



2018-2019

JR High / HIGH SCHOOL
STUDENT HANDBOOK

The LumberJax Way

Wright City Schools is inspired by a tradition of excellence, committed to the shared responsibility of preparing students to be lifelong learners, productive workers, and responsible citizens.

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General Information

The Wright City School is an institution fully accredited with the Oklahoma State Department of Education. All credits issued by this school are acceptable in colleges and universities in this country. Any student who graduates from Wright City is entitled to attend any institute of higher learning of this state providing they meet entrance requirements.

Loyalty Statement

The success of the school depends in a large measure upon the loyalty and the spirit of its student body. By loyalty we mean the honor and prestige of our school. Loyalty will cause the student to stop and weigh actions in the light of the influence which they may possibly have on the standing of the school, community, and the state. Nothing can stand in the way of a student body that is determined to make its school mark high in the county, state, and country.

The student who wants his/her school to be first class will uphold their school by mouth and by all deeds at all times. He/she will not permit to go unchallenged a slanderous remark concerning the character of their school. He/she will do the right thing by their school without being told merely because they want to do the right thing. He/she will not require constant watching on the part of the teachers, when out of sight of teachers, will vary little from their conduct in their presence.

Purpose

The forgoing policies and guidelines have been set in place for your convenience and compliance with the hope that students will have a more pleasant school year. Each student should read all policies and become acquainted with the policies so as not to be confused.

Failure of compliance with these policies and rules will result in disciplinary action.

Parents should always feel that they can talk in confidence to their child's teacher, principal, or superintendent about any problem involving their child without fear of reprisal to the child.

ASSESSMENTS – adopted by the Oklahoma State Department of Education

In compliance with Every Student Succeeds Act (ESSA) during Grade 11, all students take the ACT + Writing. The ACT measures proficiency in English Language (ELA), Writing, Mathematics, and Science Reasoning. A separate Science Content Assessment and US History Assessment is also administered during Grade 11.

Students in the 7th Grade take assessments in ELA and Math.

Students in the 8th Grade take assessments in ELA, Math, and Science.

ATTENDANCE POLICY

School attendance and participation in class are important components of the education process. All students are required to be in class every class period.

The following attendance policy have been designed to encourage school attendance:

1. The parent/guardian will assume the responsibility of contacting the school each morning that their child is absent or late. A call or note must explain the reason for being absent or tardy.
2. It is the student's responsibility to ask for their make-up work. The teacher will give the student their make-up work with a specific due date.
3. A student is considered truant when he/she leaves school without permission from an administrator or absent from school without the knowledge and consent of the parent/guardian. Skipping class is also considered truancy.
4. Each teacher and the school secretary will keep an accurate accounting of attendance in every class.
5. Eight (8) absences from any class during a semester may result in "NO CREDIT" for that course, unless exception is granted. A "NC" will be posted and the student will be required to remain in that class for no credit.
6. Upon written request from a parent/guardian, exception to the 8-Day Rule will be considered. Considerations of the exceptions will be based on the following:
Extended illness of the student with a letter from a Doctor stating that the student was unable to attend school: the reason for the absences; the pattern of the absences; and, unavoidable family emergencies.

The Wright City Board of Education will be the final authority when considering exceptions.

Excessive Absences

A letter will be sent by mail from the High School Principal to the parent/guardian advising them that the student is in excess of the law. Students whose parents/guardians have received the letter may be reported to the District of Attorney for judicial proceeding as instructed by *House Bill 1539 effective July 1, 1989.*

Tardies

Tardies are taken seriously. They interrupt the educational process for the tardy student, other students in the class, and the teacher.

A student is tardy when he/she enters the classroom and takes their seat **after the 2nd bell (tardy bell)** which begins that period.

1. Three tardies will merit disciplinary action
2. Three tardies is equal to one absence
3. Teacher will notify the office of all tardies
4. Tardiness of twenty (20) minutes will be considered an absence
5. Teachers will handle disciplinary action on tardies, but may refer student to office.
6. Tardy students must check-in through the office

BELL SCHEDULE

Students are requested not to report to school before 8:00 each morning unless eating breakfast in the cafeteria. The school day ends at 3:20 p.m. This does not include school sponsored extracurricular activities, such as sports or drama.

Students should arrive at school before the 8:20 a.m. bell, allowing time to get books, organize for the morning, and be ready to attend their first period class.

Teachers report at 8:00 a.m. and leave at 3:30 p.m.

1st Period: 8:20 – 9:15

2nd Period: 9:20 – 10:15

3rd Period: 10:20 – 11:15

4th Period: 11:20 – 12:05

5th Period: 12:35 – 1:25

6th Period: 1:30 – 2:20

7th Period: 2:25 – 3:20

BULLYING

Oklahoma Senate Bill 0992 prohibits harassment, intimidation, and bullying of students at school. Wright City Schools will not tolerate any such behavior from students. Any student guilty of bullying will be subject to disciplinary actions.

CAFETERIA

Teachers will see that students do not enter the lunchroom until the proper time.

For the 2018-2019 school year meals are provided free of charge to all students.

All school students are urged to eat in the school cafeteria. Students are expected to conduct themselves in a respectful manner when entering, eating, and leaving the cafeteria. All trash is to be thrown away. The noise in the cafeteria should be held to a minimum.

Students are prohibited from carrying food from the cafeteria.

CELL PHONES and ELECTRONIC DEVICES

Cell phones and electronic devices must be turned off and of sight while on campus. This policy begins, as soon as, a student arrives on campus until 3:20 p.m.

Upon reasonable suspicion, any school personnel shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student for an unauthorized device.

Students found to be using any electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to cheating on tests or examinations shall be subject to disciplinary action and their device will be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency.

Students found to be in possession of an electronic device in violation to the policy shall be subject to disciplinary action. Parents will be required to pick up the student's phone from the High School Office between 3:00 and 4:00 p.m. and the student will be disciplined at the principal's discretion.

CHECK-OUT PROCEDURE

If it becomes necessary for a student to leave during the school day the student must receive permission through the office before checking out.

Students will not be allowed to check out of school before the regularly scheduled dismissal time without permission from the student's parent/guardian.

In cases of student illness every effort will be made to contact a parent/ guardian before allowing the student to check out of school.

A student shall not be dismissed to anyone other than their parent/guardian unless prior written authorization is in the principal's office.

If a student misses 20 minutes of a class period, he/she will be counted absent for that period.

When a student returns to school after checking out through the office, they need to sign back in on the check-out form. This will make sure they are not counted absent for the rest of the day.

CLASS ORGANIZATIONS

Class organizations will meet during the first few weeks of school. Class meetings should be businesslike, following parliamentary procedures. All meetings must be supervised and approved by the sponsors and administration.

CLASSROOMS

Classrooms are expected to stay clean under normal school day activity. Students should always pick up and discard any trash when the class bell rings.

Classrooms should be in order when class is dismissed.

- Desks in proper order
- Floors free of paper
- Loose trash picked up

No student may bring food or drink into the classroom unless otherwise determined by the teacher.

CLOSED CAMPUS

Wright City Schools is a **closed campus**. Students are to remain on the school campus once they arrive at school until the completion of the school day unless they attend the Kiamichi Technology Center, take concurrent college classes, or participate in the school-to-work program.

When a student leaves home for school in the morning, whether he/she walks, rides the bus, gets dropped off, or drives their own vehicle, the school day begins for that student.

As soon as, a student arrives on campus, he/she is to go to the approved area and wait for the first bell to ring. Sitting in a vehicle is not permitted.

No student having once arrived at school may leave the school premises at any time during the day without first receiving permission from the principal's office.

COMPLAINT or CONCERN

An appointment with the teacher concerned should be scheduled in advance through the office. At no time should an appointment be made during the time the teacher has a scheduled class period.

If an adjustment, an explanation, or an understanding that involves a teacher is sought, the problem should first be presented to that teacher and then if not satisfactorily solved, then to the principal, then lastly the superintendent.

If a person has a complaint to lodge against a member of the school personnel it is expected that the complaint should come either through the principal's office or the superintendent's office.

COURTESY

A little courtesy goes a long way. It brightens hearts, wins and keeps friends, and costs nothing. It is rewarding to be courteous to everyone. It is much easier to be nice than to be insulting, ugly or rude.

DETENTION POLICY

It is the intention of Wright City Schools to maintain a good environment in which students can excel in their academic pursuits. Students who violate school rules or in any way disrupt the smooth functions of the academic community must be dealt with accordingly. Suspension is a last resort action; therefore, detention has been provided for those students who do not abide by the rules and policies of the school.

1. Detention will be set up and carried out during lunch
 - a. Failure to report to detention will result in a doubling of time
 - b. If a student is late for detention time will be doubled
 - c. If a student fails to attend or is late again after their time has doubled, the student may be suspended or an alternate punishment administered

DISCIPLINE POLICY

One of the most important factors of a good school system is fair and constant discipline. A poorly disciplined school is a failure. We shall enforce good common sense discipline throughout the year, beginning with the first day of school.

There will be little need for rules and penalties if students remember that they are citizens of a school community and have duties, as well as, rights.

Discipline files will be kept on each student. Continued problems could result in expulsion from school.

When behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

The teacher of a child attending a public school has the same rights as a parent/guardian to control discipline while the child is in attendance or in transit to or from school or while participating in any school function authorized by the school district. Each student shall be treated in a fair and equitable manner.

Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. Student's attitude
2. Seriousness of the offense
3. Effect of the offense on other students
4. Whether the offense is physically or mentally injurious to other people
5. Whether the incident is isolated or habitual behavior
6. Other circumstances which may be appropriately considered

All members of society need to operate within certain standards of behavior and are generally a matter of common sense. The following examples of behavior are not acceptable in society generally and in a school environment particularly:

- 1 Unexcused lateness to class or school
- 2 Skipping class
- 3 Leaving school without permission
- 4 Refusing detention/ISD
- 5 Smoking
- 6 Truancy
- 7 Possessing or using alcoholic beverages or other mood-altering chemicals
- 8 Stealing
- 9 Forgery, fraud, or embezzlement
- 10 Assault, physical, and/or verbal
- 11 Fighting
- 12 Possession of weapon
- 13 Distributing obscene material/literature
- 14 Destroying/defacing school property

The involvement of a student in the types of behavior listed above will generally require remedial or corrective action. These examples are intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior.

Nothing in the discipline policy shall be construed to deny the student's right to fair and orderly hearing, appeals, counsel, and the due process in cases which may end in suspension or expulsion.

The policy shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case.

Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by a situation not covered in the disciplinary action policy.

In considering alternatives for disciplinary actions the faculty/administration of the school district will consider the alternatives listed below:

- 1 Conference with student
- 2 Conference with parent/guardian
- 3 Alternative school placement
- 4 In-School Detention (ISD)
- 5 Lunch Detention
- 6 Referral to counselor
- 7 Behavioral Contract
- 8 Changing the student's seat assignment or class assignment
- 9 Requiring a student to make financial restitution for damaged property
- 10 Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- 11 Restrictions of privileges
- 12 Corporal Punishment
- 13 Involvement of the local authorities
- 14 Referring student to appropriate social agency
- 15 Suspension
- 16 Expulsion
- 17 Other appropriate disciplinary action as required and as indicated by the circumstances

However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Wright City Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

Discipline Policy Notification

Parents/guardians and students residing in the Wright City School District shall be notified at the beginning of each school year that such policy is in effect. A copy of this policy will be made available to parents/guardians upon request at any time during the school year. Parents/guardians and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no expectation of privacy rights towards school officials in school lockers, desk, and other school property. School personnel shall be necessary for such search.

Teachers, parents/guardian, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

DISTURBANCES of CLASSES

Students are not to be in the halls during regularly scheduled class periods. Students wishing to speak to another student in a different class during a regularly scheduled class period must have a written note from the office.

Teachers are required to retain students in classrooms until the designated time to dismiss class.

DOCTOR'S APPOINTMENTS

Appointments should be made after school if at all possible. Students are expected to come to school before and after their appointment, if time permits.

While there are no excused absences, a doctor's note will be considered in determining an exception to the eight-day rule.

If a student is an expectant mother an exception is made for delivery and recovery. If needed two weeks for normal delivery and three weeks for Cesarean delivery will be available to the mother.

DRESS CODE

Students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted.

To maintain a setting that is most conducive to the educational process it is necessary to establish minimal standards of dress. Students are expected to dress in a manner that is appropriate for school and school activities.

The following is appropriate attire for both male and female students:

- 1 No sunglasses in the building unless prescription. A copy of the doctor's prescription for that eye wear should be located in the student's permanent file.
- 2 Caps, hats or other head gear (male and female) are not allowed in any building on campus during school hours and only in the gyms after school hours while attending athletic events.
- 3 Bare feet and house shoes are not allowed. Shoes are required at all times.
- 4 Clothing designed to be worn as undergarments and pajamas are not permitted.
- 5 Shirts must have a neckline that shows no cleavage. **No see through clothing will be allowed.**
- 6 Tank tops or sleeveless shirts are not permitted for male students.

- 7 Female student tops must be at least a dollar bill width on the shoulder and no part of an undergarment seen.
- 8 Shirts must cover the top of the student's pants, shorts, or skirt so that when the student reaches above their head their bare midriff does not show.
- 9 Any apparel worn by students that directly or indirectly pictures names, mentions, or insinuates alcohol, tobacco, drugs, or sex. Profanity, gang symbols, or inappropriate expressions will not be allowed.
- 10 Pants and jeans with holes are permitted as long as the holes are not above mid-thigh or fingertip length.
- 11 All shorts, skirts, and dresses should be fingertip length or mid-thigh.
- 12 Pajama pants and spandex shorts will not be allowed.
- 13 Writing on the seat of pants will not be allowed.
- 14 Leggings, tights, jeggings, and yoga pants will be permitted as **long as tops cover the majority of the bottom.**
- 15 Athletic/cheerleader shorts are allowed if compression shorts/sliders are worn underneath to meet the dress code.
- 16 All clothing will be worn in an appropriate manner at a level that does not expose undergarments; the practice of "sagging" will not be allowed. When a student's pants are too loose a belt should be worn.
- 17 No visible body piercing with the exception of the ear and nose is allowed (any adornment that is a distraction to others or presents a safety concern will not be allowed).
- 18 No eye altering contact lenses will be allowed.
- 19 Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate will not be allowed.
- 20 Specific dress up days will be allowed in order to promote school spirit (dress code guidelines will still apply).

Athletes please refer to the "Athletic Handbook" for athletic guidelines.

If a student's dress or grooming is objectionable under the above provisions the principal shall request the student make appropriate corrections. If the student declines, the principal shall notify the student's parent/guardian and request that the student make the necessary correction. If both the student and parent/guardian refuse the principal shall take appropriate disciplinary action.

A student who violates provisions of the dress code and refuses to correct the violation may be subject to disciplinary action. In extreme cases students may be suspended until the violation is corrected.

Final authority on any dress code matter of policy will be at the discretion of the building principal or superintendent.

DRILLS

Periodic drills are required by State Law.

Fire Alarm

- The building alarm system will sound
- Use exit as posted in classrooms
- Move quickly and quietly
- Keep with your class, your teacher will take a role call
- Stay at least 50 feet for buildings
- Do not return until the proper signal of 3 long bells

Tornado Drill

- 3 bell blasts, pause, 3 long bell blasts
- Follow teacher and go to the designated area

Lockdown

- An alert will be announced via the intercom
- One long bell blast will signal “all clear”
- Follow instructions and remain in the classroom until the “all clear” is given

DRIVER'S LICENSE

According to Oklahoma Law, any person under the age of eighteen years wishing to apply for a driver's license or permit must be regularly attending school and successfully reading at the eighth grade level. Wright City School uses the OSTP grade 8 ELA test results for the reading requirement to determine if students are reading at the eighth grade level. Alternate testing for those who have not taken or did not pass the Grade 8 OSTP is available.

DRUG POLICY

The following is the procedure for dealing with students suspected of being under the influence of intoxicating beverages, alcoholic beverages, or a controlled dangerous substance.

The procedure for reporting and dealing with students suspected of being under the influence of any of above is as follows:

1. Immediately report to the Principal in your building
2. Remove student to the Principal's Office as quickly and quietly as possible
3. Principal will call in Counselor or other witness
4. No diagnosis will be made, but it will be determined if other action is needed at this time
5. Parent/guardian will be called if it appears there is justification
6. The family doctor or County Health Nurse may be called in
7. A search may be instituted
8. If it is determined that the student is under the influence of a drug or alcohol or dangerous drug or alcohol is found on their person appropriate action will be taken by the school
9. Law enforcement may be notified. Any student found to be in possession of controlled dangerous substance (drugs or alcohol) while on school premises or while in transit to or from school or involved in any school related activity will be dealt with in an appropriate manner.

ENROLLMENT

All students will pre-enroll in the spring of each year. The counselor helps assist students in planning their class schedules and mapping graduation requirements. Classes may be dropped or added the first two weeks of each semester if approved by the counselor.

EQUAL EDUCATION OPPORTUNITY POLICY

Wright City Schools in compliance with Title VI of the civil Rights Act of 1964 and Title IX of the Education Amendment of 1972 does not discriminate on the basis of race, color, national origin, sex, qualified handicap or disability in any of its policies, practices, or procedures. This provision includes, but not limited to admissions and educational services.

NOTIFICATION of RIGHTS UNDER FERPA for ELEMENTARY and SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students the over 18 years of age (“eligible students”) certain rights with respect to the student’s educational record. They are:

- 1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected.*
- 2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to the hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.*
- 3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement) a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his/her task. A School Official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request the District discloses educational records without consent to school officials of another school district in which a student seek or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states it in its annual notification that it intends to forward records on request)*
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District complies with the requirements of FERPA. The name and address of the Office that administrates FERPA is:*

Family Policy Compliance Office
United States Department of Education
600 Independence Ave, SW
Washington D.C, 20202-4605

FIGHTING

Student Fighting Definition: Any altercation involving two or more students that results in physical or verbal assault or creates a significant disruption to other students or the school day in general could be considered fighting.

GRADUATION REQUIREMENTS

College Preparatory Graduation Requirements

Units or Sets of Competencies

4 English Units: Grammar, Composition, Literature, or any English course approved for college admission requirements

3 Laboratory Science Units: Limited to Biology, Chemistry, Physics, or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements

3 Mathematics Units: Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements

3 History and Citizenship Skills Units: including **(1)** U.S. History required, **(1/2)** Oklahoma History and **(1/2)** Government required, and **(2)** units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture

1 Unit of the Same Foreign Language or Non-English Language or 2 Units of Computer Technology: approved for college admission requirements whether taught at high school or technology center, including Computer Programming, Hardware, and Business Computer Applications

1 Additional Unit Selected From Any of the Above: or career and technology education courses approved for college admission requirements

1 Unit or Set of Competencies of Fine Arts: such as Music, Art, Drama, Intro to Ag Communication, or Music Appreciation

The local School Board's graduation requirements may exceed the state graduation requirement of 23 Units. In order to receive a High School Diploma from Wright City High School the student must earn at least 25 Units of Academic Work and meet state requirements. In the case where a student transfers from another school using a different standard for course credit, the administration will determine student's needs for graduation.

State Core Graduation Requirements

Units or Sets of Competencies

4 Language Art Units: (1) Grammar and Composition and (3) which may include, but are not limited to: American Literature, English, Literature, World Literature, Advanced English Courses, or other English Courses with content and/or rigor equal to or above grammar and composition.

3 Science Units: (1) Biology or Biology I taught in a contextual methodology, and (2) courses from the following: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Astronomy, Applied Biology/Chemistry, Applied Physics, Principals of Technology, qualified Agricultural Education courses, and approved contextual science courses taught at a technology center

3 Mathematics Units: (1) Algebra I or Algebra I taught in a contextual methodology, and (2) which may include but not limited to: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra, or contextual mathematics courses which enhance technology preparation.

3 Social Studies Units: (1) United States History, (1/2 to 1) Oklahoma History, (1/2 to 1) which may include, but are not limited to: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United State Government, and Oklahoma History.

1 Art Unit: (1) unit which may include, but not limited to Music, Art, Drama, Intro to Ag Communication, or Speech

1 Unit of Computer Technology/World Language

Additional Graduation Requirements

Passport to Personal Financial Literacy: In order to graduate, students shall fulfill the requirements for a Personal Financial Literacy Passport during Grades 7 – 12.

CPR/AED Requirements: All students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator (AED) at least once between Grade 9 and Graduation.

High School Valedictorian and Salutatorian Selection

Valedictorian: Any graduating senior who has achieved 196 or more grade points by the end of the seventh semester (January of the senior year). Points are earned by taking a

combination of honors, concurrent, and regular classes. Honors and concurrent classes are based on a 5-Point Scale and regular classes on 4-Point Scale.

Salutatorian: The graduating senior who has achieved the next highest grade point below Valedictorian

Requirements

1. A student must be enrolled at Wright City High School a minimum of 1 semester before the completion of the seventh semester.
2. Credits toward Valedictorian/Salutatorian must be taken in the first seven semesters; however, if a student drops an honors class during the second semester of the senior year that student will not be considered for the honor of Valedictorian/Salutatorian.
3. Honors graduates must have at least a 3.5 GPA beginning with 2021 Graduates.
4. Honor graduates in 2019 and 2020 must score at least a 20 on the ACT. Beginning with 2021 graduates, an honor graduate must earn a "Proficient" score based on the Oklahoma State Department of Education's ACT OPI score.
5. ACT scores must be achieved at or before the December Test Date of the senior year. The student must provide the ACT Score by January of the senior year.

5-Point Scale

A = 5 Points

B = 4 Points

C = 3 Points

D = 2 Points

4-Point Scale

A = 4 Points

B = 3 Points

C = 1 Point

D = 1 Point

Honors Classes

Anatomy

Anatomy II

Chemistry

AP Biology

Trigonometry

Pre-Calculus

AP Courses taken at KTC

Concurrent Enrollment: After completion of the sophomore year a student may enroll in college if they meet criteria. Contact the school counselor for this information.

Jr High Valedictorian and Salutatorian Selection

Valedictorian: Any gradating eighth grader who has achieved eighty four (84) of more grade points at the end of the third semester (January of the eighth grade year). Points are earned by taking honors classes based on the 5-Point Scale and regular classes based on a 4-Point Scale.

Salutatorian: The graduating eighth grader who has achieved the next highest point below the valedictorian.

To be considered for the Valedictorian or Salutatorian honor a student must be enrolled at Wright City Junior High School a minimum of three consecutive nine-week terms before the completion of the third semester.

Honors Classes

Algebra I and Physical Science

Some years due to scheduling conflicts, Honor classes may not be available. Students must also score "Proficient" on Grade 7 OSTP assessments to be considered for Grade 8 honor classes.

5-Point Scale

A = 5 Points

B = 4 Points

C = 3 Points

D = 2 Points

F = 0 Points

4-Point Scale

A = 4 Points

B = 3 Points

C = 2 Point

D = 1 Point

F = 0 Points

Note: If no student achieves the eighty four grade points the student achieving the highest GPA will be Valedictorian and the one achieving the second highest GPA will be Salutatorian.

Honor Roll

Superintendent's Honor Roll: Student has received all A's in all subject

Principal's Honor Roll: Student has received A's and B's in all subjects

The honor rolls will be published at the end of each nine-week period.

GUIDANCE and COUNSELING

Wright City Schools is committed to providing a comprehensive counseling and guidance program to assist students. The counseling and guidance program helps students with scheduling, pre-enrollment, understanding and selecting core curriculum vs college prep curriculum, ACT information and registration, enrolling in college, applying, for scholarships, registering for OKPromise, testing, and individual counseling.

Our goal is to implement a proactive program that supports student's achievement in the areas of academic, career, personal, and social development.

HARASSMENT

1: Harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school sponsored activities and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

2: Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice, or have the effect of insulting or stigmatizing an individual. Harassment includes, but not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

3: As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation and bullying include, but not limited to, a gesture, electronic communication, and a written, verbal, or physical act. Such behavior is specifically prohibited.

4: Harassment set forth above may include, but not limited to the following:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of demeaning nature
- Implied or explicit threats concerning one’s grades, achievements, etc.
- Demeaning jokes, stories, or activities directed at the students
- Unwelcome physical contact

IN SCHOOL DETENTION (ISD)

ISD is intended to be a last step before out of school suspension for disruptive behavior or other disciplinary infractions. Disruption while in ISD will result in immediate out of school suspension.

Students who are assigned ISD will report to the assigned office immediately upon reaching campus. Breakfast will be provided to the student if desired. Students will remain in ISD throughout the school day. Lunch will be provided to the student.

While assigned to ISD the student will be expected to complete all regular assignments provided to that student by their normal classroom teachers. Failure to complete assignments may result in a zero credit for those assignments or additional days of ISD will be added.

Students assigned to ISD will not be allowed to participate in any sport of extracurricular activity during the ISD assignment.

Assignment to ISD will be at the discretion of the building principal.

LIBRARY MEDIA CENTER

The media center operates on flexible scheduling, which allows students to go to the library whenever they need to and it is permissible with their teacher.

Students are allowed to check out two books at once. Reference materials may be checked out overnight. All other media materials for one week. All material may be rechecked if more time is needed.

Books damaged beyond reasonable wear or lost must be paid for.

Overdue notices will be sent out each week and at the end of each nine weeks. Students with overdue books will not receive their report card until a clearance notice is received from the librarian.

LOCKERS

Students are encouraged to purchase locks and to keep lockers locked when not in use. Lockers are loaned to students during the school year, but remain property of the school and may be inspected periodically to insure that they are being properly cared for and that contents are in no way harmful to the owners, other students, school employees, or to the school building. If at the end of the school year the locker has not been maintained in good condition a maintenance fee will be assessed.

The following locker rules should be followed:

1. All lockers should be cleaned our weekly.
2. Under no circumstances should a student tamper with another student's locker.
3. Students should remain quiet while at lockers.
4. Do not bang or kick lockers to shut.
5. Students are not allowed to change lockers unless special permission if given by the principal.

LOST and STOLEN ARTICLES

Wright City Public Schools will not be responsible for lost or stolen articles of students. Wright City Public Schools furnishes athletic and school lockers, but it is up to the student to secure the locker with their own lock. Anything of value should not be brought to school and left unattended. Items should not be left overnight. The school will not take the responsibility of replacing lost or stolen articles. However, we will help the student in any way to recover lost or stolen articles.

MEDICAL POLICY

If it is necessary for a student to bring medicine to school, he/she must bring the medicine to the office. Instructions for dispensing should accompany the medicine.

Tylenol will be dispensed by the office only when the following requirements are met:

1. A form giving parental permission is on file
2. It is an absolutely necessary situation

Also we request that a Medical Consent Release form be signed by a parent so that in case of an emergency and a family member is not available and the school will be able to seek emergency treatment.

MENINGOCOCCAL DISEASE

What is meningococcal disease? It is a disease caused by the bacteria *Neisseria meningitides* also called meningococcus. This bacteria can infect the blood causing septicemia. It can also infect the covering of the brain and spinal cord causing meningitis.

How is this disease spread? Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected individual.

Who is at risk getting the disease? Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dorms or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

What are the symptoms? Ten percent or more of people are thought to be carrying *Neisseria meningitides* in their nose and throat without being ill, which is called asymptomatic carriage. Of these people about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococemia disease. As described above some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a health care provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear? The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment? Antibiotics, such as penicillin or cephalosporin such as ceftriaxone are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment? When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth to mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitides*.

MOMENT OF SILENCE

Each school site shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

OFFICE

Students are not to come to the office unless on business. If a student has a problem he/she should feel free to come to the office for a conference. Students are never to be behind the desk unless they are a Learn/Serve office assistant.

PARENT – TEACHER CONFERENCE

All parents are encouraged to take part in their child's education. All parents are welcome to call or visit any time. All visitors must first report to the principal's office before going to the other parts of the building.

For a conference with teachers, appointments are necessary as not to take the teachers from their educational duties.

PROM

The prom/banquet is given by the Junior Class to honor the graduating Senior Class. Attendance is limited to the Junior and Senior Classes and their guests, faculty, school board members, and special invited guests.

Appropriate dress for the prom/banquet is required.

Prom/Banquet is by invitation only. For those students who invite a guest that is not a student of the Wright City Junior or Senior Class.

All students who plan to attend the prom/banquet must sign in a week prior in the principal's office. All guests are subject to approval by the principal. Exceptions will be reviewed on a case by case basis.

REPORT CARDS and GRADING SCALE

Report cards will be issued the following week after a nine weeks period. They are to be taken home and carefully observed by the parents. Some teachers may require report cards to be signed by the parent and returned to school. We welcome your response to these report cards and hope that you will take advantage of our parent – teacher conferences and/or schedule additional conferences if needed.

Also beginning this year you may view your child's grades, schedule, and reports online through *InformationNOW*, a portal found on our school website at www.wcisd.org.

Grading Scale

A = 100 – 90 (Superior)

B = 89 – 80 (Above Average)

C = 79 – 70 (Average)

D = 69 – 60 (Below Average but Passing)

F = 59 – 50 (Failure)

I = Incomplete (Indicates incomplete work and will be changed to a grade if work is completed within time limits; time limits vary with the situation; work not completed within time limit will be changed to a F)

RESTROOMS

Restrooms have been placed in the buildings for your convenience and each and every student is expected to take pride in helping keep them neat and clean. This applies to the dressing rooms in the gymnasium also. Students should never deface or destroy school property. Students will not be permitted to loiter in the restrooms. Toilet paper and paper

towels should and paper towels should not be wasted. Take care of the restrooms like they are yours.

SCHOOL BUS RIDER PORCEDURES and RULES

The rules are established to help insure the safety of all students riding the school bus. All students are expected to be acquainted with and follow the rules and bus procedures at all times.

The driver is an official and has the same authority over students as a teacher.

Prior To Loading:

- 1) Be on time at the designated bus stop
- 2) Stay off the road at all times while waiting for the bus
- 3) Bus riders should conduct themselves in a safe manner while waiting
- 4) Wait until the comes to a complete stop before attempting to enter
- 5) Be careful in approaching bus stops
- 6) Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop

While On The Bus:

- 1) Keep hands and head inside the bus at all times
- 2) Assist in keeping the bus safe and sanitary
- 3) Remember that loud talking, laughing or unnecessary noise diverts the driver's attention and may result in a serious accident
- 4) Treat bus equipment as you would valuable furniture in your own house; Damage to seats, etc. must be paid for by the offender
- 5) Bus riders should never tamper with the bus or any of its equipment
- 6) Don't leave anything on the bus
- 7) Keep all belongings out of the bus aisles
- 8) Do not throw anything out the bus windows
- 9) Help look after the safety and comfort of younger children
- 10) Bus riders are not permitted to leave their seats while the bus is in motion
- 11) Horseplay is not permitted around or on the bus

- 12) Bus riders are expected to be courteous to fellow students, bus driver, and the patrol officers or driver's assistant
- 13) Keep absolute quiet when approaching a railroad crossing
- 14) In case of a road emergency students are to remain on the bus
- 15) The use of tobacco in any form is not permitted
- 16) Dirty or unacceptable language will not be tolerated on the bus

Unloading:

- 1) When crossing the road go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal then cross the road.
- 2) Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- 3) Help look after the safety and comfort younger students.
- 4) The driver will not discharge riders at places other than the regular bus stop, except after receiving proper authorization from the parent or school official.

Extracurricular Trips:

- 1) The above procedures and rules apply on any trip under the school sponsorship.
- 2) Buses need to have all trashed picked up before students leave the bus.

Disciplinary Action:

- 1) When the conduct of a student conflicts with the rules of the bus driver and Wright City Schools a conduct report will be forwarded to the building principal by the bus driver or person in charge of the bus.
- 2) One copy of the discipline report will be filed in the principal's office.
- 3) When one of these reports is filed the student will receive strict discipline from the building principal depending on severity or number of previous reports.
- 4) A student may receive punishment; such as detention, corporal punishment, suspension of bus privileges, and/or combination of the above.
- 5) Disciplinary action and more Bus Riders and Drivers Information is contained in the "*Rules and Regulations for Safe Pupil Transportation*".

SCHOOL CLOSING

In the event of severe weather or mechanical breakdown the school may be closed or the starting time delayed. School closing, delayed starting times, or early dismissals will be announced over the local radio station, by notification via the Wright City School App, and on the school website, www.wcisd.org.

If no report is heard it can be assumed that school will be in session. Please refrain from calling the school if at all possible.

SCHOOL GROUNDS

Appearance of our campus is very important. We want to live and work in a clean environment, therefore we should strive to put all litter in its proper place. When a visitor enters our campus it leaves a better impression of our school and student body.

SEARCH of STUDENTS

Students shall not have any reasonable expectation of privacy towards school administration or teachers in the contents of a school locker, desk, and other areas of school facilities that may be opened and examined by school officials at any time and no reason shall be necessary for such search.

The Wright City Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, the Superintendent or Principal of any student in school in the State of Oklahoma, or any teacher or security personnel shall have the authority to detain and authorize the search of any student or students on any school ground, premises, or while in transit under the authority of the school or any function sponsored by the school, for dangerous weapons or controlled substances such as illegal drug. (*Section 367.p.196, School Laws of Oklahoma*)

STUDENT CONDUCT

Students are expected to conduct themselves as ladies and gentleman at all times and shall adhere to all rules, regulations, and policies formulated by the School Administration and the School Board. A good attitude towards teachers, staff, and fellow students will make the school year enjoyable for all. Courtesy and good manners should be the key to a student's conduct at school.

- 1) Students will at all times address their teacher by their last name preceded by Miss, Mrs., Mr.
- 2) Students should never be guilty of dishonesty in homework, cheating, or defacing or destroying school property.
- 3) Students should always be planning, organizing, and executing for the wholesome influence of the school
- 4) Students should always strive to improve their personal appearance, language, and personality.
- 5) Students are not permitted to loiter in the halls; *everyone is requested to keep to the right when passing through the halls; running, pushing, yelling, or disorderly conduct in the halls or classroom is considered bad manners; a student may be brought or sent to the office at any time for misconduct.*
- 6) Students will be expected to conduct themselves in a manner beyond reproach at all times; hugging, kissing; and any other physical forms of affection will not be allowed.

- 7) The following are specific examples of unacceptable behavior which are subject to disciplinary action; which are subject to disciplinary actions including ISD, detention, corporal punishment, suspension, or expulsion from school:
- a. Open or persistent defiance of authority
 - b. Showing disrespect
 - c. Damaging, vandalizing, cutting, defacing, or destroying personal or school property
 - d. Assaulting, battering, inflicting bodily injury on, fighting with another person
 - e. Creating or attempting to create a disturbance
 - f. Leaving school grounds or activities at unauthorized times without permission
 - g. Engaging in conduct which endangers or jeopardizes the safety of others
 - h. Excessive tardies and absences
 - i. Willful disobedience, profanity, or vulgarity, which includes language, expression, or gestures
 - j. Disorderly conduct in halls or classrooms or intentionally blocking or loitering in the corridors of hallways
 - k. Cheating and dishonesty in classwork and homework
 - l. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use, possess, and/or hide any type of weapon which includes, but is not limited to: guns, rifles, pistols, shotguns, any devices which throws, discharges, or fires objects, bullets or shells; knives, explosive or incendiary devices including fireworks; hand chins, metal/plastic knuckles, razors, or any object that is used as a weapon or weapon
 - m. Selling, possessing, using, consuming, transferring, distributing, offering, bartering, or under the influence of a narcotic or dangerous prescription or non-prescription drug including, but not limited to marijuana, LSD, heroin, counterfeit drug, meth, cocaine, and barbiturates, or non-narcotic intoxicants, such as glue, u –prescribed cough medicine, gasoline, beer, or any type or form of intoxicating liquor or alcoholic beverage, or low point beer as defined by State Law (counterfeit drug is defined as any substance which is represented as a drug, even if the substance is not what it is represented to be).
 - n. Selling, Possessing, using, transferring, distributing, bartering any drug paraphernalia which includes electronic smoking devices whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or any other product name.
 - o. Verbally stating and/or preparing, publishing, or distributing statements of a violent or threatening nature, which if carried out result in harm to another person or damage to property.
 - p. Engaging in stealing, extortion, arson, immoral behavior, forgery, and possession of stolen property.
 - q. Electronic communication, whether or not the communication originated at school or with school equipment, if the communication is specifically directed at students or school. personnel and concerns harassment, intimidation, or bullying

- r. Any violation of state or local ordinance on school property.

The above list is not a complete representation of prohibited behavior. Violation of any statute, city ordinance, or any other act, whether or not such action by the student occurred during school hours, on school grounds, or any school sponsored activity which determined to adversely affect normal operations of the school or any school sponsored activity or represents a clear and present danger or adversely affects or poses a threat to the physical or emotional safety and well-being of the school, its vehicle, students, employees, Board of Education, or disrupts school operations is strictly prohibited.

STUDENT RECORDS

Student records are confidential and within certain exceptions as provide by law, information therein will be revealed only with the consent of or upon notice to the student's parents. The official records of a student may upon filing of written request be inspected by the student's parents who may also challenge the content of the records. The rights of the parents become the rights of the student when the student attains the age of eighteen (18) years or older. No student transcript will be sent until a written release form is filed by the parent, guardian, or prior student who is eighteen (18) years or older. The following forms may be obtained from either the office of the superintendent or principal:

- Non-parental request
- Consent for release
- Parent/guardian request

The school requires that information that is no longer needed after five years to provide educational services to the child must be destroyed at the request of parents (except that student's name, grade level completed, and year completed may be maintained without the time limitations).

TELEPHONES

All school telephones are for school business only. In case of an emergency a student will report to the office. Students will not be called from classes to answer phone calls except in case of an emergency. Parents/guardians are asked to refrain from making unnecessary calls during school hours.

TEXTBOOKS and EQUIPMENT

Textbooks are property of the school and are loaned to students. They must be carefully cared for. Likewise the abuse of any other school equipment or property may be charged against the student causing damage. Students are required to write their names in ink in the proper place of each of their textbooks.

USE OF TOBACCO

There is to be no use of, or possession of tobacco by students in any school building, on campus, school bus, or at any school activity. A violation of this regulation could result in disciplinary action assigned at the principal's discretion.

VEHICLES and MOTORCYCLES

Students are permitted to drive to school. Driving between class breaks will not be allowed unless authorized by the administration. Driving is a privilege. Students who drive in a manner considered dangerous or unsafe by the school administration may have their privilege suspended or cancelled. Students will not be permitted to sit in or on parked vehicles on school premises. Only properly licensed drivers will be allowed to drive to school.

Upon arrival to school the student must park in the designated student parking area and go directly to the designated waiting area. Students may not return to a vehicle for books, etc. without permission from administration. Driving around campus and picking up other students will not be permitted, especially at lunch.

The movement of vehicles around school creates a hazardous condition with the presence of small children on campus. The driving area directly between the busses and the high school gym is an extremely dangerous area due to the movement of students throughout the day so everyone must be extremely vigilant.

WEAPONS FREE SCHOOLS

It is the policy of the Wright City School District to comply with the Gun-Free Schools Act.

Any student in this school district who uses, possesses, transfers possession of, or aids, accompanies, or assists another student to use or possess, and/or hide any type of weapon, which includes, but is not limited to: guns, rifles, pistols, shotguns, or any device which throws, discharges, or fires projectiles, objects, bullets, or shells, whether loaded or unloaded; knives, explosive or incendiary devices, including fireworks, hand chains, metal or plastic knuckles, razors, or any object that is used as a weapon or dangerous instrument or any facsimile or look-alike weapon or any device intended by its nature to cause property damaged, harm or endanger the life, health or safety of others is in violation of school policy.

Any student who violates this policy at any school sponsored event or in or upon any school property including school transportation or school sponsored transportation may be suspended from school for up to one full calendar year. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's record of violations, if any.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individual with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in any authorized extracurricular activity, team, or class involving the use of firearms, archery equipment, and pocket knives.

The superintendent or designee may modify the provisions of this policy on a case by case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Reference 18 U.S.C. 921

21 O.S. 1280.1

WITHDRAWAL

Students moving/transferring schools must check out through the office so grades can be forwarded to the next school. After following this procedure, students will be given a form of clearance from Wright City School.

