

INTRODUCTION

WELCOME

Webb City High School boasts a long heritage of excellence in education. As a student, you will have the opportunity to become an active participant in that tradition. An outstanding faculty and staff, together with a supportive community, will offer you a relevant, challenging program in a safe learning environment. You will be encouraged to select coursework and activities that will enrich your high school experience and help you reach your post-secondary goals.

Although a variety of learning opportunities will be made available, only you will determine your ultimate success. Self-discipline, respect, and involvement will be key factors in that process. Please remember that you are responsible not only for your own growth, but also for the continued achievements of this institution and community.

This handbook has been developed so that both students and parents become familiar with the rules, requirements, and expectations established for this school community. With that awareness, we can work together to insure your individual success and Webb City High School's long tradition of excellence in education.

Best wishes for a rewarding school year,

Faculty and Staff
Webb City High School

STATEMENT OF PHILOSOPHY

At Webb City High School, we feel our ultimate goal is to promote the total development of the individual student so that he or she may become a useful and responsible citizen in our ever-changing society. We realize the major responsibility for formal vocational, academic, and aesthetic training rests with the school; however, the family, church, and community must share in the total educational process.

We realize the uniqueness of the individual and believe in the right of each person, regardless of ability or aspirations, to an education that is geared to his or her own needs in-so-far as the satisfaction of those needs does not interfere with the overall welfare of the group. It is important that the student be recognized for his or her own value as a human being through the academic program, co-curricular, and extracurricular activities. This recognition should encompass each facet of school and community life.

Throughout the educational process the democratic ideals of our heritage should be stressed so that the political, social, and economic values of our society will be perpetuated. By this, we hope each student will be given the opportunity to develop civic responsibility through awareness of and involvement in democratic processes.

DISTRICT MISSION

The mission of Webb City R-7 School District is to prepare today's students to meet the challenges of tomorrow's world by guiding all students in the acquisition of knowledge and the development of skills that will enable each to become a productive and responsible individual.

WCHS MISSION

The relentless pursuit of student learning and success.

DIRECTORY

Administration and Staff

Superintendent
Associate Superintendent
Assistant Superintendent

High School Principal
Assistant Principal
Assistant Principal
Assistant Principal
Counselor
Counselor
Counselor
Counselor
A+ Coordinator
Nurse

LANGUAGE ARTS

Ms. Megan Soper
Ms. Stacy Stockton
Ms. Alicia Mize
Ms. Angela Resa
Ms. Mary Sears
Ms. Ashley Duke
Ms. Laura Betz
Ms. Rebecca Botts
Ms. Stephany Pace

SCIENCE

Ms. Shauna Friend
Mr. Darrell Hicks
Ms. Melissa Reed
Ms. Kayla Hill
Mr. Wayne Smith
Ms. Diane Ray
Mr. George Thornton
Mr. Brad Moser
Ms. Susan Campbell

Dr. Ron Lankford
Mr. Toby Bottom
Ms. Reneé Goostree

Mr. Stephen Gollhofer
Mr. Tim Davied
Ms. Stacy Hollingsworth
Ms. Stephanie Heman
Ms. Lyter Isenmann
Mr. Jerry Walker
Ms. Karen Talbott
Ms. Leigh Miller
Ms. Kelli Cragin
Ms. Julie Taylor

BUSINESS

Mr. Jeff Manning
Ms. Michelle O'Banion
Ms. Brook Walker

MARKETING

Ms. Amanda Eggleston

LIBRARY SCIENCE

Ms. Bobbie Augspurger

FAMILY & CON. SCIENCE

Ms. Sheila Cook
Ms. Shelly Livingston

INDUSTRIAL ARTS

Mr. Larry Kamler
Mr. Jerry Kruckenburg
Mr. Justin Beattie
Mr. Mike Smith

MATH

Ms. Judy Adair
Ms. Shelley Sarwinski
Ms. Jennifer Beem
Ms. Janel Smith
Ms. Susan Stratton
Mr. Randall Hayes
Ms. Maeve Sharp
Mr. Mike Burns
Ms. Melee Sperry

SOCIAL STUDIES

Mr. Chris Taylor
Ms. Tamara Ponce
Mr. Dustin Craft
Mr. Russell Burr
Ms. Linda Uselmann
Mr. Doug Warbinton
Ms. Amelia Ross
Mr. Dan Schachtner

FINE ARTS

Ms. Amber Minert (Art)
Mr. Jeremy Butler (Art)
Ms. Courtney Wright (Music)
Mr. Diana Williams (Music)

SPEECH & THEATER

Mr. Tracy Eden
Ms. Nancy O'Banion
Ms. Teresa Sumler
Ms. Ashley Rouse

MULTI-MEDIA

Ms. Annie Patrick

AUTO TECH & REPAIR

Mr. Dennis Menefee
Mr. Darin Hostetter

FOREIGN LANGUAGE

Ms. Jackie Daugherty
Mr. Mike Langerot
Ms. Karla Brandenburg

HEALTH & P.E.

Mr. David Sherer
Mr. John Roderique
Ms. Kanda Cornell
Mr. Shawn Klosterman
Ms. Ronda Moore
Mr. Cole Shewmake

SPECIAL SERVICES.

Ms. Cherie Baker
Ms. Cathy Eichelberger
Ms. Mary Plunkett
Ms. Terry Rose (Gifted)
Ms. Leandria Stinnett
Mr. Bradley Robertson
Ms. Leslie Ochsenbein
Mr. Justin Elsten
Ms. Kimberly Sowder
Ms. Melody Lievens

JROTC

Col. Roger Barentine
1 SG Stephanie Attaway

PHONE NUMBERS

Central Office	673-6000
High School Office	673-6010
Alternative School	673-6018
Counseling Center	673-6090
FAX	673-6017

ATTENDANCE POLICY

Regular school attendance is extremely important. Research confirms a direct correlation between good attendance and success in school. In order to emphasize the importance of regular school attendance, the Board of Education has adopted the following policy:

Students are allowed no more than 6 absences per semester. Excused absences are granted to students for illness, injury, doctor's appointment, and/or death in the family provided that a parent calls the office on the day of the absence or a student brings a note from a parent within five days of the absence. After 5 days, the absence is recorded as unexcused and will make student NOT final exempt. If a student submits a doctor's note for the absence, that absence is not included in accumulated absences.

For other unavoidable absences, a student may apply for an out-of-town card. The card requires administrator approval; it is not granted for more than six allowable days per semester. Any previous semester absence(s) (with any part of a day counting as a full day) is subtracted from the six-day total before days are approved for out of town.

Students with excused absences are responsible for contacting their teachers regarding makeup work. Students are allowed one day for each day missed to complete makeup assignments. Any missed work not turned in by the date required by the teacher is recorded as a ZERO and averaged as part of the semester grade.

When a student accumulates his or her 3rd and 5th absence without a note from a doctor, the parent or guardian is notified in writing as to the student's absentee standing. Any student accumulating absences of 6 (days/hours) per semester, per class is required to submit a doctor's note for each future absence. Any student who accumulates six absences in a semester and is absent from school again without submitting a doctor's note on his or her return may be dropped from school for the semester. (*Long illnesses and extenuating circumstances are taken into consideration.*)

Once a student arrives at school, he or she may not leave without following established procedures. A student who leaves for appointment must bring a note from a parent and/or guardian, get a Permit to Leave from the office, and then sign out at the office. If an emergency arises, a student must talk to office personnel who will then contact a parent/guardian to get permission. The student must then get a Permit to Leave and also sign out in the main office. A student who fails to follow these procedures will be considered truant.

Students must take semester finals during assigned times unless they are final exempt. Any student who is not final exempt and fails to attend school during semester finals receives a zero for each final missed. The only exception is due to illness with proper notification by parents. (*See Final Exemption Policy, pp. 19-20.*)

Any decision or recommendation by the administration may be appealed to the Superintendent of Schools and Board of Education.

DRESS AND PERSONAL APPEARANCE

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. 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, distracting, or inappropriate for the classroom. Although final decisions as to the appropriateness of dress and personal appearance is determined by school officials, the following rules serve as guidelines:

1. Shoes must be worn at all times.

2. Shorts are not acceptable. Length of trousers and slacks must fall at least below the calf.
3. Head coverings in the building are not acceptable.
4. Attire must be worn in the manner for which it was designed and must be free of obscene or suggestive markings, advertisements of tobacco, alcoholic beverages, drugs, and/or other products deemed inappropriate by school officials.
5. Halter tops, spaghetti-strapped tops, transparent blouses/shirts, lingerie or lingerie-look outer attire, backless apparel, or items that fail to conform to accepted standards of modesty and good taste are not acceptable.
6. All tops must have enough length to extend beyond the waistband of pants/skirts at all times. Sleeveless shirts must have modest armholes. Girls' tops must have at least 2-inch straps.
7. Layering of clothing is appropriate if when worn together the combination fulfills the requirements of the dress code.
8. Dresses and/or skirts must be to the knee.
9. Attire or wearing of attire in a manner that suggests gang association is not acceptable.
10. Torn or tattered clothing is not acceptable.
11. Unnatural hair-coloring (fuchsia, green, blue, etc.) is not acceptable.

STUDENTS VIOLATING THE DRESS CODE ARE REQUIRED TO CHANGE AND ARE UNEXCUSED FOR THAT TIME PERIOD. DETENTION MAY ALSO BE ASSIGNED.

BEHAVIOR RULES

To ensure that the environment at WCHS is the best possible climate for learning, the staff and administration have established very high standards for student conduct. Although it is impossible to predict all behavior concerns, the following list of violations and consequences provides a guideline for students and parents. Final decisions, however, regarding the definition of misconduct and/or its consequences is made by the administration. **Conduct violations accumulate throughout the year, not the semester.**

ASSAULT AND BATTERY: A sudden, vigorous physical or verbal attack which attempts to injure and/or cause injury to another student or to staff member is considered assault and/or battery. Failure to stop

fighting after a fight has been broken up or continuing to fight when the other person can not or does not defend herself or himself can also be considered assault and/or battery.

First Offense: 5 Days Suspension

Second Offense: 8 Days Suspension

Third Offense: Recommended Expulsion for Semester

BEHAVIOR AT SCHOOL ACTIVITIES: The behavior of students at school activities including school dances has a direct bearing on the reputation of our students, school, and community. Students bringing out of school or out of town dates must pick up a form from the office and return the form completed prior to attending the dance. Junior High students are not allowed at dances. Any student suspended from school will not be allowed to attend school activities during the time of suspension. The students causing problems may be asked to leave the activity and may also be subject to the following:

First Offense: 3 Days Suspension

Second Offense: 5 Days Suspension

Third Offense: Banned from all School Activities for the Remainder of the Year.

CARRYING BAGS: Students may not carry bags of any type in the halls or classrooms except to 4th block in rooms 700-1000. Bags should be stored in lockers during school hours.

First Offense: 1 Tuesday/Thursday School

Second Offense: 2 Tuesday/Thursday Schools

Third Offense: 3 Days Suspension

CHEATING: Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher is not permitted.

First Offense: Teacher collects paper, marks a zero for the work, and notifies the office through a discipline referral form.

Second Offense: 1 Tuesday/Thursday School zero on all work.

Third Offense: 2 Tuesday/Thursday Schools zero on all work.

CLASSROOM BEHAVIOR: Students are not to disrupt classes or cause disturbances in the school. In addition, students should not run, push, shove or engage in horseplay.

First Offense: 1 Tuesday/Thursday School

Second Offense: 2 Tuesday/Thursday Schools

Third Offense: 2 Tuesday/Thursday Schools & Parent Conference

Fourth Offense: 3 Days Suspension
Fifth Offense: Long Term Suspension

CLASSROOM PARTICIPATION: Students are expected to participate in activities, assignments, etc., in each class. Students who fail to participate or who are not prepared to participate in study hall and/or mandatory tutoring will be referred to the office:

First Offense: 1 Hour Detention
Second Offense: 1 Tuesday/Thursday School
Third Offense: 2 Tuesday/Thursday Schools

COMPUTER CONTRACT VIOLATIONS: Before working on any computer in the school district, a student and his/her parent/guardian must sign an Acceptable Use Contract. Any violation of that contract is disciplined in the following manner:

First Offense: Banned from independent/unsupervised use of computers and/or additional disciplinary procedures depending on the nature of the violation.

Second Offense: Banned from all use of computers and/or additional disciplinary procedures.

COMPUTER CRIME: Any person deliberately damaging, using another person's password, or reconfiguring any computer is disciplined in the following manner:

First Offense: 3 Days Suspension & Restitution.
Second Offense: 8 Days Suspension & Restitution. (May be dropped from class.)
Third Offense: Procedures are initiated to expel the student for the remainder of the semester.

DAMAGING OR DEFACING PROPERTY: Any student who causes destruction or damage to property may be required to pay for damages and/or may be subject to legal prosecution.

First Offense: Restitution for damages and disciplinary action or legal action.

DISRESPECT: Any act of disrespect toward a school employee is prohibited.

First Offense: 5 Days Suspension
Second Offense: 8 Days Suspension
Third Offense: Procedures are initiated to suspend the student for the remainder of the school year.

DRESS CODE VIOLATION: Students violating the dress code will be subject to the following consequences:

First Offense: 1 Hour Detention
Second Offense: 3 Hours Detention

Third Offense: two 3 Hour Detentions

DRUGS AND ALCOHOL—USE AND/OR POSSESSION: The use and/or possession of illegal drugs, drug paraphernalia, alcohol, stimulants, or hallucinogens of any type in any school facility, on school property, or in conjunction with a school-sponsored activity is expressly prohibited. Controlled substances are confiscated & offenders are subject to legal prosecution.

First Offense: 8 Days Suspension.

Second Offense: Procedures initiated to expel the student as a minimum, for the remainder of the semester.

DRUGS AND ALCOHOL--DISTRIBUTION:

The distribution and/or transfer of illegal drugs, drug paraphernalia, alcohol, stimulants, or hallucinogens of any type in any school facility, on any school property, or in conjunction with any school-sponsored activity is expressly prohibited. Controlled substances will be confiscated and offenders will be subject to legal prosecution.

First Offense: Suspension from school for a period of time not to exceed **90 SCHOOL DAYS**

DRUGS AND ALCOHOL—SELLING AND/OR BUYING:

Selling and/or buying illegal drugs, drug paraphernalia, alcohol, stimulants, or hallucinogens of any type in any school facility, on any school property, or in conjunction with any school-sponsored activity is expressly prohibited. Controlled substances will be confiscated and offenders will be subject to legal prosecution.

First Offense: Suspension from school for a period of time not to exceed **180 SCHOOL DAYS**

FIGHTING: Fighting is defined as physical and/or verbal abuse, or other acts of violence where both parties have contributed to the conflict either verbally or physically. Students are expected to seek nonviolent means of solving disputes. If physical confrontation is anticipated, students are to seek assistance from an administrator or teacher.

First Offense: 3 Days Suspension.

Second Offense: 5 Days Suspension.

Third Offense: 8 Days Suspension.

Fourth Offense: Procedures will be initiated to expel the student for the remainder of the semester.

FIREWORKS: Possession or use of fireworks is forbidden.

First Offense: 5 Days Suspension.

Second Offense: Procedures will be initiated to expel the student for the remainder of the semester.

FOOD/DRINKS: The cafeteria is the only designated area for the consumption of food and/or beverages. They are not to be consumed in hallways, classrooms, or buses.

First Offense: Warning
Second Offense: 1 Tuesday/Thursday School
Third Offense: 2 Tuesday/Thursday Schools

FORGERY: Writing the name or impersonating another for the purpose of falsifying school related information is forbidden.

First Offense: 1 Tuesday/Thursday School
Second Offense: 2 Tuesday/Thursday Schools
Third Offense: 3 Days Suspension

HALLWAYS: Students should not be in the hallways during class time without a hall pass.

HARASSMENT: Words and/or actions directed toward an individual which intimidates and/or harasses that individual based on a person's sex, race, religion or ethnic origin are considered harassment.

First Offense: 1 Tuesday/Thursday School
Second Offense: 2 Tuesday/Thursday Schools
Third Offense: 3 Days Suspension

INSUBORDINATION: Students who do not obey teachers, principals and other personnel are considered to be insubordinate.

First Offense: 1 Tuesday/Thursday School
Second Offense: 2 Tuesday/Thursday Schools
Third Offense: 3 Days Suspension

ID CARDS

Students must have picture identification cards to eat lunch, check out library materials, attend dances, etc. The first ID card is distributed at the beginning of the year at no charge; the first replacement card costs \$1; every replacement after that is \$5 per card.

LUNCH PERIODS: During the lunch period the following procedures are necessary:

1. All food, whether purchased at school or brought from home, must be eaten in the cafeteria.
2. Since all students do not eat lunch at the same time and other
3. classes are being conducted during the lunch period, students may not leave the cafeteria until the end of lunch.
4. Lunch charges at the office or the cafeteria are not allowed.
5. Only parents may bring food to the cafeteria for their children.
6. Throwing food in the cafeteria results in a 3-day suspension.

MISSING DETENTION: Students are expected to attend all assigned detentions. With principal permission prior to the day of detention,

students may reschedule no more than one detention per semester.

Consequences for missing detention are listed below:

Missing a 1-Hour Detention: 3 Hour Detention

Missing a 3-Hour Detention:

1st Offense - Additional 3 Hours Detention

2nd Offense - 3 Days Suspension

MOTORIZED VEHICLES AND BICYCLES: Students shall not operate a motor vehicle without first having obtained a driving permit from the office. All driving permit stickers must be displayed in the lower left corner of the rear window. The student's privilege to operate a vehicle is subject to the following rules:

1. Operate vehicles safely within speed limits.
2. Give pedestrians/walkers and buses the right of way.
3. Do not sit in or on vehicles during school hours. (Students will not be allowed to return to their vehicle during the school day without the permission of the office.)
4. Enter and exit only through designated areas.

Failure to operate a motorized vehicle safely and according to school rules will result in the following:

First Offense: 1 Tuesday/Thursday School

Second Offense: 2 Tuesday/Thursday Schools

Third Offense: 3 Tuesday/Thursday Schools

PAGERS/BEEPERS/CELL PHONES: Pagers and cell phones are not to be seen, heard or used during school hours.

First Offense: 1 Tuesday/Thursday School

Second Offense: suspension

PROFANITY: Any obscenity, obscene gesture, swearing, cursing, whether verbal or written, is not permitted.

First Offense: 1 Tuesday/Thursday School

Second Offense: 2 Tuesday/Thursday School

Third Offense: 3 Days Suspension

PROFANITY DIRECTED TOWARD ADMINISTRATION, FACULTY AND/OR STAFF:

First Offense: 8 Days Suspension

Second Offense: Procedures will be initiated to expel the student for the remainder of the school year.

PDA (PUBLIC DISPLAY OF AFFECTION): Students may hold hands. Hugging, kissing, or any bodily contact is prohibited.

First Offense: Student conference

Second Offense: Parent notification

Third Offense: 1 Tuesday/Thursday School

Fourth Offense: 2 Tuesday/Thursday Schools

Electronic Devices Students are not to bring Cd players, cameras, I pods, etc. to school without authorization.

First Offense: warning

Second Offense: 1 Saturday/Thursday School

Third Offense: 2 Saturday/Thursday Schools

SCHOOL BUS: Behavior on school buses is governed by all of the rules described within the attendance and behavioral rules section of this handbook. The local administration has a measure of responsibility in training pupils to be good bus passengers and observing certain rules for good discipline and safety. (*Rules governing Franklin Tech/Carthage Vo/Ag buses are listed on page 26.*) The following regulations for pupil safety will serve as guidelines:

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Unnecessary conversation with the driver is prohibited.
5. Classroom conduct is to be observed by pupils while riding the bus, except for ordinary conversation.
6. Pupils must not at any time extend arms or head out of the bus window.
7. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
8. Pupils must observe directions of the driver and supervisory personnel when leaving the bus. When crossing in front of the bus, pupils should be at least 10 feet from the bus to be seen by the driver and cross only when the driver signals.
9. Any damage to the bus should be reported to the driver at once.
10. Students shall not get off the bus other than at their regular boarding place unless the driver and the principal receive a note or phone call from the student's parent.
11. No profane or loud language is allowed.
12. No fighting or scuffling is allowed. Keep hands off others.
13. Water, snow, or ice shall not be permitted on the bus.
14. No objects should be thrown, flipped or shot on the bus.
15. Students cannot save seats for others.
16. No animals are to be brought on the bus.
17. No weapons shall be permitted on the school bus.
18. Students may be assigned seats by the bus driver.
19. No radios or tape decks are to be brought on the bus.

20. No solicitation, (fund raising) is allowed on the bus.
21. Spitting is prohibited on the bus.
22. Gum must be disposed of in trash containers, not on the floor.
23. Students are prohibited from eating or drinking on the bus.
24. Any parent/guardian will be held financially responsible for any vandalism or damage caused by his/her child.

Remember: The transportation system is a service, not a right. Violation of the rules may result in losing this privilege.

Bus transportation is provided to all students according to bus routes approved by the Board of Education. Maintenance of proper behavior of all students when being transported to and from school and on school activities is required. Students who misbehave on school busses may be issued pink slips which serve as notification of the infraction and disciplinary action taken. Students who receive one pink slip will visit the office to discuss bus behavior. Students who receive two pink slips will be denied transportation privileges for 3 days. Students who receive three pink slips will be denied transportation privileges for 10 days. Students who receive four pink slips will be denied transportation privileges for the remainder of the year. It is requested that all parents are cooperative with school officials to assure a safe and orderly transportation program.

TARDINESS: Students are allowed five tardies per semester. Each time a student is tardy to a class, the teacher signs the student's Tardy Log found on page 49-50 of this Student Planner. If a student is tardy after all five spaces have been signed for the semester, the teacher sends the student to the office:

First Office Referral: 1 Hour Detention

All Other Referrals: 1 Tuesday/Thursday School

If a student loses his or her Student Planner and, consequently, has no space for a teacher to sign, he or she will be referred to the office for all tardies.

THEFT: The acceptance, possession, purchase, taking an/or transfer of property belonging to another student is forbidden. Offenders are subject to legal prosecution and/or suspension.

First Offense: 5 Days Suspension

Second Offense: 8 Days Suspension

Third Offense: Expulsion from School for the Semester.

THROWING OBJECTS: Throwing objects of any kind will not be permitted.

First Offense: 1 Tuesday/Thursday School

Second Offense: 2 Tuesday/Thursday Schools

Third Offense: 3 Days Suspension

TOBACCO (POSSESSION OF): The possession of tobacco of any type is not permitted in school buildings, on school premises, or at school-sponsored activities. Smoking paraphernalia, lighters, matches, etc., are confiscated.

First Offense: 1 Tuesday/Thursday School

Second Offense: 2 Tuesday/Thursday Schools

Third Offense: 3 Days Suspension

Fourth Offense: 5 Days Suspension

TOBACCO (USE OF): The use of tobacco and/or chewing products is not permitted in school buildings, on school premises, or at school-sponsored activities. Smoking paraphernalia, lighters, matches, etc., is confiscated.

First Offense: 3 Days Suspension

Second Offense: 5 Days Suspension

Third Offense: Expulsion for Remainder of Semester

TRUANCY: Truancy is defined as being absent from school or class without the knowledge of either parent(s), teachers, and/or principals. A student who leaves school without checking out properly through the office is considered truant. Students are assigned Saturday school for truancy according to the number of days missed. The opportunity for make-up work is forfeited in the case of truancy. Students who participate in any type of organized "skip day" are considered truant and subject to appropriate disciplinary action.

First Offense: 1 Tuesday/Thursday School

Second Offense: 2 Tuesday/Thursday Schools

Third Offense: 3 Days Suspension

Fourth Offense: Expulsion for remainder of the semester

WEAPONS/GUNS: The Board of Education recognizes the need to assure, to the best of its ability, the maximum safety of its students from all forms of violence and/or potential harm caused by guns and other weapons. Any student who brings a firearm, or other dangerous weapon to school, or school sponsored activities, shall be suspended from school for a period of not less than one year. In order to assure compliance with Federal and/or Missouri State Laws related to the suspension of students, the Superintendent of Schools shall recommend

to the Board of Education any necessary modification of this policy on a case-by-case basis. (Adopted 5-9-95)

DISCIPLINARY ACTIONS

STUDENT CONFERENCE: A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior.

PARENT INVOLVEMENT: Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent(s), a school administrator and/or teacher, as appropriate.

REFERRAL TO COUNSELOR: Students may be required to meet with a counselor on a periodic basis. The counselor will advise students on ways of improving his/her behavior. The counselor may recommend special projects including reading, attending seminars, etc.

Tuesday/Thursday SCHOOL: Detention is held from 3-6 p.m. on Thursdays and every other Tuesday. Students who are assigned to detention must work on school work or read an approved book throughout the session.

DEPRIVATION OF PRIVILEGES: Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Other benefits, such as driving to school, riding buses to and from home are also privileges, not rights. Any or all of these privileges may be revoked.

OUT-OF-SCHOOL-SUSPENSION:

Short-term:	(1-5 days)	Principal
Long term:	(1-10 days)	Principal
	(11-180 days)	Superintendent

Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. All extracurricular privileges are also suspended. If a student who has been suspended from school is found on school property, additional disciplinary actions will be taken. A student receiving an out-of-school suspension is expected to remain current with class assignments.

CORPORAL PUNISHMENT: Students with parental consent may choose 3 swats with a paddle by an administrator to substitute for a 3 hour detention. **Students may not receive swats more than TWO times in any semester and students may not receive swats for anything less than a 3 hour detention.**

SUSPENSION OR EXPULSION PROCEDURES: The Webb City R-7 Board of Education authorizes summary suspension or expulsion of students by principals of the school district, for a period not to exceed

10 days and by the superintendent for a period not to exceed 180 days. In suspension cases, the student will be informed either orally or in writing as to why the suspension is being imposed, will have a chance to respond to the charges and impending suspension, and the right to appeal the suspension to the superintendent. Before the student is reinstated, after a suspension, a conference with the parents or guardian and the principal may be required. In case of a suspension by the superintendent, for more than ten (10) days, the student or his parents may appeal the decision to the School Board.

In the event of an appeal to the board, the superintendent shall promptly transmit to the Board of Education a full report, in writing, of the facts relating to the suspension, the action taken by him and reasons therefore. The board, upon request, shall grant a hearing to the appealing party as soon as is practical. In case of a proposed expulsion, a hearing will be held at a designated date and time with the Board of Education. At the hearing the board shall consider the evidence and statements which the parties present, and will render their decision based upon the evidence presented.

During any of the above suspensions or expulsions, the student may not participate in any school activity or remain on school property during the school day.

Any student who is suspended three times, for any cause, may be suspended for the remainder of the semester and receive no credit for that semester.

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

All students must complete 28 credits to graduate from Webb City High School including the following course requirements:

English	4 credits
Social Studies.....	3 credits
Math	3 credits
Science	3 credits
Fine Arts	1 credit

Practical Arts 1 credit
P.E. or ROTC 1 credit
Health 1/2 credit
Speech 1/2 credit
Electives 11 credits

* Students are also required to pass both Missouri and U.S.

Constitution tests as requirements for graduation.

(Refer to the Program of Studies for details.)

COURSES AND CREDITS

1. Classes that meet every Red or White day for a full year offer one unit of credit. Classes that meet every Red or White day for one semester offer one-half unit of credit.
2. Electives may be taken in any area but should be used to prepare a student for post-secondary pursuits in his or her selected career pathway. (See Program of Studies for suggested course outlines.)
3. Students may not enroll for credit after the second week of the semester unless they are transferring from another school.

GRADES

Academic letter grades A (Excellent), B (Above Average), C (Average), D (Below Average), and F (Poor) are used to designate levels of performance. As a general rule, teachers use the following scale to determine letter grades:

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Each school year consists of two eighteen-week grading periods or semesters. Progress Reports are distributed to students at 3-week intervals throughout each semester; a grade card with the final mark is issued at the end of each semester. Only semester grades are posted on transcripts. Grade point averages are calculated using a 4-point scale:

A 4.00	B+ 3.33	C+ 2.33	D+ 1.33
A- 3.66	B 3.00	C 2.00	D 1.00
	B- 2.66	C- 1.66	D- 0.66
			F 0

A student's final GPA, used to determine class rank, is calculated only from the grades received in classes taken during regular semesters.

WEIGHTED COURSES

Some courses are weighted according to the scale listed below:

Refer to program of studies for weighted classes.

A	4.80	B+	4.13	C+	3.13	D+	2.13
A-	4.46	B	3.80	C	2.80	D	1.80
		B-	3.46	C-	2.46	D-	1.13
						F	0

HONOR ROLL

A student who earns credit in at least seven classes with a grade point average of 3.66 or above is recognized as a distinguished honor student for that semester. A student who makes the distinguished honor roll for all four quarters earns an academic letter for that school year. A student who earns credit in at least seven classes and has a grade point average of 3.00 is recognized as an honor student for that semester.

HONOR DIPLOMA

Honor diplomas are granted to students who have completed all of the following requirements: eight semesters of attendance at an accredited high school, a cumulative grade point average of B+ (3.33 on a 4 point scale) based on seven and one-half semesters of work in all classes, 30 units of credit (as outlined below), and 20 hours of community service.

In order for a student to be recognized as an honor student, valedictorian or salutatorian, he or she must complete the honor diploma curriculum and attend WCHS for his or her last four semesters

COMMUNITY SERVICE FOR HONOR DIPLOMA:

Students seeking the honor diploma must complete 10 hours of community service during their junior year and 10 hours during their senior year for a total of 20 hours. Guidelines for acceptable service are available in Mrs. Rose's office.

FINAL EXEMPTION

Finals are required in all classes each semester as part of quarter and semester grades; students are required to take finals at scheduled times. To reward students who have exemplary attendance, a final exam exemption program has been established. For this program, attendance

is determined per class. Students eligible for participation must meet the guidelines listed below:

1. Students may miss school only for scheduled doctor and dentist appointments if . . .
2. Appointments are not more than 1/2 of the school day; AND
3. If the student brings a note from the doctor or dentist to the office within five days; AND
4. If the student does not miss any hour more than one time per semester for appointments.
5. Students who are tardy to a class are not exempt in that class. Only ONE tardy will be allowed for final exemption. (One tardy in one period only, not per each class)
6. Students may miss school one day for a funeral of a parent, grandparent, brother, or sister.
7. Seniors may miss school one day each semester to visit a college; juniors may miss one school day in the spring semester only. All college visits must be arranged by a counselor or by Ms. Rose.
8. Students who exceed the attendance policy by missing more than six days in any class (*including study hall and/or mandatory tutoring*) are NOT eligible for final exemption in any class.

9. Students achieving a GPA of 3.66 in the previous semester will be allowed 2 additional excused absences for the current semester.
10. Students achieving a GPA between 3.65 & 2.66 in the previous semester will be allowed 1 additional excused absence for the current semester.
11. The grade point incentive absences may only be excused for the following reasons illness, injury, medical appointments, deaths in the immediate family, and college visits that meet the requirements in #7. These absences will only be excused if the parent contacts the office within 5 days of the absence. No unexcused absence will be final exempt.
12. Students must have a parent's signature on the final exam exemption form. Any student found forging a parent's signature will receive an F for the final exam. The exam will be figured into quarter and semester grades.
13. Students must complete and return the Final Exam Exemption Form to the office within the designated time. (Time will be listed on the Form.)
14. Any student violating guides 1-4 after signing up and returning forms will become ineligible for final exemption.

Students who are eligible for exemption may choose to take any final; if they take the final, they are guaranteed no grade lower than the pre-final grade.

EARLY GRADUATION

Students desiring early graduation at the close of their seventh semester must meet all graduation requirements and must work with a counselor to meet other requirements.

COURSE WITHDRAWAL

1. Students who willfully withdraw from school may not re-enter until the following semester unless they do so within five school days from the date of withdrawal and only then with the consent of the administration.
2. A student who is dropped will receive no credit for a semester grade.

RECOVERING CREDIT

If a student fails a class that is required for graduation, he or she may recover the credit by one of the following three methods:

1. Repeat the class by correspondence from a college or university accredited by the North Central Association. (This procedure must be approved by the high school principal.)
2. Repeat the class in regular attendance.
3. Complete an approved high school summer class.
4. Complete an approved VPL class (before or after school.)

STUDENT ADVISORS

All students are assigned to a homeroom teacher who serves as the student's advisor throughout high school. During this daily, 15-minute session, the advisor becomes acquainted with students and monitors progress, participation, attendance, etc. The advisor also assists students with their educational plans and with pre-enrollment procedures each spring. In addition, advisors communicate with parents regarding absences and also initiate referral procedures if intervention services are needed.

FOUR-YEAR EDUCATIONAL PLAN

Each student develops a four-year educational plan at the end of the eighth grade. The plan is developed with input from teachers, parents, and counselors and outlines the coursework that the student will pursue while in high school. This plan correlates with the student's career

pathway and post-secondary plans; it is updated annually. Both the original and the annual revisions must be signed by a parent/guardian before the student is allowed to enroll for the following school year.

A+ SCHOOLS PROGRAM

Any WCHS graduate who meets the following criteria and who attends a Missouri public community college, junior college, or vocational/technical school after high school graduation can qualify for full reimbursement of tuition through state funds.

In order to qualify, a student must comply with the following:

- Sign a written participation agreement before graduating from high school;
- Attend a designated A+ School for 3 consecutive years prior to graduation;
- Maintain at least a 95% attendance record for 4 years of high school;
- Perform 50 hours of unpaid tutoring/mentoring for students in this district;
- Graduate with a GPA of 2.5 (C+) or higher on a 4.0 scale;
- Maintain good citizenship and avoid the unlawful use of drugs.
- Make a good faith effort to secure all available federal postsecondary financial assistance funds that do not require repayment.
- Register for Selective Service, if applicable (18 yr. old males).

This financial incentive is available for a period of four years after high school graduation. To maintain eligibility, the participating student must . . .

- Attend a public community college or vocational/technical school in Missouri as a full-time student;
- Maintain a GPA of 2.5 (C+) or higher on a 4.0 scale.

CAREER PATHS & CLUSTERS

WCHS has adopted six career paths to provide direction and relevance for all students as they complete four years of high school course work. A general high school program of studies is no longer adequate preparation for today's colleges or for employment in today's complex workplace. Instead, students need the opportunity to

focus on their individual interests, abilities, and career goals while they are still in high school.

During elementary school and junior high school, you will have opportunities to investigate career options and to assess your interests and abilities. As you develop your personal plan of study, you will select a path that aligns with your needs and career plans. Within each path, you will select courses to prepare you for one of three post-secondary choices--entering the work force, training at a vocational/technical school or community college, or attending a four-year college or university. As your interests and abilities change, you will have opportunities every year to work with counselors and advisors to review your plans, make changes and/or modifications, and to investigate new directions.

CAREER CLUSTERS

Agriculture, Food and Natural Resources: Planning, managing, and performing agricultural production and horticulture and landscaping services and related professional and technical services, mining and extraction operations, and managing and conserving natural resources and related environmental services.

Architecture & Construction: Designing, planning, managing, building, and maintaining physical structures and the larger built environment including roadways and bridges and industrial, commercial, and residential facilities and buildings.

Arts, A/V Technology, & Communications: Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and

performing arts and design, journalism, and entertainment services. Planning, managing, and providing administrative support, and human resource management.

Business, Management, & Administrative:

Planning, managing, and providing administrative support, and human resource management

Education & Training: Planning, managing, and providing education and training services, and related learning support services including assessment and library and information services.

Financial & Insurance: Planning, managing, and providing banking, investment, financial planning, accounting, and insurance services.

Government & Public Administration: Planning, managing, and providing government legislative and administrative and regulatory services and related general purport government services at the federal, state, and local levels.

Health Science: Planning, managing, and providing diagnostic, therapeutic, and information and environmental services in health care.

Hospitality & Tourism: Planning, managing, and providing lodging, food, recreation, convention and tourism, and related planning and support services such as travel-related services.

Human Service: Planning, managing, and providing human services including social and related community services.

Information Technology: Designing, developing, managing, and operating communication and information technology systems, networks, information processing, and related hardware and software for telecommunications and computing services.

Law & Public Safety: Planning, managing, and providing judicial, legal, and protective services including professional and technical support services in the fire protection and criminal justice system.

Manufacturing Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

Marketing, Sales & Service: Planning, managing, and performing wholesaling and retailing services and related marketing and distribution support services including merchandise/product management and promotion.

Scientific Research Engineering: Planning, managing, and providing scientific research and professional and technical services (physical/engineering and social) including laboratory and testing services, and research and development services.

Transportation Distribution, & Logic: Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

DUAL CREDIT

Students who successfully complete dual credit courses receive college credit and 1/2 unit of high school credit for each semester course. Interested students should consult the Program of Studies for requirements and/or talk to a counselor.

ARTICULATED COURSES

Participation in an articulated post-secondary program allows a student to gain advanced placement toward an associate (2-year) degree while still in high school. Currently Webb City students can receive advanced placement at Crowder College in the following on-campus classes: Auto Body Repair, Automotive Technology, Drafting II, Computer Keyboarding, and Office Applications.

In addition, students participating in a vocational program at Franklin Technology Center can articulate the following classes with Crowder College and/or Missouri Southern State College: Construction Technology, Drafting and Design Technology, Electronics Technology, Machine Tool Technology, Industrial Technology. Interested students should consult the Program of Studies and/or a counselors for further information.

ADVANCED PLACEMENT (AP) COURSES

Upon completion of an advanced placement course, a student must take the AP examination offered by the College Board. The AP exams and course work are rigorous; however, many colleges and universities award a student who receives a 3, 4, or 5 rating on the examination with 3 hours of college credit in specific college courses. AP courses and examinations are widely accepted by major colleges and universities throughout the United States; however, students must contact individual schools to determine what AP courses each will accept for credit. Interested students should contact counselors for additional information.

GUIDANCE AND TESTING

The guidance counselor's offer the following services to students: assistance in planning their high school schedules, assistance in career decision-making skills, assistance in career planning, counseling concerning educational and/or personal problems, group and individual testing, parent and/or teacher conferences regarding student progress, referral information for outside agencies.

Students wanting to talk with a counselor sign the appointment list in the counseling center and receive a pass to leave class at the scheduled time. Problems that need immediate attention are, of course, handled without appointments. Counselors are also available before and after school.

Due to the heavy emphasis placed on test scores in college entrance, scholarship selections, and job placement, students are encouraged to take as many tests as possible during their high school years. The following test are suggested and/or required:

ASVAB: The ASVAB or the Armed Services Vocational Aptitude Test Battery is open to all 10-12 grade students. This test is given at each academic year at no cost to students. The ASVAB assesses both vocational and academic strengths and weaknesses. Although this test is administered by military personnel, there is no military commitment implied or involved.

PLAN: The PLAN is very similar to the ACT test. The PLAN IS GIVEN TO ALL SOPHOMORES as an assessment tool to assist them in their education and career planning. The results help them identify their weaknesses and goals as well as their abilities at the time of testing.

PSAT/NMSQT: The PSAT is a scholarship test which is open only to sophomores and juniors. It is preliminary to the SAT. Sophomores and juniors who usually score very high on standardized tests and anyone planning to go to a college which requires the SAT are encouraged to take this test.

MAP: MAP or the Missouri Assessment Program is a state-wide battery of tests administered systematically to all students (4th grade through 11th grade) in six core areas. The tests are aligned with state-wide standards and are designed to measure student progress in communication arts, science, math, and social studies

SAT: The SAT is a college entrance test used by many eastern colleges as well as some private colleges and universities. It is open to all juniors and seniors.

ACT: The ACT is required for admission to most colleges in the Midwest. Applications are available in the Counseling Center. Seniors who plan to attend college (and especially those who plan to apply for scholarships or colleges with early application deadlines) should take the ACT late in the junior year or early in the senior year. The cost is approximately \$30.00 and is administered at MSSU and at WCHS on the following dates: **ALL SOPHOMORES WILL HAVE THE OPPORTUNITY TO TAKE THE TEST IN APRIL WITH THE DISTRICT PAYING FOR THE COST OF THE TEST.**

ACT Test Date

September 12, 2009
 October 24, 2009
 December 12, 2009
 February 6, 2010
 April 10, 2010
 June 12, 2010

ACT Registration Deadline

August 7, 2009
 September 18, 2009
 November 6, 2009
 January 5, 2010
 March 5, 2010
 May 7, 2010

GENERAL INFORMATION

BELL SCHEDULE: Students remain in the cafeteria until the 7:40 a.m. bell rings. The office window opens at 7:30 a.m.

7:40	First Bell
7:48	Warning Bell
7:49- 9:11	1ST BLOCK
9:11- 9:16	Pass
9:16- 9:31	HOMEROOM
9:31- 9:36	Pass
9:36-10:56	2ND BLOCK
10:56-11:01	Pass
11:01- 12:45	3RD BLOCK & LUNCH
<i>11:01-11:21</i>	<i>First Lunch</i>
<i>11:25-11:45</i>	<i>Second Lunch</i>
<i>12:49-12:09</i>	<i>Third Lunch</i>
<i>12:13-12:33</i>	<i>Fourth Lunch</i>
<i>12:45- 12:50</i>	<i>Pass</i>

12:50- 2:10	4TH BLOCK
2:10- 2:15	Pass
2:15 – 2:40	STUDY HALL/ TUTORING
2:40 – 3:30	scheduled extra help

COMPUTER LAB: A 30-station, networked computer lab with Internet access has been established for use by teachers, classes, and students. It is managed by Mrs. Allen, the lab facilitator. The following guidelines govern the use of the lab:

1. Students may use the lab only with staff supervision. Mrs. Allen or a teacher must be present.
2. Only students who have contracts on file are eligible to use the lab.
3. The lab is open from 7:30 a.m. to 3:00 p.m. Students using the lab independently during the school day must have a pass that identifies the student’s purpose for being in the lab.
4. Students using e-mail receive a password from Mrs. Allen, sign an additional agreement, & abide by rules .
5. Printing is free if the material is for classroom use; printing material for personal use is \$.10 per page. Lengthy printing jobs must have the approval of Mrs. Allen.

EMERGENCY DRILLS: Periodically emergency drills will be conducted to familiarize students with procedures in case of fire, severe storm, and/or intruders. When such drills take place, students will be expected to give complete cooperation.

FRANKLIN TECHNICAL SCHOOL/CARTHAGE VO AG:

The following conditions should be recognized by all students attending Franklin Technical School/Carthage Vo Ag from WCHS:

1. All students are selected on a tentative basis. At the end of the first two weeks, representatives of either technical school will advise Webb City High School of students whose chances of success seem minimal.
2. All “tech” students will be required to ride a bus to the technical school and back to Webb City High School unless **prior** approval is granted by an **administrator**.
3. **TRANSPORTATION VIOLATIONS:**

First Offense:	1 day Tuesday/ Thursday School
Second Offense:	2 days Tuesday/ Thursday School
Third Offense:	3-days Suspension

Fourth Offense: Repeated offenses may result in removal from Tech.

4. Students will adhere to all rules established by the vocational school and Webb City High School.
5. Students must adhere to the attendance policy of Webb City High School.

HEALTH OFFICE: The health program, administered by the school nurse, is one of preventive and emergency care. Students who are injured or become ill at school will be sent to the Health Office. If the illness is considered to be of such nature that the student should go home, the student's parents will be informed by telephone. Students must secure a pass from the Principal's Office before going home when becoming ill at school. If a student's parent(s) cannot be located in the case of serious accident or illness, the student will be taken to the doctor or hospital indicated on the student's health form.

In compliance with the Safe Schools Act and Missouri state laws, the following guidelines have been adopted to govern the use and distribution of medication on campus:

1. Students may bring medication to school provided that they bring only one day's dose at a time, keep the medication in a properly labeled container, and have a note signed by a parent/guardian giving permission to take the medication. The note should include the name of the medication, dosage, and time to be taken.
2. Students may keep routine prescription medications, inhalers, and/or Epi-pens with them provided a Self-Administration of Medication form (SAM) is signed by physician, parent, and student. One copy of the completed SAM form should be kept with the student; another copy should be kept in the health office.
3. The school does not keep a supply of over-the-counter medicines on hand.

LIBRARY MEDIA CENTER: The high school Library Media Center is available for study, reading, and research. The Center is open from 7:30 a.m. until 3:30 p.m. each school day. Resources available for student use include a strong reference section, an extensive career center, and a variety of electronic databases. To ensure that the Center and its resources are available for all students, the following guidelines are observed:

1. The Center is open from 7:30 a.m. until 3:30 p.m. each school day.
2. Students are encouraged to use the facility but must present a pass or be accompanied by a teacher. Students working independently

must present their passes to an assistant at the circulation desk and sign in.

3. The bar code on the student I.D. card must be scanned when a student checks out material from the library. Consequently, **a student must have his or her I.D. in order to check out library material.**
4. Books and materials may be checked in/out at any time during the day. **Books may be checked out for 3 weeks** and renewed once if necessary. Students may take only one reserve book at a time.
5. All magazines and reference materials must be used in the library unless special permission is granted by the Director to use the material elsewhere.
6. If a book is lost, a student is charged the cost of the book plus 10% plus their fine (which shall not exceed the cost of the book). If the book is found, only the cost of the book is refunded.
7. The first 5 pages of copied material from computer printouts are free. Additional pages are printed for \$.10 per page.

LOCKERS AND LOCKS: Lockers will be assigned by the Principal's Office. Locks will be issued only after a deposit of \$2.00 per student or \$4.00 per lock has been made. The deposit will be refunded upon return of the lock at the end of the school year. The locks are provided for student protection. If students need to change lockers, they must first get approval from the office. Lockers and locks are also available for student use in Physical Education classes.

LOST AND FOUND: All articles found in classrooms, halls, or on the school grounds should be promptly turned in to the Principal's Office. Students may reclaim lost property upon identification.

REDBIRD BULLETIN: An informational bulletin is sent to each student's home once each month. It contains a variety of information: activities, highlights, calendar items, enrollment information, curriculum, requirements, etc. The bulletin is an excellent way to keep parents informed about events and issues related to the school community.

SIGNS AND POSTERS: Signs and posters must be approved by a principal before they are posted. They are to be posted in the cafeteria area only and must be fastened with masking tape.

TELEPHONE: Messages from parents will be delivered to students by intercom between classes. Those messages should be limited to unusual or urgent situations. Students will NOT be called from a class except to speak to a parent in the case of an emergency. The office phone is for business calls only. Students needing to make personal

calls must use the pay phone (located in the cafeteria) before school, during lunch, or after school.

TEXTBOOKS: Textbooks/workbooks are assigned to students by instructors. Students furnish their own paper, pencil, etc. A student must pay for any textbook or workbook lost, damaged or destroyed. Students may purchase school supplies such as shop cards, art cards, activity cards, etc., before or after school at the office.

Title IX Grievance Procedure: Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Webb City R-VII School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972.

Level 1: Principal or Immediate supervisor

Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

Level 2: Title IX and Section 504 Coordinator

If the grievance is not resolved at Level 1 with the District's Title IX/Section 504 Coordinator and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date of the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the Complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

Level 3: Superintendent

If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) days after receiving the written appeal.

Level 4: Board of Education

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Title IX and Section 504 Coordinator

Mary Schultz
411 N Madison
Webb City, MO 64870
(417)673-6000

VISITORS: Parents of students are welcome at the school at any time. Parents are, however, asked to obtain permission from the Principal's

Office before looking for the location of a classroom or a student. For a conference with a teacher, parents should make arrangements in advance for appointments before school, immediately after school, or during a teacher's planning period. Visitors other than parents are not permitted.

STUDENT ACTIVITIES

To better provide an opportunity for all students to experience a well-rounded educational program, a wide variety of clubs, organizations, and activities are sponsored by the Webb City R-7 School District. All students are encouraged to participate in activities related to their interests and abilities. Reasonable participation can be a valuable addition to any student's regular course of study.

This handbook is not designed to establish all of the policies that govern any activity but to make students aware of activities that are available and to provide general information regarding activities. In addition to the information found here, each activity is governed by its own set of rules, and each activity functions under the direction of an assigned faculty sponsor. A student's decision to participate in an activity requires dedication to the goals of that particular activity and willingness to comply with its constitution, by-laws, and/or rules.

REGULATIONS FOR ALL CLUBS

1. In order for students to be eligible to participate in school activities, a student must pass a minimum of **Seven** classes per quarter and semester. Some activities may require standards higher than the minimum.
2. Students must participate in the High School's random drug testing in order to be eligible for extra-curricular activities.
3. Any student who has an unexcused absence or who is absent the last two blocks of the day without prior administrative approval or truant from school on the day of an activity will not be eligible to participate in or attend the activity.
4. The use of alcohol, tobacco, drugs, narcotics or hallucinating agents is prohibited.
5. The Webb City Board of Education has a policy which prohibits money raising projects which involve canvassing the town and/or

businesses. Any project designed to raise money for school-sponsored activities must be approved in advance by the Principal. Fund raising for non-school related activities is prohibited.

6. Classes or other groups may form organizations if approved by the Principal. No society/organization shall be entitled to use the name of the public schools, nor any department thereof, without approval of the principal. No secret organization, fraternity, or sorority shall be organized in connection with the Webb City R-7 Schools.
7. Each organization must be sponsored by a member of the faculty, who must be approved by the Principal.
8. All meetings must be attended by the sponsor or by an approved substitute.
9. All outside events scheduled by groups or individuals must be approved by the principal.
10. All school organizations must democratic in nature. The method of selecting members must be of a nature that will make it possible for any student who meets the requirements to become a member.
11. All pupils severing their connections with the school shall cease to be members of the organization.
12. All meetings shall be held in the school building unless permission is given by the Principal.
13. No initiations are to take place during the time school is in session. Initiations after school must be approved by the Principal.
14. All organizations are required to deposit their funds with the high school treasurer in the Principal's Office. A statement is issued each month to show the financial standing of each organization.

CLUBS, ORGANIZATIONS AND ACTIVITIES

ACADEMIC QUIZ BOWL: The Academic Quiz Team competes in various quiz bowls throughout the school year. Membership is open to all students on a competitive basis.

ART CLUB: The Art Club is open to all art students. Various projects and activities are held throughout the year.

ATHLETICS: Teams for boys include football, basketball, track, wrestling, tennis, baseball, golf, swimming and soccer. Teams for girls include basketball, track tennis, volleyball, swimming, softball, cheerleading, and dance.

FELLOWSHIP OF CHRISTIAN ATHLETES: The FCA is open to all athletes. Numerous activities are conducted throughout the school year.

FRENCH CLUB: All students enrolled in a French class are eligible to participate. Activities allow the students to participate in supplemental French activities.

FUTURE BUSINESS LEADERS OF AMERICA: The Future Business Leaders of America local chapter consists of a group of young men and women enrolled in business subjects or who have been enrolled in business subjects. The students who become a member of the local chapter should have a sincere desire to be of service to one's co-workers, classmates, the school and community.

FUTURE HOMEMAKERS OF AMERICA: Future Homemakers of America/HERO is a national affiliated organization which promotes personal growth and leadership development through Family and Consumer Sciences education. Members must currently be enrolled in a Family and Consumer Sciences class or have been enrolled for at least one semester in junior high or high school. Members participate in monthly meetings and activities.

FUTURE TEACHERS OF AMERICA: The Future Teachers of America is a national organization of which Webb City High School is a member. This organization is composed of students in grades ten, eleven, and twelve that are interested in the field of teaching. Each member must have a grade average of "C". Several activities are planned each year to better acquaint each member with the procedures of teaching.

HISTORY BOWL: The History Bowl team competes in various history quiz competitions throughout the school year. Membership is open to all students on a competitive basis.

INSIGHT: The newspaper, Insight is published monthly during the regular school term. Size of the paper varies from four to eight pages. The staff is composed of juniors and seniors in the school publications classes. Various editors are chosen by the advisor according to each student's ability and performance. In recent years, Insight has been printed by offset press, on good quality newsprint.

KING JACK: King Jack, the yearbook of the Webb City High School, is edited and published by a staff consisting of juniors and seniors. Senior and junior members are named as officers and section editors. King Jack is sold each year at a designated time. Books are distributed during September. Staff members are selected by the faculty sponsor.

LIBRARY MEDIA CLUB: The Library Media Club is a service-oriented organization that helps our media center develop and grow. The group sponsors annual events such as book fairs, community Christmas baskets, National Library Week activities, etc. Students who enjoy the media center, are interested in books and media and/or

students who have worked or are currently working as library assistants are encouraged to join. Membership is open to all students.

MATH LEAGUE: Students interested in math competition have the opportunity to participate in Math League.

NATIONAL HONOR SOCIETY: Students are considered for membership in the Webb City National Honor Society during their junior and senior years. During the third quarter, each student's grade point average is calculated for his or her high school classes. The academic requirement is at least a B+ average (9.0 or above). Students meeting the academic requirement are evaluated by high school faculty members in the areas of leadership, scholarship, and character. Then, these candidates are reviewed by the faculty council. The highest ranking students are asked to submit a list of service activities in which they have been involved. The final step is to participate in the induction ceremony held during the Academic Awards Assembly in May.

ROTC: The Junior Reserve Officers Training Corps (JROTC) program is an elective class and the sponsor for many voluntary activities for those students with the time and desire to participate. The program is sponsored by the US Army and the school system, but students who enroll in the program are not part of the Army and do not owe any obligation to the Army or the US Government because of their enrollment in a JROTC course. Successful completion of 2 or more years of the JROTC program entitles the student to advanced placement in the senior (college) ROTC program and automatic promotion upon enlistment in any of the military services.

SCIENCE CLUB: All science students are eligible for membership. Science Club has various projects and activities available to enrich their experience in the science classrooms.

SPANISH CLUB: The Spanish Club is available to all students enrolled in Spanish. Activities supplement those activities in the classroom.

SPEECH AND DEBATE: The National Forensic membership is presented to any student earning the required number of forensic league points.

STUDENT COUNCIL: The Student Council of Webb City High School is a group formed to help students live cooperatively and realize the importance of community involvement. Student Council merely means student participation in school government. STUCO meetings are devoted to discussing projects and activities that contribute to the betterment of Webb City High School. Each class is represented by four representatives and the class president. Officers are elected by the student body in the Spring prior to the upcoming school year.

THESPIANS CLUB: Thespians Club is for those students interested in the performing arts. All students in grades 9-12 are eligible for membership. Meetings are held monthly, and the group is involved in at least one community service project a year. Opportunities to attend community/college theaters are available.

“W” CLUB: The “W” Club of the Webb City High School is a club for those students who have earned a varsity letter in an approved sport.

ATHLETICS

WEBB CITY R-7 CODE FOR MSHSAA-GOVERNED ACTIVITIES

The following guidelines will govern all MSHSAA Activities:

1. Students must display satisfactory conduct on and off the field.
2. Students must pass a physical exam, have parents sign a release to play, and possess proper accidental insurance coverage.
3. Students must maintain passing grades in a minimum of seven (7) classes each quarter and semester. Eligibility grade checks will be performed on all athletes every nine weeks.
4. Students must abide by the following attendance regulations:
 - a. Students must attend school on the day of an activity in order to participate. Students who are ill and miss class must attend at least the last two periods of the day to be eligible to participate in a contest or practice on that date. Any other absence requires permission from both the parent and principal’s office in order to be excused for eligibility purposes.
 - b. Any unexcused absence or truancy will result in the student’s ineligibility for that date.
 - c. For activities that fall on a Saturday or holiday, the above rules shall apply to the nearest previous school day in order to be eligible to participate.
5. MSHSAA and Webb City School District rules/guidelines will be followed in the areas of eligibility, insurance coverage, physical exam, practice and game schedules, use of school equipment, etc. It is the responsibility of the coaches to inform both players and parents of such regulations and to enforce school district and MSHSAA regulations.

6. To maintain participation eligibility, athletes must be in good standing with the school and reflect good citizenship. Any conduct, in school or outside of school, that constitutes infractions of the law or brings embarrassment to the school will result in a review of eligibility. If the offense warrants such action, either temporary or permanent suspension of eligibility may result.
7. Athletes cannot participate in two different sports during the same season.
8. No athlete may quit one sport and go out for another sport after the season has begun, until that season is completed.
9. Athletes must travel to and from “away” contests in transportation provided by the R-7 School District.
10. The use of alcohol, tobacco, drugs, narcotics or hallucinating agents is prohibited. The Athletic Director and Principal should always be informed of each case and the action taken by the head coach. The following penalties will be imposed for violations:

First Offense: Suspension from 20% of regular contests in that specific season. *(Student will be allowed to practice.)* Student must consult with coach regarding calculation of contests.**

Second Offense: Suspension from participation in all extra-curricular activities (including practice) for 90 school days.**

***In-season Athlete: Suspension will begin immediately for the 1st & 2nd offenses. If suspension contests/days exceed days left in that sport season, then the excess shall be served beginning the 1st contest/ day of practice of the next sport upcoming in which the athlete has participated the previous year.*

Out-of-season Athlete: Suspension will begin the first day of practice of the next sport upcoming in which the athlete has participated the previous year.

- Third Offense: 365 day suspension from participation in all extra-curricular activities (including practice). Suspension will begin immediately and run consecutively throughout the calendar year.
11. Currently, to be certified by the **NCAA Clearinghouse** a student must meet specific qualifications. Interested athletes should refer to the Program of Studies for a list of those qualifications.
 12. Each head coach will inform athletes, early in the season, of MSHSAA eligibility standards, which, if neglected, can jeopardize

their future amateur athletic standings as well as local rules and regulations involving eligibility, (i.e. attendance, citizenship and academic requirements.)

ATHLETIC AWARDS

All requirements and criteria in lettering in a high school varsity sport/activity shall comply with MSHSAA recommendations:

1. The letter is the highest award that the high school athletic department offers and may be worn by the best athletes as it is earned only through their best efforts. It is an honor to win a school letter and a privilege to wear it.
2. Athletes who wear this letter should be aware that the emblem stands for our school. Our school will be judged by people who observe the conduct of athletes on and off the playing area.
3. All freshmen who participate in a freshmen program will be eligible for a freshmen award. A freshman may earn a varsity letter only on a varsity team.
4. Completion of the sports season is required in order for the student to qualify for a varsity letter award. An exception would be injury which prevented further participation. No award will be presented to an athlete suspended for the remainder of the season.

SUGGESTED CRITERIA FOR LETTERING*

The following is a suggested system of determining individual qualifications for the "W" letter at Webb City High School:

Rifle Team, Drill Team, and Color Guard: School letters with appropriate insignias shall be awarded to members who met or exceed the requirements stated in the Cadet Guide.

Music: Two hundred fifty (250) points must be earned. The student must have a Letter Application on file and must be kept current. Once the student has completed the task, the student **MUST** have a band director's signature to receive full credit for eligibility. Students may also be awarded a letter on the basis of outstanding performance or service at the discretion of the director.

Debate: A student may receive an award in by being recommended by the coach as having taken part in what the coach determines each season as being the minimum requirement.

Academics: A student meets the requirements to receive a certificate in scholarship by being on the Distinguished Honor Roll each quarter of the school year.

Academic Bowl Team: Upon the recommendation of the sponsor, a member of the may receive a varsity letter by being recommended by

the coach as having taken part in what the coach determines each season as being the minimum requirement.

Theatre: Upon recommendation of the sponsor, a student who meritoriously carries out a minor acting role, major acting role, technical crew chief, or stage manager position in two high school theatrical productions within the academic year may receive a letter.

Football: A player should have participated in one-half of the quarters of the varsity games or at the coaches discretion, which will be based on special contributions by a player in special areas of competition, *kicking, special teams, etc.).

Basketball: A player should have participated in one-half of the quarters of the varsity games, or at the coaches discretion, which will be based on special contributions by a player in special areas.

Wrestling: A participant must win one-half of the varsity matches to earn a letter, or at the coaches discretion, based on a players contributions to the team at the varsity level.

Baseball & Softball: A player should have participated in one-half of the varsity games to earn a letter. Special contributions of a player shall be considered by the coach and a letter may be issued at the coaches discretion.

Track: One hundred forty (140) points must be earned. Twenty points are awarded for each point won in a meet. Meet points are awarded as follows: five points for first, four points for second, three points for third, two points for fourth, and one point for fifth. Five points are awarded to each member of a winning relay team. Points are doubled during competition at the conference, district, and state meets.

Volleyball: A player should have participated in half of the varsity games.

Swimming: Forty (40) points must be earned in scheduled meets. Points are awarded as follows: 5 pts. for first, 3 pts. for second, 2 pts. for third, 1 pt for fourth. Points won as a member of a relay team are distributed among the relay team members. Points are awarded to relay teams on this basis: 8 pts. for first, 4 pts. for second, 2 pts. for third.

Tennis: Players should have participated in 1/2 of varsity matches.

Soccer: A player should have participated in 1/2 of varsity games to earn a letter. Special contributions of a player shall be considered by the coach and letter may be issued at the coaches discretion.

BOYS COACHING STAFF

V. Football: John Roderique, Head Coach; Dusty Allen, Mike Smith, Darrell Hicks, Richard Correll, Russell Burr
 9th Football: Cole Shewmake, Head Coach
 V. Basketball: David Sherer, Head Coach; Dusty Allen
 9th Basketball: Jeremy Butler, Head Coach
 V. Track: Mike Smith, Head Coach; Darrell Hicks
 V. Wrestling: Brent Divine, Head Coach
 V. Swimming: Shawn Klosterman, Head Coach
 V. Tennis: Drew Gollhofer Head Coach
 V. Golf: Wayne Smith, Head Coach
 V. Baseball: Shawn Mayes, Head Coach; Cole Shewmake
 9th Baseball: Jackson Boyer, Head Coach
 Soccer: Dan Schachtner, Head Coach;
 Cross Country: Justin Beattie, Head Coach

GIRLS COACHING STAFF

V. Basketball: Brad Shorter, Head Coach; Walter Resa
 V. Volleyball: Ronda Moore, Head Coach
 V. Tennis: Kanda Cornell, Head Coach
 V. Track: Jeremy Butler, Head Coach
 V. Swimming: Shawn Klosterman, Head Coach
 V. Cheerleaders: Alicia Mize
 9th Cheerleaders: Melody Lievens
 Chanters: Missy Gronda
 Redettes: Karla Brandenburg
 Softball: Walter Resa, Head Coach; Kathy Harris

Central Ozark Conference:

ISSUANCE AND CARE OF ATHLETIC EQUIPMENT

Players will be informed at the beginning of the season of the responsibility of returning all equipment issued to them. Athletes will be held financially responsible for its replacement of lost equipment.

No athlete will be eligible to participate in any interscholastic athletic event unless he or she has turned in all equipment issued in the last sport in which he or she participated. Grade cards may also be withheld when names are reported to the office staff. It should be emphasized to our athletes that improper use of equipment and facilities causes more rapid deterioration than excessive use. Game or practice uniforms are not to be worn as school clothing unless the Head Coach gives permission for them to be worn on game days.

MEDICAL AND INSURANCE POLICIES

It is required by the MSHSAA that all boys and girls participating in athletic programs secure a physical examination prior to the start of the first practice and show proof of medical insurance coverage. Physical examination forms are provided by the Athletic Director in the Principal's Office. The physical form also provides the insurance questionnaire which should be completed by the athlete's parent or guardian. A MSHSAA bylaw has recently been passed, which requires a parent or guardian signature, permitting a student to participate in athletics. Physical exams are valid for one calendar year from the examination date.

All athletes must provide proof of accidental insurance if they are to be involved in a sport sponsored by the school district. The school district can provide insurance application forms if a student needs this protection. It is the responsibility of the student to make out the application and mail it before he or she is to participate in any practices.

Students whose parents have family medical coverage should fill out a waiver form and turn it in to the head coach of the sport involved. A form is provided on the physical examination.

Parents are requested to sign a waiver on the physical/insurance form. This allows coaches and administrators to secure medical assistance and/or ambulance service, if the parent or guardian cannot be contacted in advance if their son or daughter is injured during practice or a contest. This release is also located on the Physical form and a copy of each form should be present at all away contests. The permanent form should remain in the office files.

PUBLIC NOTICES

WEBB CITY R-7 SCHOOL DISTRICT

No child Left Behind

Dear Parent or guardian:

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

1. Whether the teacher has met state qualification and licensing criteria for the grade-levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. Whether your child is provided services by paraprofessionals and, if so, their qualifications.
4. 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:

1. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part.
2. 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.

Release of Student Information

It is the belief of the Webb City R-7 School District that every effort should be made to protect the safety, security and privacy of all students served. To that end every effort will be made to not disclose personally identifiable information relative any student without authorization from the one authorized to make that decision; a court order or other legal mandate(s).

Certain directory information, however, will be released unless the school district is notified in writing to the contrary:

Names and pictures of students in conjunction with participation in officially recognized activities and sports, information relative to the student's weight, height (in appropriate athletic programs) and grade level, degrees, honors and awards received; the names of parents in conjunction with recognition of student performance, degrees, honors, and awards received.

Additionally, under Section 9528 of the Federal Elementary and Secondary Education Act, student's names, addresses and telephones must be made accessible to a military recruiter and/or institutions of higher education (post-secondary educational institutions) unless the school district is notified to the contrary. Under the Federal Family Rights and Privacy Act, parents may opt out of this requirement. Any parent, or student eighteen years of age or older, may notify the school of their desire to opt out of this requirement such directory information will not be made available to the a military recruiter and/or institutions of higher education (post-secondary educational institutions). Notifications shall state the name of the student, date of student's birth, date submitted and original signature of person making the request.

Standard Complaint Resolution Procedure for improving Americas Schools Act Programs

This complaint resolution procedure applies to all programs administered by the department of Elementary and secondary education under the Goals 2000: Educate America Act and the Improving America's schools act (IASA)

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

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

The written complaint must be filed and the resolution pursued in accordance with local district policy: submitted to the Superintendent of Webb City R-7 School District. If the issue cannot be resolved at the local level, the complaint may file a complaint with the Missouri Department of Education. If there is no evidence that parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file similarly written complaint if they believe state or federal laws or

regulations have been violated, misapplied, or misinterpreted by the Department itself.

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

Surrogate Parent Program

Pursuant to the requirements of state law 162.997-999 RSMO, the state board of education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provisions of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

More information on volunteering to serve as a surrogate parent can be obtained from the District's surrogate parent contact person, Marry Schultz, Director of Special Services at 417-673-6000.

Board Policy #6260

Adopted November 9, 1999

Public Announcement

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, highly mobile children, such as migrant and homeless children, 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 Webb City R-7 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, 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 Webb City R-7 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 Webb City R-7 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 Webb City R-7 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 at 411 N. Madison during regular school hours on days school is in session. For more information call: (417) 673-6000.

This notice will be provided in native languages as appropriate.

Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual

orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

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

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

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

Revision of Policy 2130 Adopted 12-14-0

TARDY LOG
1ST SEMESTER
2009- 2010

STUDENT'S NAME*: _____

**The name that appears here should be the name of the person who owns this planner;
this tardy page may not be used by any other student.*

INSTRUCTIONS: Each time the student is tardy, the teacher will sign and date this log. If all five spaces are filled or if the student loses his or her Student Planner, he or she will be sent to the office for each tardy.

TEACHER'S SIGNATURE	DATE OF TARDY
1.	
2.	
3.	
4.	
5.	

ACTIONS (per semester):
First Office Referral:
All Other Office Referrals:

1 HOUR DETENTION
3 HOURS DETEN

TARDY LOG
2nd SEMESTER
2009-2010

STUDENT'S NAME*: _____

**The name that appears here should be the name of the person who owns this planner; this tardy page may not be used by any other student.*

INSTRUCTIONS: Each time the student is tardy, the teacher will sign and date this log. If all five spaces are filled or if the student loses his or her Student Planner, he or she will be sent to the office for each tardy.

TEACHER'S SIGNATURE	DATE OF TARDY
1.	
2.	
3.	
4.	
5.	

ACTIONS (per semester):
First Office Referral:
All Other Office Referrals:

1 HOUR DETENTION
3 HOURS DETENTION