and Reporting Abuse

In Missouri, if school officials have “reasonable cause to believe” a child is being abused or neglected that suspicion must be reported to the Children’s Division or law enforcement- immediately.

Specific Mandated Reporting Information

- By law, mandated reporters are physicians, nurses, social workers, day care staff, teachers, ministers and law enforcement officials.
- Mandated reporters also include any other person with responsibility for the care of children.
- Mandated reporters are required by state statute to report abuse/ neglect when they have reasonable cause to suspect a child has been or is being abused/ neglected, or if a child is observed as being subjected to such conditions or circumstances.

MoVIP

The MoVIP Mission is to provide equity to all Missouri schools, provide access to all Missouri students, and supplement the district curriculum. The program targets students who are:

- Credit advancement seekers
- Credit recovery (22 to 24 credits required)
- Home schooled and private students
- Homebound and special education
- Scheduling conflicts within school
- Course(s) not offered by district
- Expulsions

<http://www.dese.mo.gov/divimprove/curriculum/movip/index.html>

National Honor Society

To be eligible for membership in the National Honor Society, a student must obtain a 3.0 GPA by the end of the first semester of his/her sophomore, junior, or senior year. A 3.0 point GPA is determined on a 4.0 point scale and is a B average.

Election to NHS is not automatic. The names of all eligible students will be presented to the faculty and voted on by secret ballot. A student must receive six favorable votes from the faculty. Membership shall be based upon scholarship, leadership, service and character. Students will serve one year of probationary membership before receiving active membership status.

After being elected, students maintain a B average (3.0), and are listed on the honor roll quarterly to sustain a status of full membership. Students must maintain a B average (3.0) using a 4.0 point grading scale with no single grade in any class falling below a C (2.0). A student who fails to meet the standards previously mentioned for two consecutive quarters will be dropped from the Honor Society without reinstatement.

The NHS Seal will be affixed to the diploma of graduating seniors having met the standards of the NHS and on the current NHS membership rolls. The graduate must have 3.0 GPA in order to graduate as a NHS member. NHS members will wear a white cord during the graduation exercises.

Non-Discrimination

The Wellsville-Middletown R-1 School District is an equal opportunity employer, and has adopted policies prohibiting discrimination based upon age, sex, race, color, national origin, ancestry, religion, disability, or any other characteristic protected by law. Any alleged discriminatory treatment should be referred to the Superintendent of Schools, who serves as the district’s Non-discrimination Officer.

Out- of- School Suspension

Out-of-school suspension is a serious issue. It removes a student from the educational process and this is not done without careful consideration.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they come to school for their student. If the parent/guardian is unable to come for the student, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

A principal may suspend a student for a period not to exceed ten (10) school days. Suspension shall immediately be reported in writing to the superintendent who may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action. If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the Superintendent for such suspension.

No student shall be suspended by a principal or Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent.

A student who is on suspension may not be within 1,000 feet of any school unless he/she lives within 1,000 feet of the school, has a parent with him/her, or has been requested by the administration to attend a meeting at the school. If a student comes on to school property during a suspension, they may be charged with trespassing.

A student who is absent from school due to an out-of-school suspension will have those suspension days counted toward the number of days absent permitted per semester. A student who has been suspended out-of-school will not be granted an extension or given any credit for work missed during the suspension. Students on an out-of-school suspension may not attend or participate in any school-related activities until they day they return to school.

Parent/Teacher Conferences

Parent/teacher conferences are scheduled from 1-7 p.m. on October 24, 2016. Junior high and high school teachers will be in their classrooms to meet with parents. Conferences are a positive way of establishing open communication between the parent and the teacher. Parents may also contact their child's teacher to arrange an individual conference during the school year.

Passes

If a student is in the hallway while classes are in session, the student **must** have a signed permission by their teacher. Administration or other faculty members may elect to send students back to class if they do not have a pass.

Perfect Attendance

Perfect attendance means exactly what it states. To achieve this recognition, a student must attend school every period of every day. Even an excused absence will invalidate a perfect attendance record. Attending a school sponsored activity will not count against perfect attendance.

Physical Exams

No student may participate in a MSHSAA sanctioned activity until the physical exam form has been received. The athletic director is to determine from the physical exam form that all participants in their activity have been approved by a physician as being physically fit to participate; therefore, the exam form will be checked carefully for restriction the doctor may have placed on the student. Once the form has been checked by

the athletic director, a copy is forwarded to the school nurse, who will keep it as part of the individual student's health record. The original copy shall remain in the high school office with all MSHSAA physicals.

Physical exams are required for all students new to the district, all kindergarten and 7th grade students upon entering school, and annually for all students participating in interschool athletics. Athletic physicals will be accepted in place of the school physicals for 7th grade students. Any student entering the school system at any other time is required to have a physical examination by a doctor within the preceding year, or to obtain one.

Pledge of Allegiance

Schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every student no less than once a week. No student shall be required to recite the Pledge of Allegiance. Each classroom must have the United States Flag properly displayed as required by law.

Registration and Enrollment

Registration for the next school year will be held in the spring. Information gained from the registration process will be useful in organizing the schedule classes. In August, students will finalize class schedules, receive locker assignments and student handbooks. The schedule of registration dates and other pertinent information will be announced in the local newspaper. Any student requesting admittance ten or more days from the beginning of a semester will not be admitted for credit unless transferring from another school. Exceptions for special circumstances will be considered on an individual basis.

Much care is taken in the spring to explain course descriptions and prerequisites for the classes to be offered the following school year. Through proper planning on the part of the student, very few schedule changes will be necessary. Procedures which allow students to drop and/or add courses or otherwise amend their class schedule are designed for students whose academic programs can be enhanced by such a change. Changes will be based on a legitimate need on an individual basis with approval by the building principal.

Each student has a permanent record file. On this record is recorded his/her school history, grades, attendance and test scores. It is this record that is the basis of recommendations made to other schools, colleges, armed services, and probably employers for many years to come. This record may be seen by students over 18 years of age or parents of students under 18 years of age, by scheduling an appointment with the principal or counselor.

Restrooms

Students should use the restroom during the 3 minute passing time between the start of classes. Students with permission by a staff member should walk to the closest restroom from the classroom they are leaving. There should be no exception to this rule. It is essential that clean restrooms are maintained. Place used towels in the containers supplied for them. No loitering or smoking in the restrooms. All restrooms have stall doors for privacy. Flush stools before leaving the stall. Never place entire rolls of toilet paper or other items in the toilet at anytime.

The dressing and shower rooms are for use only during physical education periods. Students are not permitted to enter the dressing and shower rooms except during their scheduled physical education class.

Scholarship Information

Scholarship information is made available to students in a variety of ways. Students can access most scholarships on the school webpage. If internet access is not available, applications can be requested from the counselor. All seniors are given a packet containing the due dates of local scholarships. Other scholarships that are very specific or arrive after the first notification are put in the school announcements. It is the responsibility of each student to read scholarship applications for qualifications, due dates and other pertinent information.

School Insurance

Enrollment forms will be distributed at registration to each pupil. Address all inquires to the K & K Student Accident Insurance:

PO Box 411216
Saint Louis, MO 63141-1216
1-800-325-1350

Science Credit Waiver

In order for 3 Agriculture courses to count towards graduation as 1 science credit the following must occur:

- A student petitioning to use the science credit waiver must write a formal letter to the high school principal stating the reasons why they would like to use the science credit waiver. The high school principal will then convene with the counselor, AG department chair and Science department chair to determine if the reasons stated are valid enough to be accepted. The student will be allowed to request the science credit waiver once for their junior year and/or once for their senior year. Requests must be submitted the fourth quarter prior to the year they would like the waiver. (4th quarter of sophomore year for waiver to be applied junior year, 4th quarter of junior year for waiver to be applied senior year.)
- Agriculture Science 1 (Animal Science), Agriculture Science 2 (Plant Science) and Greenhouse or Landscaping must be passed in progression.
- If all 3 of these AG classes are passed in progression they can replace a Biology 2, Chemistry, Botany or Applied Science credit (or the 3rd required science credit to graduate.)
- Students must still pass Physical Science (9th Grade) and Biology 1 (10th Grade and EOC.)
- If any other science course becomes assessed mandated by the state, that science class will become exempt from the waiver and will become a mandatory science credit like Physical Science and Biology 1 are as of now.

Sex Education

In accordance with state law, Wellsville-Middletown School District's sex education program is abstinence based but contraception choices will be presented by the Montgomery County Health Department in Child Development and Health classes. Parents have the option of excluding their child. Please contact the principal's office for further information.

Special Services

The Board of Education provides special services for qualifying students. Parents may request an evaluation for their son/daughter by contacting the counselor or the special service director. Classroom teachers may also refer students for evaluations. Parents are asked for their input and permission to test. A student is placed in a special service program only with parental approval.

Special Support Services

Although the counselor can provide individual and group counseling to students, there may be occasions when additional or more-in-depth services are necessary. The counselor may contact the family and make a referral to an outside agency.

Statewide Assessments

Missouri state law mandates that school districts administer Missouri Assessment Program (MAP) tests for 7-8th grade students and Missouri End of Course Assessments (EOC) for 9-12th grade students. The results of the tests are used for diagnostic purposes to aid the school district in improving instruction and class activities. There may be additional local guidelines. The district must evaluate student progress after the initial assessment and report the progress in the aggregate at the building level as part of the annual report issued to patrons of the district.

The district is required to report only the scores of students meeting the district's residency policy, and the report shall disclose student achievement data in such a manner that would not personally identify any student. The district may establish a system of rewards designed to encourage the students to give their best efforts on each portion of any statewide assessment established by law.

Student Fines and Fees

Students are held responsible for the care of property issued to them—lockers, textbooks, classroom equipment, laptops, library books, athletic uniforms, and supplies, etc. Original textbooks and workbooks will be issued to students free of charge. Students are responsible for all items issued to them and will be charged the replacement cost of any item lost, stolen, or damaged. If items are damaged beyond normal daily wear, fines will be assessed and become the responsibility of the student and the parent/guardian. Students who need to return items or owe fines will be placed on a “hold” list until the obligations are taken care of. This will prevent them from attending social functions and participating in field trips.

Supervised Occupational Experience (SOE)

The Supervised Occupational Experience program is a work experience program for students in grade 12. It is:

- A supervised learning experience through cooperation of school and business.
- An opportunity for students to attend classes at school and work in a vocational occupation.
- An opportunity to apply vocational knowledge, skills, and techniques to a specific job situation.

Participation provides:

- A minimum of 10 hours a week on the job.
- Wage comparable to other entry-level employees having similar duties and responsibilities (at least minimum wage).
- Evaluation of student's job performance by the employer.
- Consultation with the teacher/coordinator should any difficulties arise in training.
- Release from school a minimum of one hour per day.

To be eligible, the student must:

- Have earned at least 19 credits prior to his/her senior year.
- Have satisfactory attendance and school disciplinary record. The student must sign an attendance contract and agree to miss no more than four days per semester or risk removal from SOE.
- Be enrolled in a related class (upper level agriculture, business technology, advanced accounting, upper level Family and Consumer Sciences, and/or consent of the instructor)
- Provide own transportation to and from job.
- Represent the school and employer by showing honesty, punctuality, courtesy, appropriate dress, and a willingness to learn.
- Work a minimum of 10 hours a week for one unit of credit; 20 hours a week for two units of credit.
- Do an honest day's work; understand that the employer must profit from this labor in order to justify hiring and providing for the work experience. Likewise, the student will be terminated from SOE should he/she not fulfill the related vocational class duties and fail the vocational class.
- Maintain complete Weekly Report and Payroll Spreadsheet forms.
- Attend school and work regularly and not go to work without going to school, nor go to school without going to work.
- Change jobs only with prior approval of the coordinator.
- Leave campus within the three-minute interval between classes and not return to campus. Should the student need to return or remain on campus for any school related function, he/she must complete a “Request/Remain on Campus” form prior to event.

- To enroll, the student should obtain an application packet from the high school guidance counselor. After completing the packet, the student should return it to the counselor. Final acceptance to the SOE program is at the discretion of the administration.

Upon successful completion of the SOE program, the student will receive 1 to 2 units of credit, depending on the number of hours worked per week. In the event a student should be terminated from his/her job, the student should make every effort to obtain new employment within three weeks or risk termination from the SOE program.

Tardies

Punctuality is a necessary life skill, and teachers have limited instructional time each day. At the bell, students should be seated with materials ready to begin class. If they are not seated and/or do not have the necessary items with them, they can be given a tardy. Tardies will be maintained and monitored by semester. Teachers will input tardies into the SIS attendance system and violations will be based on total tardies. More than one tardy can occur in one school day and will be counted separately. Students arriving after 7:50 a.m. and at or before 8:20 a.m. will be considered tardy. Students must sign in at the office if they arrive after 7:50 am. Students arriving at 8:21 a.m. or after will be counted as absent 1st hour. Students arriving at 8:21 or after will be considered absent for first hour and will not be eligible to participate in that evening's activities unless the HS office was notified. Personal business, transportation issues, etc. should not prevent a student from being ready to begin their day at 7:50 a.m. The goal is to teach students the significance of being on time. The following consequences apply:

Third tardy: Parent notification

Fourth tardy: 1 hour after school detention

Fifth tardy: 1 hour after school detention

Sixth tardy: 1 hour after school detention

Seventh tardy: 1 hour after school detention

Eighth tardy: ISS

Nine or more tardies: 1 day of ISS for each additional tardy.

These consequences are consecutive (example-if a student gets two tardies in the same day, they will be assigned the consequences of both; one consequence does not remove the previous).

If a student is late to class as a result of being held over in a previous class, the student should secure an excused pass from the teacher or staff member who detained him/her. If a teacher detains a student, causing the student to be tardy, the teacher should write a pass for the student to be admitted to the next class. Out of consideration for colleagues and students, teachers should refrain from detaining a student, except in an emergency. If this occurs, please provide the receiving teacher with a written explanation.

The office will not write excuses for students who are late to school or who are late going from one class to the next.

For chronic or unusual tardy problems, the principal may impose other consequences or corrective actions.

Telephone

Students may use the office phone with permission before and after school.

Termination of School-Sponsored Activities

School activities will terminate at 11:00 p.m. Announcements will be made if situations warrant later hours.

Test Dates

Most colleges, universities, junior colleges, and area technical schools require applicants to take a college entrance examination. In general, the post-secondary schools that Wellsville-Middletown R-I students attend require the ACT. Test dates, cost, and registration are available on-line at <http://www.act.org>. Test dates are also listed at the end of the handbook. Students may also pick up registration packets for the ACT or SAT in the high school guidance office. Students are responsible for the cost of this test. The Missouri Statewide ACT test will be given to all juniors on April 19, 2017, with a make-up date of May 3.

The PSAT/NMSQT (Preliminary Scholarship Aptitude Test/National Merit Scholarship Qualifying Test) is given to juniors who want to work on their testing skills and try to qualify for a National Merit Scholarship. The PSAT will be given on Wednesday October 19, 2016. The fee is \$14, and students are responsible for this payment. The ASVAB (Armed Services Vocational Aptitude Battery) is given to all junior and to selected senior students. The test will be given on November 2, 2016, and the assessment is given at no charge.

Transportation to School-Sponsored Activities

All students participating in school-sponsored activities requiring transportation will be transported by school-furnished transportation.

A participant must ride the bus with the team/organization unless prior approval has been received from the coach/sponsor and principal. Participants may ride home with their parents if the parent contacts the coach/sponsor in person at the event and places his/her signature on the sign-out sheet.

Participants may ride home with a relative or another player's parent with **prior written** permission from the parent and approval from both the coach/sponsor and principal. The responsible adult's signature must be placed on the sign-out sheet. A student may never ride home with another student. Disciplinary action will be taken if a student rides home with someone other than a parent. A parent must make the request to the coach/sponsor and principal for any special circumstances not covered in the above paragraphs.

While students are attending a school-sponsored activity, students will adhere to all school rules. Sponsors of the activity must know where the students are at all times. The student may not make or accept alternative transportation without prior approval of the principal. The student will face suspension from school and will be removed from the activity.

Use of Building After School Hours

Arrangement should be made with the principal for all school activities occurring after school hours. Non-school organizations wishing to use school facilities should contact the superintendent's office and complete an application form before using the school building.

Valuables

Large amounts of money and other valuables not related to school should not be brought to school. If, due to unusual circumstances, a student finds it necessary to have such items at school, he/she should leave them in the office for safe keeping. During athletic practices or games and physical education classes, one should never leave anything of value unattended.

Visitors

If a visitor is scheduled during the school day, the principal's office should be notified. All visitors must report to the school office upon entering the building. Trespassers will be prosecuted. Due to the disruption of the educational process, visitors accompanying students during the school day will not be permitted.

PUBLIC NOTICE

**Wellsville-Middletown R-1
900 Burlington Road
Wellsville, Missouri 63384**

Elementary Office—573-684-2047

Jr. –Sr. High Office—573-684-2017

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Wellsville-Middletown R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Wellsville-Middletown R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Wellsville-Middletown R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Wellsville-Middletown R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the school offices upon request, during regular school hours. If you have any questions, please contact Tiffany Gosseen, Special Education Process Coordinator at 573-684-2047 or 573-684-2017.

This notice will be provided in native languages as appropriate.

Last revised May 22, 2015

FEDERAL / STATE MANDATED NOTICES

District Accountability Report Card

The Wellsville-Middletown R-I School District accountability report card can be found at <http://dese.mo.gov/planning/profile/arsd070092.html>. Copies of this report will be provided upon request.

Family Educational Rights and Privacy Act

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

- The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the
- Student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Identification of Migrant, Homeless and ELL students:

It is the intent of the Wellsville-Middletown Elementary School to identify and provide all appropriate services to all students within its district that are children of migrant or homeless families or who are English language learners. The school will initiate identification of these students through survey question included on the medical/emergency contact form filled out by all students when registering for school.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Wellsville-Middletown R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities.

Any person having inquiries concerning Wellsville-Middletown R-I School District compliance with the regulations implementing Title VI and Title IX is directed to contact **Pete Nasir**, Federal Program Coordinator, 900 Burlington Rd., Wellsville, MO. 63384, 573-684-2428. Any person having inquiries concerning compliance with the regulations implementing Section 504 is directed to contact **Tiffany Gosseen**, Section 504 Coordinator, 900 Burlington Rd., Wellsville, Mo. 63384, 573-684-2047. These employees have been designated to coordinate institution's efforts to comply with the regulations implementing Title VI, Title IX, and section 504.]

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Wellsville-Middletown R-I School District (WMR1) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **WMR1** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **WMR1** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **WMR1** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Notice of Teacher Qualification

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent –

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part; and
- Timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Federal Programs Complaint Procedures for the
Wellsville-Middletown R-I School District
Missouri Department of Elementary & Secondary Education
No Child Left Behind Act of 2001 (NCLB)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB)².

**Missouri Department of Elementary and Secondary Education
Complaint Procedures for NCLB Programs
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1. What is a complaint under NCLB?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under NCLB.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. **Record.** A written record of the investigation will be kept.
- 2. **Notification of LEA.** The LEA will be notified of the complaint within ten days of the complaint being filed.
- 3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. **Report by LEA.** Within thirty days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
- 6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments’ resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

¹ Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C Revised 1/15 ² In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives.

GRIEVANCE AND COMPLAINT PROCEDURES

If at any time a patron of the Wellsville-Middletown (WMR1) Elementary school has a concern or grievance with the school, they are encouraged to report and/or file their concern, in writing, with the Elementary Principal's office or the Superintendent's office. Included in this report should be the time, date, location and individuals involved with the issue.

In the event that neither the Principal nor the Superintendent can resolve the issue, a written request to present the issue to the WMR1 school board can be made in writing through the Superintendent's office or by mailing the request to:

Wellsville-Middletown R-I Board of Education
900 Burlington Road
Wellsville, Mo. 63384

Mo HealthNet for Kids

The Department of Social Services provides many services for Missouri children through the MO HealthNet for Kids (MHK) program, the state's healthcare program for children. Two divisions within the department, the Family support Division and the MO HealthNet Division coordinate to provide these services.

Through the MO HealthNet for Kids program, children received full, comprehensive coverage including primary, acute and preventative care, hospital care, dental and vision care as well as prescription coverage. Whether your child is currently enrolled in MO HealthNet for Kids or you're interested in learning more about the program, this portal page has been created to help you find information from all three divisions, including how to apply, who is eligible, what benefits are offered and how to find a doctor in your area.