

Warsaw R-IX Elementary Schools

Student Handbook

Tradition, Pride, Excellence



Home of the Wildcats

Adopted by the Board of Education: September 16, 2021

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Warsaw R-IX School Board Members

Mr. Michael Schockmann,
President

Mr. Leslie Grace, Vice President

Dr. Amber Campbell

Dr. Amie Breshears

Mrs. Tracey Spry

Mrs. Carolynn Fisher

Mr. Adam Arnett

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

District Administration

P.O. Box 248, 20363 Lange of Champions, Warsaw, Missouri 65355
660-438-7120

Dr. Tony Berry
Superintendent

Mrs. Lori Sallee
Assistant Superintendent

Mrs. Jodi Karr
District Secretary

Mr. Bill Wood
Director, Special Services/Federal Programs

Mr. Ryan Boyer
Athletic Director
PH: (660) 438-7351
FX: (660) 438-3749

Mr. Doug Alden
Director of Transportation
PH: (660) 438-3539
Email Mr. Doug Alden

Mr. Alan Kihn
Director of Maintenance

Schools

North Elementary

134 Kosciusko Street
P.O. Box 307
Warsaw, MO
PH: (660) 438-6260
FX: (660) 438-3817
Office Hours: 7:30 am to 4:15 p.m. Tues. - Fri.
Shannon Deckard, Principal

South Elementary

23395 Hwy 7
Edwards, MO 65326
PH: (660) 438-5965
FX: (660) 438-5976
Office Hours: 7:30 am to 4:15 p.m. Tues. - Fri.
Jared Wallace, Principal

John Boise Middle School

20363 Lane of Champions
Warsaw, MO 65355
PH: (660) 438-9079
FX: (660) 438-2209
Office Hours: 7:30 am to 4:30 p.m. Tues. - Fri.
Dr. Billy Daleske, Principal

Warsaw High School

20363 Lane of Champions
Warsaw, MO 65355
PH: (660) 438-7351
FX: (660) 438-3749
Office Hours: 7:30 am to 4:30 p.m. Tues. - Fri.
Danny Morrison, Principal
Cody Wright, Assistant Principal

Visitors to School Buildings

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.



Warsaw R-IX School District

2021-22 Calendar

August 2021							SEMESTER 1 69 Days							January 2022						
S	M	T	W	T	F	S	August 17-20	Staff/Teacher Workshop	S	M	T	W	T	F	S					
1	2	3	4	5	6	7	August 24	K-12 Classes Begin							1					
8	9	10	11	12	13	14	August 26	ECSE & Pre-K Begin	2	3	4	5	6	7	8					
15	16	17	18	19	20	21	September 6	Labor Day- NO SCHOOL	9	10	11	12	13	14	15					
22	23	24	25	26	27	28	September 20	Professional Development Day	16	17	18	19	20	21	22					
29	30	31					October 15	End of Quarter 1 – (32 Days)	23	24	25	26	27	28	29					
3 Days							October 25	Professional Development Day	30	31										
5 Days							November 8	Parent/Teacher Conferences 12-6PM	16 Days											
September 2021							November 22-23	Professional Development Day	February 2022											
S	M	T	W	T	F	S	November 24-27	School In-Session	S	M	T	W	T	F	S					
			1	2	3	4	December 6	Thanksgiving Break												
5	6	7	8	9	10	11	December 22	Professional Development Day	6	7	8	9	10	11	12					
12	13	14	15	16	17	18	December 24 - January 3	End of Quarter 2 – (37 Days)	13	14	15	16	17	18	19					
19	20	21	22	23	24	25		End of Semester 1 Last Day of School (3:31PM)	20	21	22	23	24	25	26					
26	27	28	29	30				Christmas Break	27	28										
18 Days									16 Days											
October 2021							SEMESTER 2 77 Days							March 2022						
S	M	T	W	T	F	S	January 1-3	NO SCHOOL	S	M	T	W	T	F	S					
					1	2	January 4	Classes Resume												
3	4	5	6	7	8	9	January 10	Professional Development Day	6	7	8	9	10	11	12					
10	11	12	13	14	15	16	January 17	MLK Holiday	13	14	15	16	17	18	19					
17	18	19	20	21	22	23	February 14	Professional Development Day	20	21	22	23	24	25	26					
27	28	29	30	31			February 21	President's Day Holiday	27	28	29	30	31							
17 Days							March 11	End of Quarter 3 – (40 Days)	19 Days											
November 2021							March 14	Professional Development Day	April 2022											
S	M	T	W	T	F	S	April 11	Professional Development Day	S	M	T	W	T	F	S					
	1	2	3	4	5	6	April 15	Good Friday- NO SCHOOL						1	2					
7	8	9	10	11	12	13	April 18	Easter Holiday- NO SCHOOL	3	4	5	6	7	8	9					
14	15	16	17	18	19	20	May 9	Professional Development Day	10	11	12	13	14	15	16					
21	22	23	24	25	26	27	May 13	ECSE & Pre-K Last Day	17	18	19	20	21	22	23					
28	29	30					May 17	End of Semester 2 – (37 Days)	24	25	26	27	28	29	30					
15 Days							May 18	End of Semester 2 Last Day of School (3:31p)	16 Days											
December 2021							TBD	Graduation	May 2022											
S	M	T	W	T	F	S	Inclement Weather Make-Up Days Dec. 13 Jan. 24 Feb. 21 Mar. 7 Mar. 28 Apr. 25 May 18 May 19							S	M	T	W	T	F	S
			1	2	3	4	HS/MS Hours 7:54a – 3:31p	Color Key	Student Days 146											
5	6	7	8	9	10	11	Elementary Hours 7:59a – 3:36p	Teacher Work / PD Day	Staff Days 160											
12	13	14	15	16	17	18		No School	10 Days											
19	20	21	22	23	24	25		Make-Up Day												
26	27	28	29	30	31			School In-Session												
14 Days																				

School Board Approved

2/18/21

Dear Parents and Students,

The Student Handbook is provided to help families understand the expectations of the Warsaw R-IX School District. The handbook contains information, procedures, and policies students and families need to follow in order to be successful. References to District policies are included in the handbook and may also be located on the District website. The content of the Student Handbook may be changed during the year on occasion. A current version is maintained on the District website

Sincerely,

Dr. Tony Berry
Superintendent

District Information

Student Welfare

Attendance and Absence Procedures

- **Expectations for Attendance**

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 16. Parents/guardians are accountable for the attendance of their child. The State of Missouri sets a standard that all students will attend school no less than 90% of the time. Students who wish to participate in school-sponsored activities must attend school the day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is *verified* (excused) or *unverified* (unexcused). Excessive absences, whether verified or unverified, will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

- **Procedures for Reporting an Absence**

According to the Department of Elementary and Secondary Education students are required to be in attendance a minimum of 90% or more. Both verified and unverified absences count toward the maximum total number of absences and the 90% minimum attendance requirement. Absences may be verified by the parent/guardian with a phone call or in a note from the parent/guardian explaining the reason for the absence on the day the student returns to school.

The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence and eliminates the student from perfect attendance. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Verified Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. The administration may request documentation to determine whether an absence is verified. Verified absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day (a doctor's note is required)
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field/activity trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal

- Visits from a parent or guardian on activity military duty who is on leave from or will be immediately deployed, with notification and approval of the principal.
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.
- A family vacation during the school year is strongly discouraged. In such cases, please communicate with the building administrator. Such an absence requires advance assignments, completion of those assignments during vacation time, and the turning in of those assignments upon the student's first day in attendance after the vacation. At least three (3) days' notice must be received by the administration prior to the vacation so that teachers can be notified and assignments can be prepared. These family vacation days apply to the 90% attendance guideline.

All verified absences count against attendance.

- **Unverified Absences**

Any student who is suspended from school for a disciplinary problem for any number of days will be marked absent. Absence for reasons other than the categories of verifiable reasons, or that does not have the proper documentation for a verified absence as determined by the principal, will be considered unverified. Excessive, unverified absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

- **Late Arrival/Tardiness**

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. All students arriving late must be checked in through the office.

- **Truancy**

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Dress Code

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the

educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

- **Dress Code Expectations**

Shirts and shoes must be worn. No house shoes or slippers or shoes with wheels are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly- large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear.

- **Dress Code Prohibitions**

Clothing or accessories with any of the following are not permitted:

- profane, obscene, or otherwise inappropriate language;
- words, symbols or images that promote illegal, sexual, or violent behavior;
- advertisements or promotion of alcohol, tobacco, or drugs;
- language or symbols that promote gangs.

Hats, hoods (hooded sweatshirts worn up), do-rags, handkerchiefs, sunglasses, face paint, overly- dramatic make-up, or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. No heavy or loose chains, or straps that create a safety risk are allowed.

- **Additional Dress Code Information**

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Services

- **Allergy Prevention and Response**

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

- **Building-Wide and Classroom Approaches**

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parent/guardian to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

- **Individual Approaches**

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

July 16, 2014, the Warsaw R-IX Board of Education approved our district's enrollment and participation in the USDA's Community Eligibility Provision program, which entitles all students in our district regardless of income to receive free lunches and free breakfasts. More information on the program can be found at:

<http://dese.mo.gov/financial-admin-services/food-nutrition-services/community-eligibilityprovision-cep>.

- **Breakfast**

7:45 – 8:05 A.M. Breakfast is available at no cost to all students.

- **Lunch**

Sack lunches may be brought to school if the student does not wish to participate in the hot lunch program. **Please do not send soda in lunches from home as the students are not allowed to have soda during lunch.**

- **Visitors for Meals**

The District has a closed campus for lunch time. For security and supervision purposes, visitors are not allowed to eat with students during the lunch period.

Health Services

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

- **Administration of Medication**

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the office by the parent/guardian and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, hemp extract products, or other.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse (*or the school office*).

- **Immunizations and Vaccinations**

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

- **Communicable Diseases**

Parents/guardians must notify the District if their student has a communicable disease. Parents/Guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to remedial action in accordance with the discipline code, and state and federal law.

The Warsaw R-IX School District follows the guidelines of the Missouri Department of Health and Senior Services as outlined in: "Prevention and Control of Communicable Diseases", for the exclusion of students with a communicable disease. Some of the more common diseases include:

- Chicken Pox: May return when all lesions are crusted, generally day 6 after the onset of rash.
- Common Cold: Exclude if the student is running a fever or has excessive coughing.
- Diarrhea: Student should not return to school until they have been diarrhea free for 24 hours without medication.
- Fever: May return when fever-free without medication for 24 hours.
- Impetigo: Exclude until skin lesions are healed, or until 24 hours after medical treatment has been initiated.
- Influenza "Flu" or Upper Respiratory Influenza-Like Illness: Exclude for the duration of fever and until the student is able to resume routine daily activities.
- Pink Eye: Preferably the student should not attend school until examined by a physician and approved for re-admission. Otherwise, the student should be excluded from school during acute stage of infection.
- Ringworm of the Scalp and Skin: Exclude until effective treatment has been started. Scalp ringworm usually requires prescription oral medication and antifungal shampoo or other topical treatment. Ringworm of the skin is usually treated with topical creams or ointments. Severe cases may require oral prescription medication.
- Scabies: May return one day after treatment provided by a health professional to kill the mites.
- Strep Throat: Students should not return to school until at least 24 hours after being on antibiotic treatment, and until they are no longer running a fever. It is very important that the student complete all antibiotics prescribed by their physician.
- Vomiting: May return to school after 24 hours without vomiting without the use of medication.
- Head Lice: The Warsaw R-IX School District periodically checks all students for head lice. If a student is found to have head lice, s/he will not be allowed to attend school until

proper treatment has been obtained. **STUDENTS MAY NOT ATTEND SCHOOL WITH HEAD LICE.** To re-enter school, the student must:

- Have been treated with a medically approved lice and nit killer.
- Have had all live lice are removed from the hair shaft.
- Have been checked by the school nurse.

When all three have been completed and passed, the student may return to class. If lice or nits are present, the student must leave school until free of lice and nits. The student must then be rechecked and meet the above requirements.

After re-entering school, the student will be checked between five (5) and ten (10) days for re-infestation. The Division of Family Services and the County Health Department will be notified of recurring infestations.

- **Illnesses/Injuries**

If an emergency situation should arise involving your child, the school nurse, designated school personnel and/or emergency medical personnel will care for the student and the parent will be contacted as soon as possible. **PARENTS ARE RESPONSIBLE FOR UPDATING THE SCHOOL WITH CURRENT EMERGENCY CONTACT INFORMATION.**

- **Health Screenings**

Vision, hearing and body mass index (BMI) screenings are conducted in the fall and throughout the year as needed. Vision, hearing, and BMI and scoliosis will be conducted at designated grade levels, for students who are referred for a concern, and students new to the Warsaw R-IX District. Parents/legal guardians will be notified if their child fails a screening by a written referral letter. This letter must be completed by the student's parent/legal guardian and health care provider and returned to school. Students may be excused from any screening upon a written request from the student's parent/guardian.

Student Records

- **General Information Access to and Release of Student Information**

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

- **Directory Information**

Directory information is information about student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be

notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

- **General Directory Information**

The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); *student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records*; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

- **Limited Directory Information**

In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

- **Military and Higher Education Access**

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the SchoolMessenger Broadcast System to notify students and parents/guardians. Announcements will also be made on SchoolMessenger, the District website and Facebook, and television station KY3. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a School Reach broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

- **Visitor Procedures**

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Transportation Services

- **Bus Information**

Bus routes and schedules are developed by the Director of Transportation, Mr. Doug Alden. Any questions or concerns should be directed to him at 660-438-3539. Discipline problems will be referred to the building principal. To ensure that a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school applies to all District transportation.

Families must complete a transportation form at registration which indicates how their child will be transported to/from school. If a parent needs to make changes to the transportation plan, a note with parent/legal guardian signature and date must be sent to your child's teacher or call the school office before **2:00 PM** to request a change in emergencies. Parents are **not** allowed to pick up their child out of the bus lane. If your child's transportation needs to be changed to "car rider," a phone call must be made to the school secretary prior to **2:00 PM**.

- **Car Riders**

- *North Elementary* – Parents dropping off and picking up their children will need to exit off of Commercial to Oak Street and turn left onto Stagecoach Avenue and enter the drop off and pick up lane. After dropping off your child, please exit by going down Van Buren. Departure will work in the same manner. Students will be sent out the front

doors according to the line of cars. Please remain in your cars and the students will be walked to your cars.

- *South Elementary* – Parents need to enter from Hwy PP, turn left in the second drive into the pickup/drop off lane, and exit out the first drive, back onto Hwy PP. There is **no parking** in this area in order to keep traffic flowing. Parents need to remain in their cars and students will be brought to the vehicle at the end of the day. All car riders are dismissed out the East door only.

Discipline

- **Student Code of Conduct**

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation (including bus stops), or misconduct that involves the use of District technology.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board. Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel. If a student is suspended or expelled, the student will not be allowed within one thousand feet of any school property in the District or any District-sponsored activity, whether or not the activity takes place on District property.

- **District Policy for Discipline**

- ***Definitions***

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include: briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

- The District is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student’s education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student’s Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, to appropriate staff members with a need to know.

Information regarding a student’s misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies,

including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

- **Standards of Conduct and Consequences**

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board. Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on or off campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication or information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials

	or failure to follow established rules for parking or driving on district property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the district.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This

	does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed that cause another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willing participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.

Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a district facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Weapons (Other than Firearms)	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

Bullying, Hazing, and Cyberbullying

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Bullying means intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the Principal, who may be reached by calling the school's office.

School Day – A day on the District calendar when students are required to attend school.

- **Reporting Bullying or Cyberbullying**

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

- **Investigation**

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

- **Retaliation**

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

- **Consequences of Bullying, Cyberbullying, or Retaliation**

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s),

developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

- The District will:
 1. Provide information and appropriate training to District staff that have significant contact with students regarding the policy.
 2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
 3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
 4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

- **Report Form** – Click [HERE](#)
- **Prohibition against Harassment, Discrimination, and Retaliation**

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Dr. Tony Berry
Phone: 660-438-7120
Email Address: tberry@warsawk12.org

In the event the Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Mrs. Lori Sallee
Phone: 660-438-7120
Email Address: lsallee@warsawk12.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

○ **Title IX - C-131-S**

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Mrs. Lori Sallee
Phone: 660-438-7120
Email Address: lsallee@warsawk12.org

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX

Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

- **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, and students, as well as to newly-enrolled students and newly-hired employees.

- **Student Searches**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student [(denote grades as is applicable)] is assigned a hallway locker.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

- **Student Alcohol/Drug Abuse**

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are

provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the handbook's section on Student Discipline for more information.)

- **Weapons in School**

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board of Education. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

- **Assessment Program**

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan can be found [HERE](#).

- **Human Sexuality**

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction. Human sexuality is not taught until the Freshman year of high school.

- **Grading and Reporting System**

A progress report will be sent home at mid-quarter with a final report card sent home at the end of each quarter. You may also monitor your child's progress on SIS K12. Kindergarten progress reports are not accessible on SIS K12. Your child's grades can be accessed through the TYLER/SIS parent portal on the district website.

- **Section 504**

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Services, Warsaw R-IX School District, P. O. Box 248, 20363 Lane of Champions, Warsaw, MO 65355, bboyer@warsawk12.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

- **Special Education**

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children,

children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District provides 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Parents/guardians may inspect or review personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities. 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/guardians may 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 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 Monday – Friday 8:00 A.M. – 4:00 P.M. in the office of the Director of Special Services, Warsaw R-IX School District, P. O. Box 248, 20363 Lane of Champions, Warsaw, MO 65355. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

- **Virtual/Online Courses**

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website and District Policy.

Technology

- **Cell Phone Guidelines**

Cell phones are not permitted during school hours. Cell phones must be kept in backpacks, turned off, during school hours. Use or distraction caused by the cell phone will result in immediate confiscation of the phone. A parent/legal guardian will be required to pick up the cell phone in the principal's office. Any unclaimed items will be disposed of at the end of the school year.

- **Technology Devices and Acceptable Use Policy**

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

- **Technology Devices**

- Students are not to bring electronic devices to school, unless approved by the classroom teacher.

- **Acceptable Use**

- All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

- **Unacceptable Use**

- Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

- **User Agreements**

- Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

- **Safety and Cybersecurity**

- The district monitors the online activities of students and operates a technology

protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

District Policy Information

- **English Language Learners**

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student’s teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name of Coordinator:	Mr. Bill Wood
Address of Office:	PO Box 248, 20363 Lane Champions, Warsaw, Missouri
Phone Number:	(660)438-7120
Email:	bwood@warsawk12.org

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District’s collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact Mr. Bill Wood.

All District policies can be located on the District website.

- **School Nutritional Program** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
 - Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
 - To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
 1. **Mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 2. **Fax:** (202) 690-7442; or
 3. **Email:** program.intake@usda.gov.

This institution is an equal opportunity provider.

- **Student In-District Transfers**
 - **Superintendent Authority**
The Superintendent or designee may transfer students between schools if a transfer is necessary for the student’s safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
 - **Students who are Homeless, in Foster Care, or Disabled**
Students who are homeless or in foster care may attend their school of origin if it is in the student’s best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student’s attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school districts, districts may contract for necessary services for students with disabilities.
 - **Transfers Allowed by Law**
The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the school district in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a

persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

- **Tobacco-Free Policy**

To promote health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus.

- **Possession of Weapons**

Possession of weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored by the district unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Building Information

- **Activity/Field Trips**

Classrooms will take at least one field trip per school year. These trips are a privilege for the students, not a right. Students with excessive absences, generally defined as less than 90% attendance by the state, may not be allowed to participate. Furthermore, if students cannot follow school and classroom expectations throughout the school year, they will not be allowed to go on the trip. Not all field trips can accommodate parental attendance. If parents are allowed to attend field trips, they must complete the Activity/Field Trip Volunteer Expectation form one (1) week prior to the scheduled trip. **Field Trips are for district students. Please make other arrangements for non- school-aged students.**

- **Arrival and Dismissal Procedures**

No student will be permitted to leave school prior to dismissal unless accompanied by a parent/legal guardian. Parents/legal guardians must sign the student out at the office before the student may leave the building. A list of persons designated by a parent/legal guardian to pick up a child must be on file in the office. Students must leave the school grounds immediately when dismissed. This is critical for reasons of safety and supervision. Please remember no supervision is provided on the playground after school hours.

Determining which parent/guardian or relative has legal authority of children can be very problematic when parties involved disagree about who should and should not be permitted to have access to a student. If there is a situation in your family in which your child is not allowed to be released with a particular parent or individual, please notify the school office immediately. A parent/legal guardian **MUST** have sufficient legal authority to deny the other biological parent or legal guardian access to the child. **Court ordered custody papers MUST be on file at the school in order for the District to determine what access the District is required by law to permit. The District will not enforce parenting plans or visitation schedules when parents, guardians or relatives cannot agree or comply with what the court has ordered.**

Generally, each parent may provide a list of emergency contact and authorized pick-up persons. The school must at times confer with whichever parent we can reach to make decisions on behalf of a student.

- **Articles from Home**

The school is not responsible for any item brought from home. This includes, but is not limited to toys, cell phones, iPods, Kindles, Nooks, iPads, trading cards, clothing, books, unapproved spinners/fidgets, video games and other electronic gear, etc. Students are not to bring electronic devices to school, unless approved by the classroom teacher. These nonessential items may be confiscated and require a parent/guardian to come to school to retrieve the item(s).

- **Birthday Parties/Celebrations**

Birthday parties will not be held at school. Birthday treats may be brought to school in the student's backpack or left in the office to be picked-up by the classroom teacher. Please keep in mind treats must be store-bought. Homemade treats will not be distributed. The treats will be shared at the teacher's discretion. Birthday invitations **will not** be distributed at school, so as to avoid hurt feelings and disruption of learning.

- **Communication**

The Warsaw R-IX School District utilizes the SchoolMessenger Broadcast System to inform students and their families about school closings, special programs and/or dates, etc. You will receive a prerecorded message or notification from a district representative on landlines and/or cell phones. Please keep the school office aware of any changes in phone numbers throughout the school year.

Absences, behavior reports, academic letter grades and other student information may be accessed by parents on the school information system, SISK12, located on our school website, www.warsawk12.org. All reports are updated daily.

Information about activities, announcements, calendars, menus, and news of interest will be posted on the school website. Notes sent home with students and SchoolMessenger will be the primary sources of communication. Each student will also have a communication folder. Students are to bring their folders home each night to show you what they did during the school day, what they need to do for homework, and any notes from the teacher. This is a great way to communicate daily with your child's teacher.

You are encouraged to confer with your child's teacher throughout the school year. If you would like a conference, please schedule it ahead of time. Teachers will not be allowed to leave their classroom during school hours to conference with a parent or receive a phone call. Parent/Teacher conferences are held 1st quarter.

Any change in your child's information should be reported to the school office. This would include, but not be limited to, phone number, mailing address, location of home, parent/legal guardian location during the day, family doctor, etc. In the event that all contacts for a student have been exhausted, local law enforcement may be contacted for assistance.

The telephone in the school office is for business purposes only. Students are not to use the phone and will not be called out of class except in emergencies.

- **Library**

Library books are loaned for one week and must be returned before checking out additional books. Students who check out books are responsible if books are lost or damaged. Parents/legal guardians will be billed for the replacement value of lost or damaged books.

- **Loitering on School Premises**

The school does not accept responsibility for the safety or conduct of any students who are on school grounds prior to, or after, normal office hours. Any student who has not been picked up by 4:15 P.M. will wait in the office for their parent. Students who have been released will not be allowed to roam the hallways, classroom, or linger on the playground. Students are not to be left on the school premises unsupervised for a late pick up by a parent/legal guardian. This constitutes neglect and abandonment. Excessive or numerous instances may result in the contact of the appropriate authorities.

- **Lost and Found**

Lost and Found items will be kept in a room outside the office. Unclaimed items will be disposed of at the end of each semester. Please label everything your child brings to school, including jackets, sweaters, shoes, etc. The school is not responsible for lost clothing items including coats and shoes.

- **Parent Support Opportunities**

We invite parents/guardians to join the school's Parent/Teacher Organization. Please check with the office for other parent support opportunities.

- **Personal Hygiene/Restroom Procedures**

All students are required to use the restroom independently, unless otherwise specified by the student's IEP or 504 Plan. Teachers will not be able to assist your child with their personal toileting. As young children grow and develop we understand that accidents may occur. If you know that this could happen please keep extra clothing in your child's backpack. Please send your child to school in clothing that they can manage independently.

- **Textbooks**

Students' assigned textbooks must be kept by the student. The student will be required to pay the replacement costs associated with damages to the book.

- **Title I**

All Warsaw R-IX elementary schools are Title I Schoolwide schools. A school is eligible to become a Title I Schoolwide school if it has a poverty level of at least 40 percent and it is receiving Title I funds. The purpose of a schoolwide program is to improve academic achievement for the entire educational program of a school. Our goal is for all students to demonstrate proficiency related to the State's academic content and academic achievement standards, particularly those students furthest away from demonstrating proficiency. In a Title I Schoolwide School, all students are eligible for Title I services. Additionally, all staff supports the Title I Schoolwide Plan. Therefore, all students and all teachers are considered components of the Title I Schoolwide Plan. We continue to be data-driven, using a variety of assessments and resources to identify areas of instruction where students need support. This support may take

the form of your child going to another room for help on a particular skill or concept, or having another teacher in the classroom to assist students.

Title I Preschools are also part of the Schoolwide Plan. Preschool classes take place at South Elementary School. Students must be 4 by August 1st to attend preschool. All of the teachers and staff at Warsaw R-IX elementary schools are dedicated to helping all students achieve. We look forward to having a productive year.

Please feel free to contact me if you have questions.

Sincerely,
Lori Sallee
Assistant Superintendent
Warsaw Schools

Signature and Form Requirements

Photo/Videotape/Audio Release Form

Throughout the school year, there may be times that the Warsaw R-IX School District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the Warsaw R-IX School District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that Warsaw R-IX School District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Technology Usage Agreement Form

Student Technology Usage Agreement

Students (for ages 6 and above)

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature: _____

Student Name (please print): _____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Email Consent/Permission Form

The faculty of the Warsaw R-IX School District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The Warsaw R-IX School District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the Warsaw R-IX School District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the district.

Name of Student (please print:) _____

Email Address(es): _____

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

AUTHORIZATION FOR RELEASE OF EDUCATIONAL RECORDS

This Authorization constitutes consent to disclose personally identifiable information about your child and/or contained in your or your child's student educational record. This Authorization complies with District policies and procedures governing student educational records and information. Please note that federal and state law authorizes disclosure of certain student educational records and information without consent and, as such, this Authorization is not required and does not apply in those situations.

1. I, _____ (parent or eligible student), hereby authorize the release of (my child's/my) educational records and medical information as described specifically herein.

2. Please describe the purpose of this Authorization:

3. Please describe the information you wish to have released:

4. Please identify the entity or individual to whom you wish to have the information released, including the means by which the information should be disclosed:

RELEASE TO: Individual /Entity

Address/Phone No.:

RELEASE TO: Individual /Entity

Address/Phone No.:

5. This Authorization will expire on the following date, unless otherwise canceled:

Student's Name

Eligible Student/Parent's Signature

Student's Date of Birth

Requestor Contact Information

Date

Student/Parent Handbook Acknowledgment Form

I acknowledge that I have reviewed the 2019-2020 Student/Parent Handbook. I understand the policies and guidelines of the Warsaw R-IX School District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature _____

Parent/Guardian Name (please print): _____

Date: _____

*Students 18 years of age or older may sign this release form for themselves.