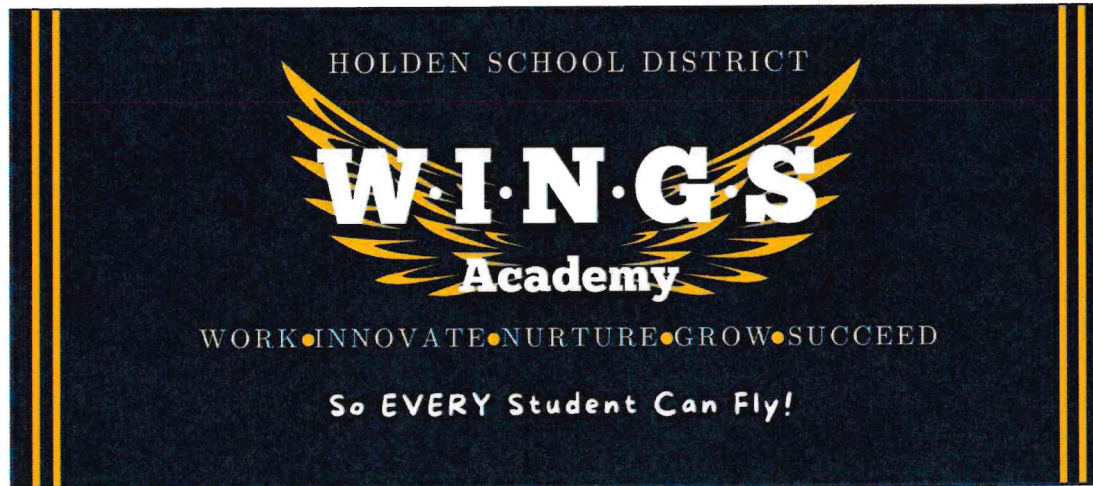


# W.I.N.G.S ACADEMY HANDBOOK

1901 S. Main Street Holden, MO 64040 Phone: (816) 850-4444 Ext. 7002



## STUDENT/PARENT HANDBOOK

2024-2025



### **Mission**

At WINGS Academy, we envision high school education as a transformative experience, empowering students to cultivate independent learning and prepare for the real world. Our mission is to provide a nurturing environment where students are encouraged to foster a sense of social responsibility. Through personalized learning pathways, experiential opportunities, and a supportive community, we aim to equip each student with the knowledge, skills, and confidence to thrive personally, and professionally.

### **General Information**

This program is designed to provide an alternative presentation of coursework and work experience to provide an additional path to graduation. Students who attend the program will work on an individualized success plan focusing on academic achievement, attendance, and positive life skills to graduate with a Holden High School WINGS Academy Diploma.

### **Graduation and Diploma Requirements**

The student will complete the state minimum for core classes plus electives based on work-based learning and community service hours. Number of elective credits will be based on the student's expected graduation date, where he/she transferred from, and number of credits being transferred. For a student to receive an Academy diploma, he or she must first complete the required hybrid instruction (computerized and in-person), complete work-based learning, community service requirements, and complete all career readiness requirements.

Students who have met the Academy requirements will be able to attend Holden's graduation ceremony and receive their diplomas. The diploma will officially be referred to as a "Holden Diploma" with a WINGS Academy designation.

### **Criteria of Edgenuity Progression**

Students will work on two classes at a time. Once a class has been completed, the student will begin another class to earn credit.

Students will set goals with the classroom teacher. If students are not meeting goals, then students will be on academic probation. Students on academic probation will be required to have adjusted seat-time hours to meet their credit needs. Once a student meets the "criteria of progression", they will be removed from academic probation. If a student is placed on academic probation again, appropriate and necessary consequences will be given using the "three-strike" criteria.

### **Grading**

Students working on Edgenuity will complete competency-based courses to earn credit and recover any previous unearned credit. Students will be required to complete any state-required courses and testing while enrolled. Students must pass each objective using the "160 rule" where a student's progress and score must equal 160 to pass. Progress reports will be provided at the same time as Holden High School.

### ***Required Academic Credits***

Subject	Credits	
Communication Arts	4	1 in-person credit for English 1
Mathematics	3	1 in-person credit for Algebra 1
Science	3	1 in-person credit for Biology
Social Studies	3	1 in-person credit for Government
Fine Arts	1	*Varies
Practical Arts	1	*Varies
Personal Finance	0.5	*Varies
Health	0.5	*Varies
Physical Education	1	*Varies
Electives	7	*Varies; Can be earned through "work-based learning"
<b>Total Minimum</b>	<b>24</b>	

\*Students will earn credits through a hybrid approach that meets the needs of the student.

### ***Work Release***

Students will earn ½ elective credit for each 90 hours that are documented. \*Students must be employed to participate in the WINGS Program and work a minimum of 20 hours per week. Students will be required to turn in pay stubs (weekly or biweekly). A maximum of four work-study elective credits (2 credits per semester) may be earned during the school year. One can be earned during the summer. Once a student has completed the core academic requirements, he/she will be placed on full-time work release and will not be required to report to school daily. Full-time work release students will be required to report monthly for check-in(s) and also to turn in pay stubs showing a continued work schedule of at least 20 hours/ week.

\*Any student who does not have active employment will be required to be on an 8:00 am-3:25 pm schedule to maintain "full-time" student status. These students will complete service hours for credit, similar to the students receiving work hours for credit.

### ***Community Service***

All students enrolled in the WINGS Program will complete a minimum of six community service hours each academic semester. Students will be given opportunities to be awarded community service through the Academy system but may be required to acquire hours on their own. Students will earn ½ an elective credit for the 12 hours of community service provided by the Academy and completion of a "Civic Responsibility" course.



### ***Career Readiness***

Students will be required to attend career counseling, create a finalized resume, and participate in a mock interview upon completion of the Academy program.

### **Application Process**

Students will complete an application form and the placement team will meet to consider the applicant. The student and parent will be required to meet with the WINGS Academy director for an interview/onboarding process before final consideration is made. The student and guardian(s) will be notified of acceptance/denial.

\*Due to limited capacity, there may be a waiting list, and seniors will have priority. Any student who is denied access to the program will be eligible to re-apply the following semester.

### **Hours of Operation**

AM Block: 8:00-11:00

PM Block: 12:25-3:25

Late Start Block: 9:10-12:10

\*Monday through Friday, students will attend one assigned block during the academic school day.

### **Breaks**

Students are encouraged to use the restroom before arriving at the classroom. A fifteen-minute break will occur during each block. Students who do not complete work to the teacher's satisfaction and demonstrate positive behavior may not be awarded break time. Bathroom breaks will not be permitted outside of the break time unless the student has a documented medical condition or has made prior arrangements with the classroom teacher. Phones are allowed during the break period.

### **Meal Opportunities**

<b>AM Block</b>	Breakfast and Lunch
<b>PM Block</b>	Lunch and Snack
<b>Late Start</b>	Second-Chance Breakfast and Lunch

\*Students must have a positive balance in their lunch account to receive a meal.

### **Transportation**

<b>AM Block</b>	Students can ride the bus to school but have to provide their own transportation home
<b>PM Block</b>	A student has to provide transportation to school but can ride the bus home
<b>Late Start</b>	A student has to provide transportation to and from school

\*WINGS Academy Students will have a designated parking area and be required to have a certified parking tag to park on campus.

### **Attendance**

Attendance is an integral aspect of the WINGS Academy program as well as each student's post-graduate success. Students will maintain 95% attendance, or higher, to earn credit and remain in the program. Students are not allowed to leave campus without permission during block hours. If a student walks out without permission, removal from the program could result. A parent or guardian must follow the same attendance procedures as Holden High School, and any student who is repeatedly truant from school will be referred to the juvenile office. Any seat time that the students miss will have to be made up (arrangements need to be made at least a week before the absence to make up the time the following week). Students will work out make-up hours with the WINGS director and teacher. Missed seat time must be made up in the semester which the absence occurred.

### **Tardies**

Being on time is an important factor in all aspects of life. Students must arrive on time for their assigned block and remain until the block ends. Multiple tardies can warrant dismissal from the WINGS Program. A student who is not present at the beginning of the assigned block will not be allowed to enter the classroom until the first meeting with the director or designee. Absences and excessive tardiness will be documented, regardless of the reason. Students who have doctor, dental, or other appointments must adhere to all Holden High School attendance policies and parents/guardians must communicate with the attendance office to check out students.

### **Voluntary Unenrollment/ Movement**

Any student who wants to unenroll from the WINGS Academy must complete the high school semester remotely from home and may be eligible to return to HHS the following semester. Students who unenroll voluntarily from the Academy will not be eligible to rejoin the program.

### **Medicine at School**

Staff will administer medicine/health care procedures in compliance with policy at the top of the request form in the back of the handbook. The form must be completed, signed, and returned to the school before medicine or procedures may be administered at the school. Students who need asthma inhalers must return the completed form, signed by the parent and the physician signature. Such students should provide the school with an inhaler for a possible emergency. Students are sent home if they have head lice, if they are vomiting, or have a temperature of two degrees above normal. Should a student become ill at school, a nurse from Holden School District will see the student and decide if the student should go home.

### **School Calendar**

The school observes the same calendar as the Holden School District. Students do not attend school when the district is closed for holidays or teacher workdays. The school will close for inclement weather only when the Holden School District cancels classes.

## General Rules for Students

- Students must always receive permission from a teacher before accessing the Internet. All websites must be approved by the teacher.
- Students are not allowed to leave the building without permission.
- No tobacco or nicotine products are allowed on campus or in the parking lot including but not limited to cigarettes, cigars, loose tobacco, vapes, e-cigarettes, chewing tobacco, synthetics, etc.
- No products are allowed on campus that contain THC/CBD, even for medicinal purposes.
- No alcoholic beverages are permitted on campus.
- Open beverages are not permitted on campus. Students can bring sealed water bottles or sealed drinks.
- Students are to make the school phone number available to people who may need to contact them during school hours. (816) 732-4444 Ext. 7002
  - **The use of cell phones is prohibited during school hours. Cell phones have to be in lockers or cell holders during the academic blocks.**
- Students are expected to take care of school equipment. Any equipment damaged or ruined due to student abuse or vandalism will be repaired or replaced at the student's expense.
- The campus is weapon-free. No weapons of any kind are permitted on campus.
- No cheating. All work completed by the student must be the student's original work.
- Disruptive conduct or speech is not acceptable. This includes hate speech, obscenities, obscene gestures, or any inappropriate communication.

\*In addition, all policies in the Holden High School Handbook (& policies approved by the Holden R-III School Board) will be enforced at WINGS Academy.

### 3-strike rule

Students in the program will operate on a three-strike rule. Any insubordination or non-compliance will result in a strike.

-Strike 1: Written Warning, Parents/Guardians will be notified

-Strike 2: Program Probation, Parents/ Guardians will be notified (required parent meeting)

-Strike 3: Removal from the Program

\*All disciplinary actions will be on a case-by-case basis to meet the needs of the students and program.

\*Any students who cannot meet the expectations will be asked to leave for the remainder of that day. Hours will need to be made up and depending on the nature of the dismissal, a strike or program removal will be issued.

### **Automatic Removal**

Any “major offense”, decided by the school administration, will result in automatic removal from the WINGS program. Major Offenses include, but are not limited to:

1. Arson: starting a fire, causing an explosion with the intent to damage property
2. Assault: attempting to cause injury to another person
3. Fighting: mutual combat in which both parties have contributed to the conflict whether verbally or physically
4. Sexual Harassment: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature
5. Theft: attempted theft, or willful possession of stolen property
6. Drug Distribution: providing illegal drugs to other students or individuals on campus
7. Extortion: threatening or intimidating any student to extract money or anything of value

All discipline and disciplinary actions will be documented. The school will notify parents/ guardians of misbehavior and repeated offenses that may result in removal from the program.

If a student is removed from the program, they will not be able to re-apply until the next academic year. Removal from the program may affect a student's ability to rejoin the WINGS program.

### **Drug Testing Policy**

Any student parking on campus or involved in extracurricular activities will be in the drug testing pool and subject to random drug testing. If a student has a positive drug test, the consequences will be the same as the Holden High School Handbook.

### **Activities**

Students of the WINGS Academy program may be allowed to participate in extracurricular activities available at Holden High School on an individual basis. Participation will be addressed if the student shows an interest in participation. All students participating in activities will do so under the provisions and guidelines of Holden High School policies and MSHSAA.

### **Student Safety**

The school staff conducts intruder, fire, earthquake, and tornado drills each semester. All students and staff are expected to participate. In addition, all school doors are locked at all times and no propping of doors is allowed. If a parent needs to pick up their child, meet with the director, etc. they will need to enter through the secure entrance at the front entrance of Holden High School. After checking in, a secretary will contact the Academy.

### **Criteria**

WINGS Academy students must be considered “at risk” to qualify for the program.

*At-risk qualifications include but are not limited to 5 or more discipline infractions in the current school year, habitual truancy (missed 6+ days unexcused or excused), a parent/ pregnant, being involved in the juvenile system, being two years older than same-grade peers, credit deficient, homeless/ emancipated, other (as determined by committee).*

## Technology Usage Agreement (Student and Parent/Guardian)

### Student Users:

I have read the Holden R-III School District Technology Usage policy and procedure (see holdenschools.org for policies) and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me including, but not limited to, monitoring my electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my electronic communications using district technology resources as well as downloaded material and all data I store on the district's technology resources, including deleted files, under state and federal law, even if the district's technology resources are accessed remotely. I understand that this form will be effective for the duration of my attendance in the district unless revoked or changed by the district or me.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parents/Guardians:

I have read the Holden R-III School District Technology Usage policy and procedure (see holdenschools.org for policies). I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other uses of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, according to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from the use of the district's technology resources by my child. I agree to be responsible for any damages incurred by my child.

I understand that this form will be effective for the duration of my child's attendance in the district unless revoked or changed by the district or me.

I understand that from time to time, the school surveys students to collect information for grant proposals or other projects. These surveys are completed without collecting any individual student names. Information about specific surveys scheduled can be obtained at any time from the central office.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**W.I.N.G.S. Academy**  
**Handbook Acknowledgement Form**

*I have read and understand the expectations/policies contained in this booklet.  
I acknowledge that signing this form permits my student to participate in WINGS.*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

Parent/Guardian Phone Number(s):

\_\_\_\_\_

Is the student employed: Yes / No

If Yes, where: \_\_\_\_\_

Manager: \_\_\_\_\_

Contact Information: \_\_\_\_\_

\*Students who are not employed will be required to attend WINGS from 8:00-3:25 and participate in community service to maintain full-time student status.

Please select which session the student would be interested in:

( ) AM Block (8:00-11:00)

( ) PM Block (12:25-3:25)

( ) Late Start Block (9:10-12:10)

Second session Choice: \_\_\_\_\_

## Holden R-III School District

### *Administrative Procedures for Administering Medication to Students*

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Administrative procedures and policies govern the administration of medication in the school setting. This service is offered to parents/guardians and students to promote wellness and decrease absenteeism. When there is a need for a student to receive medication in school, safe and proper administration is essential. Parents/guardians are encouraged to review our medication policy and procedure within the handbook. It is encouraged and preferred that medications not be given during the school day. However, when in the opinion of the prescribing provider the student needs to receive medication during the school day, the parent/guardian must adhere to the following:

1. THE STUDENT WILL NOT TRANSPORT MEDICATIONS TO OR FROM SCHOOL.
2. A medication administration form must be filled out entirely by the parent/guardian for each medication.
3. All medications must be presented in their original containers. All medications prescribed by a physician must be in the pharmacy container with the instruction label attached. Over-the-counter medications must be new, unopened, and in the original container.
4. The first dose of any new medication MUST BE GIVEN AT HOME.
5. If the prescription medication is a controlled drug, the parent/guardian and the nurse will count and sign for that drug.
6. It is the responsibility of the parent/guardian to provide a continuous supply of medication for the duration of the order and to retrieve any unused or discontinued medications.
7. Medications will be destroyed 1 week after the end of the school year if not picked up.
8. If the medication is required on a field trip, it will be sent to the district staff with written instructions.

# Holden R-III School District

## Parent/Guardian Permission for Prescribed Medication at Holden School District

Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Reason for medication : \_\_\_\_\_

\_\_\_\_\_

Form of Medication/Treatment:

\_\_\_ Tablet/capsule \_\_\_ Liquid \_\_\_ Inhaler \_\_\_ Nebulizer \_\_\_ Injection \_\_\_ Other

Instructions (schedule and dose to be given):

\_\_\_\_\_

Start Date : \_\_\_\_\_ Stop Date : \_\_\_\_\_

Restrictions and/or other important side effects:

\_\_\_ None \_\_\_ Yes, please describe \_\_\_\_\_

\_\_\_\_\_

Special Storage Required: \_\_\_ None \_\_\_ Refrigeration \_\_\_ Other \_\_\_\_\_

Prescribing Physician Name \_\_\_\_\_

Prescribing Physician Phone \_\_\_\_\_

Does this medication need to be taken on a field trip? \_\_\_ Yes \_\_\_ No

I give permission for the above-named student to receive the above-stated medication at school according to standard school policy. I release the Holden R-III School Board and its employees from any claims or liability connected with its reliance on this permission.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

