

2023-2024

STUDENT
HANDBOOK



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School District of Washington
2023-2024

June 5, 2023

Dear Parent/Guardian,

The Parent/Student Handbook is available and viewable on the School District of Washington website, www.washington.k12.mo.us for you to read and keep for your reference. It contains important information that you will need throughout the school year. Please contact the high school guidance office should you not have access to the internet and need a paper copy

We need and value your partnership in the education of your child. Students whose parents are involved in their schools achieve at higher levels. Washington High School has opportunities for parents to become involved in a variety of ways.

Receipt of this handbook will be recorded digitally in Lumen at or before registration.

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School District of Washington Motto, Mission Statement and Vision Statement

Motto

We are Washington. We care. We contribute. We LEARN.

Mission Statement

Our mission is to inspire achievement, character, and personal growth in all students as they pursue and succeed in college, career, and life.

Vision Statement

The School District of Washington will provide an inspiring educational environment by means of challenging, relevant, and purposeful learning experiences designed to prepare students for their future. We are committed to an engaged and customized approach to education. We encourage innovation and creativity developed to help our students explore their purpose and passion as they acquire the skills and attributes necessary to be college and career ready.

We will do this within a culture of collaboration that fosters understanding, acceptance, and mutual respect while remaining focused on student achievement, staff development, and the well-being of our students as they grow, mature, and learn.

School Colors

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

School Song

Where the vale of ole Missouri
Meets the eastern sky
Mid the rustling of the tree tops
Stands our good old High
When the evening twilight deepens
And the shadows fall,
Linger long the golden sunbeams
On the western wall
When the shades of life shall gather
Dark the heart may be;
Still the rays of youth and love
Shall linger long o'er thee
Chorus
School we love, High School,
Live forever;
Our Alma Mater dear; May
thy sons be leal and loyal to
thy memory.

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

Tips for Success at WHS

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

Important Phone Numbers

Office	Phone	Fax
Activities Director	636-231-2180	636-231-2185
Assistant Principal	636-231-2200	636-231-2155
Attendance Line	636-231-2222	N/A
Guidance Office	636-231-2170	636-231-2175
Four Rivers Career Center	636-239-7777/ 636-231-2100	636-239-0791
Nurse	636-231-2193	N/A
Principal	636-231-2200	636-231-2165

Leadership Team

Washington High School

- Dr. Eric Turner, Principal
- Ben Strauser, Assistant Principal
- Mary Kleekamp, Assistant Principal
- Shawn Wallace, Assistant Principal
- Katie Sandoval, Dept. Chair, School Counselor
- Bradley Kuntzman, School Counselor
- Manuela Schmitt, School Counselor
- Makenzie Ellis, School Counselor
- Theresa McGowan, Post-Secondary Counselor
- Bill Deckelman, CAA, Activities Director
- Dr. Joe Dierks, Director of Choice Programs

Four Rivers Career Center

- Philip King, Director of Four Rivers Career Center

Daily Schedule Information

School Hours

The school day runs from 8:20 am - 3:25 pm. The campus is supervised from 8:00 am until the final bus leaves in the afternoon. Students are not to be dropped off or left on school grounds outside of these times. The School District of Washington is not responsible for supervising students on campus outside of the normal school day.

Student Drop off and Late Arrival

The school opens for students at 8 am. There is no indoor or outdoor supervision prior to 8 am. Students are to be dropped off in front of the Guidance Office beginning at 8 am. Students may enter the building through Northington Lobby (Assistant Principal's Office), the Guidance Office Lobby, or the West Wing. All other doors will remain locked and should not be used as entry points at any time. Any student arriving after 8:20 am will need to report to the Assistant Principal's Office to sign in.

Parent Pick Up

Parents picking their students up after school should line up in two rows beginning at the stop sign nearest the Guidance Entrance. Please avoid parking in the student parking lots or on the streets. Parking in places other than the designated pick up area causes traffic congestion and creates a difficult, and at times dangerous, situation for our buses and other vehicles.

Buses

Students riding the bus will be let off in front of the school beginning at 8 am. Buses arriving prior to 8 am will hold students on board until the doors of the school are opened. After school, buses will be loaded in front of the gym as they arrive. As soon as school lets out, students should report to the gym lobby or the patio area outside the gym to wait for their bus. Students are responsible for watching for and boarding their own bus. Supervision will be present until the last bus departs in the afternoon.

Legal Notices

Policy Information

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

Notification of Rights under FERPA School District of Washington

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

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

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

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

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

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

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

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

Directory Information

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

Notice of Nondiscrimination

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

Public Notice

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

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

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

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

This notice will be provided in native languages as appropriate.

NCLB Complaint Procedures

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

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

Definition of a Complaint: There are both formal and informal complaint procedures. A formal complaint must be a written, signed statement that includes:

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

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

Informal and Formal Complaints Received by the Local Education Agency

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

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

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

Informal Complaints Received by the SEA Office

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

signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

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

Appeals

Appeal to the SEA:

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

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board.

Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

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

Complaints Against LEAs Received from the United States Department of Education

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

Procedure Dissemination

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

Assessment Policy

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

mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

District Assessment

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

Statewide Assessment

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

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law. Surveying, Analyzing or Evaluation of Students (Policy JHDA).

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals information without written consent of a parent.

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

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

Inspection

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum. A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

Automobile Searches

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

Searches by School Personnel (Policy JFG)

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

Audio and Visual Recording (Policy KKB)

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

Informing Critical Needs Occupancy (Administrative Procedure KB-API)

Each high school student will be provided information about occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education. (§ 167.902, RSMo.)

Technology User Privacy (Policy EHB)

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

Asbestos (Policy EBAB-AP)

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

Programs for Homeless Students (Policy IGBCA)

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

Teaching about Human Sexuality (Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection.

Professional Qualifications (Policy GBL)

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

Crisis Response (Policy EBCA)

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

Corporal Punishment (Prohibited)

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

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

Notice on Filing a Complaint on District's Federal Programs

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

WHS Administration Parent Safety Letter

Dear Parent/Guardian:

We want you to be aware that this school has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff, and guests from harm.

In order for our Emergency Response Plans to be effective, we depend on the cooperation and assistance of many people, such as the Police and the Fire Department. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school district employees. Therefore, we ask parents to observe the following procedures:

1. Do not call the school or your child's cell phone. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications. Communicating with your child through their cell phones could endanger their lives and it could cause a mass overload on the communication systems. Cell phones should only be used to give information to the authorities.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. Tune your radio to KLPW AM 1220 for emergency announcements and status reports. You also will receive instructions on where you should go and how/when you may be able to pick up your children. Our School Emergency Plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick-up each child. When arriving to pick up your children, please make sure that you have with you your driver's license or government issued picture identification.
4. Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lots clear for emergency vehicles. If evacuation is required, students may be transported to a location away from school. You will be notified of this through the media bulletins.
5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
7. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
8. When your child is at home following an emergency, try to keep your child away from news being broadcast over the various media. Have an emergency plan at home (See The Ready In 3- Prepare for Emergencies, www.dhss.mo.gov). Decide on a telephone number to call outside our community or a place to rendezvous if separated. Keep a "Disaster Supplies Kit" containing drinking water, nonperishable food, batteries, flashlight, radio, medication, toothbrushes, etc. (www.Redcross.Org).

We are proud that ours is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other aspects of our safety procedures, please contact us at 636-231-2200

Sincerely,
WHS Administration

School Closings

PLEASE DO NOT CALL THE SCHOOL

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

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

The District also utilizes the call blast/email blast system for district wide closings.

The superintendent or designee will send an automated call blast to all parents/guardians. If you do not wish to receive this notification contact the technology department at 636-231-2800.

Guidance Office Information

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

School Counselors and Student Assignments:

Katie Sandoval, Department Chair- Serving students last names beginning A through D

Email - kathryn.sandoval@sdownmo.org

Bradley Kuntzman - Serving students last names beginning E through Ki

Email – bradley.kuntzman@sdownmo.org

Makenzie Ellis, – Serving students last names Kj through Q

Email – Mackenzie.ellis@sdownmo.org

Manuela Schmitt - Serving students last names beginning with R through Z

Email – Manuela.schmitt@sdownmo.org

Theresa McGowan – Post Secondary Counselor

Email – theresa.mcgowan@sdownmo.org

School Test Reporting Code

ACT/SAT Code ... 263-537

Grading Scale

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

Grade Reports

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

Quarterly Assessments (QA)

A Quarterly Assessment is given in each class at the end of each quarter. It is comprehensive, requiring that students recall subject content from the entire quarter, and may count for up to 10 percent of a student's final quarter grade.

Final Exam

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

Incomplete Grades

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

Adding and/or Dropping Class

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

Academic Concerns

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

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

Honor Roll

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

Graduation Requirements

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

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

Early Graduation

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

Recommendation for Technical College/College/University Bound Students

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

Grade Classification

A typical high school student will earn 6 to 7 credits per school year. MSHSAA Guidelines mandate that students must pass 6 out of 7 classes per semester in order to maintain eligibility to participate in MSHSAA sanctioned activities and events. This includes all sports, music and some extracurricular activities.

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

Classification of students is based on credits earned.

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

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

Students attend class functions and meetings based on their current grade classification. For example: to attend a Senior Class meeting you must be classified as a Senior.

Notice: Students must have 24 credits to graduate.

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

Academic Awards of Recognition for Graduating Seniors

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

High Honors = GPA 3.9000 - 4.000

Honors = GPA 3.750 – 3.899

Alternative Methods of Instruction

Student attendance will be recorded on days when the Alternative Methods of Instruction (AMI) plan is implemented and will be documented by the completion of assignments and/or online participation in activities for each class. This could include synchronous lessons as well as asynchronous lessons. Work is due on the 1st day back to school following an AMI day.

Technical College, Community College and University Information

- College and University Quick Links are provided on the Washington High School Guidance Office web page under Missouri Colleges – Quick Links.
- Naviance is used as the main resource for College/University searches.
- Colleges change their entrance requirements frequently. Students should check college and university websites early and often to review entrance requirements in order to determine eligibility for entrance.
- Students should plan on attending meetings with college and university representatives that are hosted on the Washington High School Campus.

Students must use Naviance to view dates for college/university representative visits, and sign up for meetings.

- Students are strongly encouraged to visit college/university campuses as part of the college/university selection process.
- Students interested in participating in college level athletics will need to register with the NCAA or NAIA as applicable.

Scholarships

Scholarships are available to seniors planning to continue their education.

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

Comprehensive Guidance Program

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

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

Testing

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

- 9th Grade - End of Course Exams (EOC)
- 10th Grade – End of Course Exams (EOC), Armed Services Vocational Aptitude Battery (ASVAB), Pre SAT (PSAT), Aspire
- 11th Grade – End of Course Exams (EOC), State required - American College Testing (ACT), Test date is set by the College Board - Pre SAT/National Merit

- Scholarship Qualifier Test (PSAT/NMSQT)
- 12th Grade – End of Course Exams (EOC)
- Students who take Advanced Placement (AP) courses will be tested during a two week period in May as designated and set by the College Board.
- Testing dates and information pertaining to the ACT and SAT are available in the guidance office or can be found at the ACT website, actstudent.org and SAT website collegereadiness.collegeboard.org

National Honor Society Selection

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

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

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

Renaissance Program Description

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

Monthly Awards

We offer monthly Renaissance awards for students and staff.

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

End-of-the Year Recognition

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

Planning Committee

Students who qualify for Renaissance are invited to help coordinate the assembly and other Renaissance sponsored activities.

Renaissance Qualifications

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

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

Clubs, Activities, Athletics, Organizations and Groups

Clubs and activities

Newspaper
Community Advocates
Renaissance
Scholar Bowl Team Book Club
Theatre Guild
Blue Jay Journal TV
Creativity Club
Spanish Club
French Club
ELL Club
Student Council
National Honor Society
Yearbook
German Club
Mu Alpha Theta
FCA
GSA
FBLA
Key Club
Interact
Junior Optimists
Link Crew
NJROTC
Robotics

Career Center/ High School Organizations

FFA – Formerly “Future Farmers of America” Open to agriculture students.
Skills USA – available through Four Rivers Career Center
Distributive Education Clubs of America (DECA) - open to marketing students.

Future Business Leaders of America (FBLA)
Health Occupations Students of America (HOSA) – open to health
occupation students
Educators Rising – teaching careers

Vocal and Instrumental Music Groups

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

Athletics- Sports Schedules Online at: www.bluejayathletics.net

Football
Softball
Volleyball
Soccer- Boys and Girls
Cross Country-Boys and Girls
Tennis- Girls
Wrestling- Boys and Girls
Basketball- Boys and Girls
Baseball
Swimming- Boys and Girls
Golf- Boys and Girls
Cheerleading
Dance Team (Jaywalkers)

Athletics/Activities Eligibility

Athletic Eligibility Regarding Colleges ... NCAA/NAIA Rules and
Requirements ... See the guidance office and/or the Activities Director.
For all rules and regulations concerning interscholastic competition
please contact our activities office at 636-231-2180.

General Regulations

Homework

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

Attendance Policy

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

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

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

Excused Absences

- Illness of students
- A death in the family

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

Vacations

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

Reporting Absences

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

When returning from an absence

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

Early Dismissal

Approval from the attendance office is needed for early dismissal of a student. The office must be notified by a parent/guardian or approved person of contact if the student is to be released early. Only those listed in Lumen may approve an early dismissal. A dismissal slip will be given to the student during the school day prior to the dismissal time. Students should report to the Assistant Principal's Office to sign out prior to their dismissal. Please call (636)-231-2200.

Nurse Office Dismissal

Students who are dismissed for the day due to illness or injury will be signed out through the Nursing Office. Students feeling ill should report to the Nurse's Office to be evaluated. In the event the student needs to leave school due to illness, the Nurse will contact parents and the student can be dismissed and picked up in the Nurse's Office located in the West Wing, The student absence will be excused for the day when leaving through the recommendation of the Nurse's Office.

Absence on the day of a test

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

Library Usage

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

Chromebooks:

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

Medication

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

Students who have been on a narcotic based medication will need a doctor's note to return to school. (Policy JHCD) All other information and medical forms may be accessed on our District web site under health services at: www.washington.k12.mo.us.

Epinephrine/Naloxone

All buildings in this district are equipped with prefilled epinephrine auto syringes and naloxone (MS/HS only). The school nurse or another employee trained and supervised by the school nurse may administer this medication when they believe, based on training, that a student is having a serious or life-threatening reaction. A prescription or written permission from a parent/guardian is not necessary to

administer these medications in an emergency situation.

Epinephrine and naloxone will be administered only in accordance with written protocols provided by an authorized prescriber. Naloxone (brand name Narcan) will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. The Board will purchase an adequate supply of prefilled epinephrine auto syringes and naloxone based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or naloxone. A current copy of the list will be kept with the medications at all times.

Notify the school in writing if you do not wish for your student to be administered epinephrine and/or naloxone in an emergency situation.

Food Service- The cafeteria is a cashless system.

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

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

During this hour you may purchase the offered breakfast or a variety of breakfast and snack items.

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

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

During your scheduled lunch period, Food Service offers four different lines to serve you. You may choose from the items on the daily lunch menu, sandwich & fries, the bar line or our Ala Carte snack bar. NOTE: Those students who participate in our Free and Reduced Meal Program are invited to all meal lines. All ala Carte items or second meals are purchased at the full price. If at any time you are having a problem in the cafeteria, with your account or with a Food Service staff member, please contact the

Kitchen Manager for assistance. Patrons of the cafeteria are to respect all property of the Food Service Department. Please do not throw away eating utensils, bowls, trays or serving trays. Clean up your eating area leaving it clean for the next lunch period. Leaning in chairs, sitting on tables or destruction of property will not be tolerated.

Free and Reduced Price Information

<https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information>

Cheating and plagiarism

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

Dances and School Functions

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

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

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

Dress Code

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational achievement. Students are expected to be

well-groomed and neatly dressed at all times. Dress and appearance must not present health or safety hazards, be indecent, disruptive to the learning environment, or inappropriate for the classroom. Final decisions as to the appropriateness of clothing and accessories will be at the discretion of building administrators.

Listed below are guidelines for dress code:

- Messages on body, clothing, jewelry, and personal belongings that are related to gangs, drugs, alcohol, tobacco, sex, vulgarity, or other substances or conduct prohibited on school premises or at school activities are not permitted.
- Messages that constitute discrimination, harassment, retaliation or other animus toward persons due to their race, sex, color, creed, national origin, ancestry, or other status or activity protected by law are not permitted.
- Clothing and accessories may not contain violent or threatening language or images, hate speech, profanity, vulgarity, pornography, or other images or language prohibited by Board Policy or the law.
- Accessories that, in the judgment and discretion of the administrator, constitute a danger to the health or safety of students or others that could be used as a weapon, or that are otherwise prohibited by Board Policy and/or the Student Code of Conduct are not permitted.
- Clothing that allows inappropriate exposure, such as bare midriffs, revealing necklines, and exposure of undergarments is not permitted.
- Blouses, shirts, t-shirts, etc. must extend to the top of the student's pants, shorts, or skirt. Tube tops, strapless tops, midriff baring garments, or tops split down the sides under the arms are not permitted.
- The waist height and length of pants, shorts, dresses, skirts, must be sufficient to prevent exposure of private areas of the body, regardless of whether the student is sitting, standing, or bending.
- Appropriate footwear must be worn at all times. Bare feet or sock covered feet without shoes are not acceptable at any time.
- Sunglasses are not to be worn in the school building, unless required by a doctor's prescription.
- Undergarments may not be worn as outer-garments. Undergarments may not be visible.
- Wearing hoods or hooded shirts over the head, face and/or ears are not allowed.
- Hats must allow the face to be visible to the faculty/staff and not interfere with the line of sight of any student. In some classrooms hats may not be allowed and students should follow the guidelines set forth by the classroom teacher. Such classes may include career related courses such as JROTC.
- Students participating in extracurricular activities and certain academic programs (such as career related classes, physical education classes, and sciences classes) may have additional dress code requirements to follow. Dress code guidance should be outlined in the course syllabus.

When the student's appearance, clothing, accessories, or other mode of dress does not comply with the above guidelines, the student may be required to make

modifications. Such modifications may include a change of clothes. No employee or volunteer shall direct a student to remove an emblem or garment that is religious in nature, so long as it is not promoting or creating the imminent threat of disruptive behavior.

The above guidelines are designed to provide guidance on what is permissible at school. Common sense, a reasonable attitude, and parent/school partnership should eliminate the need to provide correction in the areas of dress and personal appearance.

If in the administrator's judgment the student's appearance, clothing, accessories, or other mode of dress is inconsistent with these guidelines, and therefore is detrimental and disruptive to the school's learning environment, the student will be asked to make an adjustment, cover, or replace the clothing in question. Students who violate the dress code will be given the opportunity to change to appropriate attire. Repeat offenders are subject to further disciplinary action in accordance with Board Policy and the Student Code of Conduct. Updated December 2022

Hall Activity

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

Hall Passes

All hall passes will be entered in the e-hallpass system. Students do not need to carry their device with them while out on a pass. Students are to go directly to and from their approved location.

Food Delivery

Students are not to have food delivered to WHS during the school day. Washington High School is not responsible for signing for, holding, or watching food delivered to the school by outside companies. Such deliveries will be turned away at the door. Parents may drop food off for their child in Northington Lobby, if necessary. Students staying after school for activities may have items delivered after normal school hours or through special arrangements with a sponsor or coach.

Parking

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

Electronic Devices, and other Student Personal Property

Unauthorized use of electronic devices during the school day may result in up to three (3) days of in-school suspension. Such devices may be confiscated and parents will be required to pick them up. Washington High School is not responsible for the loss or theft of; Cell Phones, Tablets, Earbuds, calculators, musical instruments, etc.

Hunting Items

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

Guests at School

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

Physical Examination Requirements

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

Restrooms

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

Soliciting

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

Telephone/Messages

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

Cellular Phones

Students may carry a cellular phone. It should be in "Silent" mode at all times. Cell phones may be used in the hallways and common areas of the school before or after school, or between classes. Cell phones should be put away out of sight before entering a classroom. Students in violation of this policy may have their phone confiscated for the day.

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

Textbooks

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

Lockers

Lockers are not automatically assigned, but can be assigned to any student who requests one. Lockers will be assigned in the Assistant Principal's Office at the student's request. Each student is responsible for the appearance and proper care of their lockers. Any damage or defacement will result in an assessment of charges to renovate the locker to working order or acceptable appearance. Students are encouraged to keep their assigned locker locked. Lockers and desks are the property of the school district and are provided for the convenience of students, and as such, are subject to periodic inspection for any reason, without notice, without consent, and without a warrant.

School Equipment (Loaned)

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

Academic Lab

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

Field Trips

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

Security Procedures

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

Student Picture Identification

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

School Supplies

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

Student Discipline

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

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

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

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

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

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

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

Discipline Descriptions

After School Detentions

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

Lunch Detentions

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

In School Suspension

In School Suspension (ISS) begins at 8 am, or when the student arrives at school, until the end of the day at 3:25 pm. The student's teachers provide assignments and make-up work for the time they are in ISS. ISS is supervised by a faculty member and held in a small classroom. A sack lunch will be provided, that is, if the student has money on their account. Two restroom breaks are provided.

OSS/ISS HOMEWORK POLICY (Policy JGD)

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

Out of School Suspension (OSS)

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

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

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

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

DISTRICT ANNUAL NOTICES [\(Link to full document\)](#)

