

**Wellington-Napoleon R-IX School District**  
**Elementary School**

**Student/Parent Handbook**

**2025-2026**

**800 Hwy 131**

**Wellington, MO 64097**

**(816) 240-2621**



**Adopted by the Board of Education: July 9, 2025**

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### **Mission C-110-S**

The mission, vision, and values of the Wellington-Napoleon R-IX School District are:

**MISSION:** STUDENTS FIRST FOR A BETTER TOMORROW

**VISION:** EMPOWER, PREPARE, AND INVEST IN LIFELONG LEARNERS.

**VALUES:**

SAFETY IS PARAMOUNT

ALL STAKEHOLDERS ARE ESSENTIAL

ETHICS, INTEGRITY, AND ACCOUNTABILITY

ACADEMIC EXCELLENCE

COLLABORATIVE CULTURE

COMMUNITY LEADERS; QUALITY CITIZENS

COURAGE TO EVOLVE

### **School Board Members G-100-S**

Jeremy Ahmann

Lorin Fahrmeier

Clint Osborn

Melissa Register

Diane Rukavina

David Twente

Mike Zykan

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.

## **School Building and Contact Information**

Wellington-Napoleon R-IX School  
800 N. Hwy 131  
Wellington, MO 64097  
Office: 816-240-2621

Fax: 816-934-8649

[The Department of Elementary and Secondary Education's District and Building Report Cards are available here.](#)

## **Superintendent Information**

*Brad Briscoe Ed. D.*, Superintendent of Schools  
(816) 240-2621  
[bbriscoe@wntigers.net](mailto:bbriscoe@wntigers.net)  
Compliance Officer  
Media Releases/Contact

## ***District Administration:***

*Hayley West*, Director of Special Programs  
(816) 240-2621, ext. 253  
[hwest@wntigers.net](mailto:hwest@wntigers.net) 504 Coordinator  
District's liaison for students who are homeless, migrant or in foster care

*James Evans*, Elementary Principal  
(816) 240-2621  
[jevans@wntigers.net](mailto:jevans@wntigers.net)

*Andy Hampton*, Assistant Middle School/High School Principal  
(816) 240-1621  
[ahampton@wntigers.net](mailto:ahampton@wntigers.net)  
Activities Director  
A+ Coordinator

*Justin L. Mefferd*, Middle School/High School Principal  
(816) 240-1621  
[jmefferd@wntigers.net](mailto:jmefferd@wntigers.net)  
Alternate Compliance Officer

## **Welcome Letter**

Welcome to the 2025-26 School Year:

On behalf of the Wellington-Napoleon R-IX Board of Education, allow me to welcome each student and family to the 2025-2026 school year! I would like to thank the community for their passionate support of WN R-IX. This summer was filled with projects as we execute phase one of our April 2025 Bond construction and district improvements. We are excited to see much needed facility and district improvements, and are proud of the work that has gone into this endeavor. We are also extremely thankful for the community support behind the WN Tiger Family.

I am excited to welcome our students and families back from summer break. New families to our district welcome to the WN Dynasty, and we are proud you chose to be a Tiger! For both new and returning students and families, we are committed to another great year at Wellington-Napoleon R-IX.

The mission of Wellington-Napoleon R-IX is **Students First for a Better Tomorrow!** This statement, along with our District Continuous School Improvement Plan (CSIP) drives all decisions in the education of our students. It is imperative to uphold the values of our mission, vision, and values through the educational and extracurricular experiences provided to our students. Commitment to the mission truly takes a village. The support staff, teachers, coaches, administrators, parents, and community members of WN are all here to support our children to maximize their potential, and prepare students for real-world success.

In closing, it is an honor to serve the students, families, and community of Wellington-Napoleon as Superintendent of Schools. We will continue to embrace the traditions of the WN Dynasty, build on the successes of the past, and push the boundaries of achievement for the future. I know through our collective capacity as a school and community, we can accomplish great things. Thank you for your continued support and I look forward to another amazing school year.

Yours in Education,

Brad Briscoe Ed. D.  
Superintendent of Schools  
Wellington-Napoleon R-IX  
[bbriscoe@wntigers.net](mailto:bbriscoe@wntigers.net)

# Academic Calendar I-100-S

## WELLINGTON-NAPOLEON R-IX SCHOOL DISTRICT CALENDAR 2025-2026

August 2025					December 2025					March 2026				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5	2	3	4	5	6
4	5	6	7	8	8	9	10	11	12	9	10	11	12	13 Q
11	12	13	14	15	15	16	17	18	19 Q	16	17	18	19	20
18	19	20	21	22	22	23	24	25 J. Day	26	23	24	25	26	27
25	26	27	28	29	29	30	31			30	31			
September 2025					January 2026					April 2026				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1 Labor Day	2	3	4	5				1 New Year's	2			1	2	3 Good Friday
8	9	10	11	12	5	6	7	8	9	6	7	8	9	10
15	16	17	18	19	12	13	14	15	16	13	14	15	16	17
22	23	24	25	26	19 MLK	20	21	22	23	20	21	22	23	24
29	30				26	27	28	29	30	27	28	29	30	
October 2025					February 2026					May 2026				
	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3	2	3	4	5	6					1
6	7	8	9	10	9	10	11	12	13	4	5	6	7	8
13	14	15	16	17 Q	16	17	18	19	20	11	12	13	14	15
20	21	22	23	24	23	24	25	26	27	18	19	20	21	22 Q
27	28	29	30	31						25 Memorial Day	26	27	28	29
November 2025					SCHOOL HOURS 7:45 AM-3:30 PM									
M	T	W	Th	F	(O) End of quarter - 1 <sup>st</sup> - 10/17 (37), 2 <sup>nd</sup> - 12/19 (34), 3 <sup>rd</sup> - 3/13 (40), 4 <sup>th</sup> - 5/22 (39)									
3	4	5	6	7	(P/T) Parent/Teacher Conferences (no school) 10/27 from 12-7pm									
10	11	12	13	14	No School/ Staff Professional Development Days (8am-3pm) 8/11 (New Staff), 8/12-8/15, 9/15, (10/27 PTC), 11/3, 12/8, 1/5, 2/2, 3/16, 4/13, 5/4 First Day of School: 8/19 12:30pm Dismissal Days 12/19 Last Day of 1st Semester 5/22 Last Day of School- Possible release 1:30 if needed for SNOW day Student Days-150 (1096.5 Hours) Staff Days-163 (150 + 13 PD Days)									
17	18	19	20	21	No School/No Staff (in yellow) Holidays/Breaks 9/1 Labor Day 11/26-11/28 Thanksgiving Break 12/22-1/2 Winter Break 1/19- Martin Luther King Jr. Day 2/16 President's Day 4/3- Spring/Easter Break 5/17 Graduation POSSIBLE Snow Make-up days 5/4, 5/22 (extension of current dismissal time of 12:30pm)									
24	25	26	27 Thanksgiving	28										



## **Attendance and Absence Procedures S-115-S**

### *Expectations for Attendance*

Regular attendance, in addition to being mandated by law, is essential for students to achieve academic success. As such, it is the responsibility of the student and parent to ensure such regular attendance. Attendance in early grades is crucial to later academic development. Attendance habits are formed in early grades. Later, attendance problems may be prevented with intensive family and student interventions in early grades. Discuss and set attendance expectations with your child and refrain from having your child miss school unless they are sick. Student attendance will be closely monitored and intervention strategies will be implemented if and when necessary. Excessive absences may be cause for reporting educational neglect to authorities and reason for retention.

### *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. Students who are truant are encouraged to make-up the work to aid learning. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### *Preschool Attendance*

All children enrolled in preschool are expected to attend on a regular basis. Parents are asked to call the elementary office whenever their child will be absent. Parents are asked to call by 10:00 AM. A child who misses 5 consecutive sessions without notifying the office may be dropped from the program.

### *Procedures to Follow When Your Child is Absent*

On the day of an absence, the parent/guardian of the child must call the school by 8:30 AM to notify office personnel of the reason for the absence and if any homework is being requested. The parent/guardian must call the office every day the child is absent. If the office has not received a call by 8:30 AM, district communication will be directed to parents verifying the reason for the absence. Upon the students return to school please provide a doctor's note (where applicable) for absence verification purposes.

### **Elementary**

When a student has accumulated: **FIVE** absences in any semester, the principal will set up a conference with the parent at a time convenient for the parent to discuss the student's attendance and current level of academic performance with one or more of the child's teachers in attendance. The purpose of the conference is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the child's attendance.

When a student has accumulated: **TEN** absences in a semester, a staff member will arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the plan.

When a student has accumulated: **TWELVE** absences in a semester, the District will determine whether there is reason to suspect educational neglect or whether the parents is violating the compulsory attendance laws. If so, the District will contact the Children's Division of the Department of Social Services or the local prosecutor.

When a student has accumulated: **MORE THAN TWELVE** absences in a semester will be a factor in determining whether the student may be retained or required to attend summer school as a condition of promotion.

Any conference may be waived by the building principal if the absences were caused by a specific event or long-term illness. In cases where the District is aware that a student must be absent for an extended period of time, the District will arrange for the student to receive instruction by other appropriate means. Students will be expected to make up all work.

### *Make-Up Work*

All students (K-12) are expected to make up work when absent. The parent or student needs to contact the teacher to obtain assignments. Students will have one *full* day for each day missed to turn in the work. For example, if a student is absent on Monday and Tuesday, the student will have Wednesday and Thursday to complete the work and the work must be turned in on Friday.

### *Activity Absence*

An activity absence will be granted when a student must miss a class to represent the school in a school-sponsored activity. A list of students will be given to teachers prior to such activities. Students WILL BE required to make up assignments given while he/she is participating in a school sponsored activity or class. Projects that have been assigned and due the day of the activity should be turned in before leaving to attend the activity or prior to the absence. Students must meet with the teacher to ensure work is completed as required related to these absences.

- Students are required to have 90% attendance or higher to attend field trips.
- A student must be present from 10am through the remainder of the day in order to attend any extracurricular activities that day. Excused activities include doctor appointment with a note, driver's permit, military responsibilities, and a funeral.
- In the event of weekend activities, field trip, dances, etc., the student must be present the required time on Friday.

### *Tardiness*

A student will be considered tardy at the beginning of the school day if he or she arrives in the building after 7:45 AM and before 8:00 AM. If a student arrives after 8:00 AM, he/she will be considered absent. If your child is continuously tardy they miss important instructional time. Your child's grades and academic progress may suffer.

#### **Elementary**

When a student has accumulated his/her:

- **8<sup>th</sup>** tardy a student/parent conference with administration will be required to address the tardiness.
- **10<sup>th</sup>** and subsequent tardies 1 day In School Suspension will be assigned. One day

of ISS for the 10<sup>th</sup> tardy and each subsequent tardy. Extenuating circumstances will be taken into consideration. If tardies continue a conference with the principal may be scheduled to discuss the situation and a call to DFS to report educational neglect may be made. At elementary ages, tardiness can be prevented by parental actions. Please plan ahead and make sure your child will be on time.

### *Illness*

Parents are asked to call into school each morning if a student is staying home due to an illness to verify parental knowledge that the student is absent. Students who become ill at school are required to visit the nurse's office for evaluation. No student will be allowed to leave until the school nurse or designee has contacted a responsible adult, preferably a parent.

### *Leaving School during School Hours*

Students will be asked to confirm with their parents by phone that it is their intent that the student be allowed to leave school before 3:30. If a student signs out and leaves it is considered an absence for the class periods missed. Students will not be allowed to sign out unless a parent signs them out or they have parent permission (even if 18 years of age).

## **Dress Code S-180-S**

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 and Prohibitions*

Shirts and shoes must be worn. Backpacks and purses are not allowed in the classroom in the high school. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Holes in pants that are above mid-thigh unless patched;
7. Clothing with profane, obscene, or otherwise inappropriate language;
8. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
9. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
10. Language or symbols that promote gangs;

11. Hats and hoods (hooded sweatshirts worn up);
12. Do-rags;
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;
17. 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);
18. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.
20. Flags or garments worn as capes over clothing.

### *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 extracurricular activities.

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

### *Violations for the Student Dress Guidelines Are:*

1. First Offense- Warning given and student must change clothes.
2. Second Offense- Detention
3. Third Offense- ISS

## **Food Service Program F-285-S**

### *Breakfast and Lunch Prices*

Breakfast K-12	\$2.05
Lunch K-5	\$2.60
Lunch 6-12	\$2.85
Breakfast Adult	\$2.45
Lunch Adult	\$3.35

### *Payment*

Students will go to the cafeteria to either eat the provided meal or may bring their own lunch. Under approved circumstances, lunches may be delivered to students by a parent or guardian, and should be delivered through the office. All meals should be paid for upfront. Please send only the money a child needs for upcoming expenses in an envelope with the child's name, the amount and what it is intended for. A la carte items may be purchased by the students if they have money in their accounts, No charges for A la carte items. The amount of each item will be

deducted from the student's account. Students who carry a negative balance will not be allowed to purchase a la carte items. Students will not be allowed to charge more than \$20. If their account exceeds \$20, they will be offered a cheese sandwich and piece of fruit until their lunch account is in the positive. Parents/guardians will have the ability to pay lunch fees online.

Students, who have food (including milk) allergies, need to pick up a form in the Nurse's Station to be completed by the child's medical physician and returned to the elementary office.

#### *Free and Reduced Lunches*

The Wellington-Napoleon School participates in the Free and Reduced Price Lunch Program, authorized through the U.S. Department of Agriculture. The standards of eligibility for student participation are that of the U.S. Department of Agriculture. Information relative to eligibility and application forms are provided to all students upon enrollment, on the first day and throughout the school year in the office. Information regarding application for Free and Reduced Meal status is kept strictly confidential.

#### *Adult Visitors for Lunch*

Parents/guardians and adult siblings are allowed to join student for lunch or breakfast. Visitors should check in at the office and walk with child to the meal. If parents/guardians need to drop food off, please drop off meal at front office prior to specified lunch time.

### **Allergy Prevention and Response S-145-S**

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 parents/guardians 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. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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 rise to the level of a disability that requires 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.

## **Health Services S-215-S**

Health services are provided under the direction of a school nurse. 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.

### ***Illnesses/Injuries***

Health Services include prompt first aid and illness care, injury and disease prevention education, and encouragement of the student's development of responsible, effective self-care. Health care provided during the day is for injuries and illnesses that occur during the school hours. If your child becomes injured or ill at home, please take care of these in your home.

#### ***First Aid***

If your child is injured at school, the School Nurse or designee will evaluate the injury and develop a plan of care. This could include triple antibiotic ointment and a Band-Aid, stabilization, ice bags, pain reduction or rest. If the injury is severe, parents will be called and further care will be their responsibility.

### *Illnesses*

Illness that interferes with the student's ability to participate in the educational process will require that the parent is notified and arrangements are made to pick up the child. Children who are vomiting or in severe pain will not be sent home on the bus or allowed to walk home. A responsible adult must pick up the child. **A child will not be allowed to return to school until fever free (under 100.4) or they have not vomited for 24 hours. If a child leaves school one day vomiting and /or running a temperature above 100.4 they may not return to school until 24 hours has passed. Please do not ask the nurse to make exceptions to these rules.**

### *Head Lice*

Please notify the nurse's office if your child has head lice or nits (eggs). Periodic screenings are conducted by the school nurse to check for head lice and/or nits. The school District has a NO lice or nit policy. If lice/nits are found during screening, parents will be contacted and the child will be sent home until all lice and nits have been removed. It is not the nurse's job to remove the lice or nits from the child's hair. The child must be seen by the nurse and cleared to return to the classroom. If the child continues to have lice and/or nits on the recheck, the child will be sent home again for further treatment. The nurse can assist with any questions you may have.

### *Emergency Contacts*

In order to facilitate proper care for the students, we must have adequate means of contacting a responsible adult willing to assume care of the student. Emergency information sheets and medical history forms will be given to parents at the back to school meetings, please complete and return the first day of school with your child. Please fill out completely and return promptly. **If any phone numbers, places of employment or alternate contacts change, the office must be notified immediately.** If your child needs immediate medical care not available at school and we are unable to reach a responsible adult; the school District will arrange appropriate transportation to the nearest medical facility.

### *Immunization Requirements*

According to state statute, it is unlawful for any student to attend school unless he/she has been immunized as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare, and can provide satisfactory evidence of such immunization. It is unlawful for any parent or guardian to refuse to have his/her child immunized as required, unless the child is properly exempted.

### ***Health Screenings***

Parents will be notified prior to any hearing, dental, or vision screening that the District conducts.

## ***Health Office***

If you have any questions, please contact Sammy Jones, (816) 240-2621 ext. 254, [sjones@wntigers.net](mailto:sjones@wntigers.net).

## **Administration of Medication S-135-S**

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 health office 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, or others.

*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.

## **Communicable Diseases F-245-S**

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 to 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 discipline in accordance with the discipline code, and state and federal law.

### *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.

### **Asbestos F-215-S**

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

WN-R-IX facilities are inspected by Roth Environmental Consultants, Inc. who are certified asbestos inspectors as required by the AHERA law. The inspectors located, sampled and rated the condition and potential hazard of all building materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were then incorporated into a management plan by the consultant. The management plan contains among other things; this notification letter, the location of all asbestos containing building materials within each school building, education and training requirements for employees, a set of plans and procedures designed to minimize the disturbance of asbestos containing materials and plans for regular surveillance of the asbestos containing materials.

A copy of the Management Plan and inspection reports are available for review at the The WN R-IX Central Office located at 800 Hwy. 131, Wellington, MO as well as each school office. Questions regarding asbestos or the management plan may be directed to WN R-IX Central Office at (816) 240-2621.

### **Student Insurance S-140-S**

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The

student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

## **Student Records S-125-S**

### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building secretary. Requests to amend education records may be directed to the building secretary to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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 a 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. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year.

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; athletic performance data; 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.

*School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

### *Release*

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 from the building secretary.

### *Notice*

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

## **Personnel Records E-190-S**

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: James Evans, Elementary Principal

### Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be accessed online through the DESE website available [here](#) and by following these instructions.

- Click “ePeGS – Public”
- Select Wellington-Napoleon R-IX from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s school

### **Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S**

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District’s liaison for students who are homeless, migrant, English learners, or in foster care is:

Name: Hayley West, Director of Special Programs  
Phone #: (816) 240-2621, ext. 253  
Email Address: [hwest@wntigers.net](mailto:hwest@wntigers.net)

## **English Language Learners I-150-S**

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 AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact the Director of Special Programs, Hayley West, 800 N. Hwy 131 Wellington, MO 64097, (816) 240-2621, ext.216, [hwest@wntigers.net](mailto:hwest@wntigers.net).

## **Visitor Procedures C-155-S**

For student purposes, all visitors MUST use either the Elementary or High School 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.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance.

If you would like to be an "at home" or "at school" volunteer, please contact the building principal or secretary. Volunteers work in the office to make copies and complete various tasks for all teachers. We appreciate your understanding of these procedures as we strive to protect and keep all of our students safe and value instructional time.

## **Transportation Services F-260-S**

### *School Bus Rules and Regulations*

1. To ensure safety, the driver must be totally in charge. Passengers must respond promptly to instructions given.
2. The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are not permitted.
3. Passengers must observe the rules of classroom conduct while on the bus. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is unacceptable.
4. Keep aisles and steps clear at all times.
5. Never extend any portion of your body out bus windows. Do not throw any item out bus window.
6. There may be assigned seats on the bus. Do not attempt to get off or move about the bus while the bus is in motion. Always remain seated until it stops.

7. If you cause damage to the bus, you or your parents must pay for that damage.
8. Regular schedules must be observed. The bus cannot wait for tardy passengers or for a passenger to get a forgotten item. Pupils must be on time. Be at bus stop five (5) minutes before scheduled pick up time.
9. Wait at the proper stop. Never stand in the roadway.
10. If you cross the street or road to board, wait for the driver's signal. Cross well in front of the bus. Never cross behind the bus!
11. Observe driver's instructions when you unload. If you cross the street or road, wait for signal from the driver and cross in front of the bus, never behind the bus!
12. Students will not be allowed to change buses or get off at any other place than their regular stop without written permission from the parent/guardian, or permission from a District office.
13. Kindergarten passengers will only be released from the bus to a parent or a guardian. If the child has an older sibling third grade or above the child may be released with the older child.
14. Failure to follow these regulations may result in suspension from transportation.

Please notify the school or the bus driver if your child will not be riding the bus for an extended time or if you know ahead of time your child will not need to be picked up.

The District's Student Discipline Code applies on District transportation. Failure to comply with any of these regulations may result in disciplinary action which may include but is not limited to revocation of bus riding privileges

### **Student Discipline S-170-S**

#### *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, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. 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 Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1)** Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2)** Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (3)** Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4)** Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

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.

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 limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

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, will be provided 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.

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.

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.



### *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.

### *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. A principal may suspend a student for up to 10 days. The Superintendent has the authority to suspend a student for longer than 10 days. Students who are suspended are entitled to due process rights. High School students in OSS are required to complete make-up work.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District's Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>Possible Consequences</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of 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. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	A. First Offense- Student receives a "zero" and the parents are notified & up to one (1) day ISS B. Second Offense- Student receives a "zero" and Two (2) Days ISS C. Third Offense- Office referral for student file. Student receives a "zero" and Two (2) school days Out of School Suspension.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Suspension up to 180 school days
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly	<b>Of a fellow student:</b> A. First Offense –Up to Ten (10) school days

	causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	<p>Out-of-School Suspension</p> <p>B. Second Offense - Suspension out of school for up to 180 school days</p> <p><b>Oral assault of a faculty or staff member:</b></p> <p>A. First Offense- Up to Ten (10) days Out-of-School Suspension</p> <p>B. Second Offense- Up to 180 school days Out-of-School suspension</p> <p><b>Physical assault of a faculty or staff member:</b></p> <p>A. First Offense- Suspension for a minimum of 90 school days</p> <p>B. Second Offense- Expulsion</p>
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.	<p><b>Of a fellow student:</b></p> <p>A. First Offense –Up to Five (5) days Out-of-School Suspension.</p> <p>B. Second Offense –Up to Ten (10) school days Out-of-School Suspension</p> <p>C. Third Offense - Suspension out of school for up to 180 school days</p> <p><b>Oral assault of a faculty or staff member:</b></p> <p>A. First Offense- Three (3) school days Out-of-School Suspension</p> <p>B. Second Offense- 180 school days Out-of-School suspension</p> <p><b>Physical assault of a faculty or staff member:</b></p>

		<p>A. –Up to Ten (10) school days Out-of-School Suspension</p> <p>B. Second Offense- Up to 180 school days Out-of-School suspension</p>
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.	<p>A. First Offense- warning</p> <p>B. Second Offense- loss of driving/parking privileges for up to Eighty 80 school days</p> <p>C. Third Offense- revoke parking privileges for up to one year plus first offense for Disrespectful or Disruptive Conduct or Speech.</p>
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	<p>A. First Offense – Up to Five (5) Days Out of School Suspension.</p> <p>B. Second Offense – Up to Ten (10) school days of Out of –School Suspension</p> <p>C. Third and Subsequent Offenses – Suspension out of school for up to 180 school days</p>

	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.	<p>Normal Offenses</p> <p>A. First Offense- Slip sent to parents. Principal talks with student. Administers warning for future consequences.</p> <p>B. Second Offense- Up to One (1) day suspension off bus.</p> <p>C. Third Offense- Two (2) days suspension off bus.</p> <p>D. Fourth Offense- Three (3) days suspension off bus.</p> <p>E. Fifth Offense- Ten (10) plus days suspension off bus.</p> <p>Fighting, smoking, backtalk to driver, or other serious offenses will result in immediate suspension with the length to be determined by the principal.</p>
Cell Phone and Electronic Devices	Violation of <a href="#">F-265-S</a> .	<p>A. First Offense- detention and phone kept in the office for the remainder of the day</p> <p>B. Second- one day ISS and item is turned into the office and a parent/guardian must pick up the item at the office</p> <p>C. Third- Student receives 2 days ISS and parents pick up item at the office</p>

		* If a parent/guardian cannot pick up the phone it will be held in the office for 24 hours.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	A. First Offense – after school detention B. Second Offense – One (1) day ISS C. Third Offense – Two (2) days ISS
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.	A. First Offense – Up to One (1) day ISS B. Second Offense – Two (2) day ISS C. Third Offense- Two (2) school days Out-of-School Suspension  <b>Major Offenses- Staff member's authority seriously jeopardized</b> A. First Offense- Up to Five (5) school days Out-of-School Suspension B. Second Offense- - – Up to Ten (10) school days Out-of-School Suspension C. Third Offense- Ten (10) days OSS, and referral to Superintendent for up to 180 school days Out-of-School Suspension
Dress Code Violation	Violation of the District’s Dress Code.	A. First Offense- Verbal warning/student must change at school B. Second Offense- Up to One (1) day ISS C. Third Offense- Two (2) days ISS
Drugs/Alcohol/Tobacco/Vaping Products	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping	<b>Distribution of drugs:</b> A. First Offense- Suspension for up to 180

	<p>products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p>school days and police/juvenile notified</p> <p>B. Second Offense-Expulsion and police/juvenile office notified</p> <p><b>Use of/under influence of/possession of drugs/alcohol:</b></p> <p>A. First Offense- Up to ten (10) school days Out-of-School Suspension. Prior to re-admittance a student, parent/guardian, school administrator conference will be held to include discussion of Board policy.</p> <p>B. B. Second Offense-Out-of-school Suspension for up to 180 school days and police/juvenile notified.</p> <p>C. Third Offense-Expulsion</p> <p><b>Tobacco Product/Use/Possession:</b></p> <p>A. First Offense-Three (3) days ISS</p> <p>B. Second Offense-Three (3) school days Out-of-School Suspension</p> <p>C. Third Offense- Five (5) school days Out-of-School Suspension</p>
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Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	A. First offense- Up to Ten (10) days ISS B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
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.	Suspension up to 180 school days
Fighting	A conflict: verbal, physical, or both, between two or more people.	A. First Offense – Up to Ten (10) days OSS and meet with school counselor. B. Second Offense – Ten (10) days Out-of-School Suspension, and possible recommendation to Superintendent for further suspension, and meet with school counselor. C. Third Offense - Out-of-School Suspension for 180 school days or less.
Firearms and Weapons	A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a> , or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a> . B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic	Recommendation of the Superintendent to the Board of Education for suspension from school and all school activities for at least 365 days from the day of the infraction.



	<p>a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	
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.	<p>A. First Offense- Up to One (1) day ISS</p> <p>B. Second Offense- Two (2) school days Out-of-School Suspension</p> <p>C. Third Offense- Two (2) school days Out-of-School Suspension</p>
Forgery	Forging the signature of any adult in order to gain approval or acceptance under the false conditions.	<p>A. First Offense- Up to One (1) day ISS</p> <p>B. Second Offense- Three (3) school days Out-of-School Suspension</p> <p>C. Third Offense- Five (5) school days Out-of-School Suspension</p>
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	<p>A. First Offense- Up to One (1) day ISS</p> <p>B. Second Offense- Three (3) school days Out-of-School Suspension</p> <p>C. Third Offense- Five (5) school days Out-of-School Suspension</p>
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	A. First Offense – Up to Three (3) Days Out of School Suspension.

	protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes 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.	B. Second Offense – Five (5) school days Out of School Suspension C. Third Offense - Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
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 willingly participate.	A. First offense- Up to Ten (10) days ISS B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
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.	A. First Offense – Up to One (1) day ISS B. Second Offense – Two (2) days ISS C. Third Offense – Two (2) days OSS
Property Damage or Loss of School Property/Vandalism	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution by payment for replacement or restitution by repair of damaged property shall be made. A. First Offense- Up to One (1) day ISS B. Second Offense- Two (2) days ISS C. Third Offense- Five (5) school days Out-of-School Suspension Student will meet with administrator for a probationary agreement before returning to classes. <b>Major Vandalism</b> includes any act of

		<p>destruction to building, furniture, equipment or property of \$150.00 or more shall include restitution for damages with the following consequences:</p> <p>A. First Offense- Five (5) days Out-of-School Suspension. Student(s) will meet with the school administrator for a probationary agreement before returning to classes.</p> <p>B. Second Offense- Six (6) to 180 school days Out-of-School Suspension. Student(s) shall meet with the building principal and Superintendent for a probationary agreement before returning to classes.</p>
Profanity, Swearing, or Use of Other Inappropriate Language or Gesture	The use of any inappropriate language either written, verbal or gestures is prohibited while on school grounds, in school buildings, on buses, and while attending school activities.	<p>A. First Offense- One (1) Detention</p> <p>B. Second Offense- One (1) day ISS</p> <p>C. Third Offense- Two (2) days ISS</p>
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	<p>A. First Offense- Warning and phone call to parent</p> <p>B. Second Offense- Up to One (1) day ISS</p> <p>C. Third Offense- Two (2) days ISS</p>
Secret Organization and Gangs	Membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. The presence of gangs and gang activities can cause a substantial disruption of or material	<p>A. First offense- Up to Ten (10) days ISS</p> <p>B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for</p>

	interference with school and school activities. A “gang” as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.	180 school days or less suspension out of school
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.	A. First Offense – Up to Three (3) days Out-of-School-Suspension. B. Second Offense – Five (5) school days Out-of-School Suspension C. Third Offense - Suspension out of school for up to 180 school days
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	A. First Offense – Up to Three (3) days Out-of-School-Suspension. B. Second Offense – Five (5) school days Out-of-School Suspension C. Third Offense - Suspension out of school for up to 180 school days
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.	<b>Tardiness:</b> A. On the 3 <sup>rd</sup> -4 <sup>th</sup> tardy, the student will serve an after school detention. B. On the 5 <sup>th</sup> – 6 <sup>th</sup> tardy, the student will serve one (1) day of ISS C. On the 7 <sup>th</sup> tardy and any thereafter, the student will be assigned one (1) day OSS.  <b>Truancy:</b> A. First Offense- Up to One (1) day ISS B. Second Offense- Three (3) days ISS C. Third Offense- Three (3) school days Out-of-School Suspension

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.	<p>Restitution by payment for replacement or restitution by repair of damaged property shall be made.</p> <p>A. First Offense- Up to One (1) day ISS</p> <p>B. Second Offense- Two (2) days ISS</p> <p>C. Third Offense- Five (5) school days Out-of-School Suspension</p> <p>Student will meet with administrator for a probationary agreement before returning to classes.</p> <p><b>Major Misconduct</b> includes any act of unauthorized technology access, and significant disruption to district technology systems</p> <p>A. First Offense- Up to Ten (10) days Out-of-School Suspension. Student(s) will meet with the school administrator for a probationary agreement before returning to classes.</p> <p>B. Second Offense- Ten (10) and up to 180 school days Out-of-School Suspension. Student(s) shall meet with the building principal and Superintendent for a probationary agreement before returning to classes</p>
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	In all cases restitution by payment or return of stolen property shall be made. The theft or possession of any items

		that does not belong to the student will be treated the same. The appropriate law enforcement agencies may be contacted and the incident reported. A. First Offense- Two (2) days ISS B. Second Offense- Five (5) school days Out-of-School Suspension C. Third Offense- Ten (10) or more school days Out-of-School Suspension
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	A. First offense- Up to Ten (10) days ISS B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school C. Third Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
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.	A. First Offense- Up to One (1) days ISS B. Second Offense- Three (3) school days ISS C. Third Offense- Three (3) or more school days Out-of-School Suspension
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	Violation of consequences will prolong the initial disciplinary consequence

	event while serving a suspension or expulsion.	at the discretion of the administrator.
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### **Elementary Building Rules**

All students should:

- Use appropriate language at all times.
- Walk at all times.
- Be respectful of others and always use manners
- KHFOOTY (keep hands, feet, other objects to yourself)

### **Hall Rules**

1. Walk slowly, quietly in a line on the right-hand side in a safe manner.
2. Display quiet and appropriate behavior while standing in the hall.
3. Keep hands, feet and objects to self.
4. Use water fountains correctly with permission.
5. When standing keep feet and hands off of the walls.

### **Restroom Rules**

1. Use quiet and appropriate behavior.
2. Keep hands, feet and objects to self.
3. Wash hands properly after using the restroom and before lunch to ensure hands are clean.
4. Flush toilets/urinals appropriately after use.
5. Dispose of paper towels/tissue in the trash can.
6. Pick up after self.

### **Lunchroom Rules**

1. Follow the lunchroom supervisor's directions.
2. Stand quietly in line while waiting.
3. Talk quietly to nearest neighbors.
4. Do not give or accept food from other students.
5. Go straight to seat and remain seated unless permission is given to get up.
6. Use proper manners while eating.
7. Sit in assigned area.
8. Walk slowly in order to avoid accidents.

### **Playground Rules**

1. Follow the directions of playground supervisor.
2. Stay in view of supervisor.
3. Keep hands, feet and objects to yourself.
4. Go down the slide in a seated position, feet first, one student at a time.
5. Follow PE rules as instructed by the PE instructor when playing soccer or kickball.
6. Swing sitting in the seated position, one person at a time in the swing.

7. Tumbling and gymnastics may not be performed on the playground.
8. No playing of contact sports. No aggressive, physical contact or unsafe play allowed.

A behavior management system that encourages students to take responsibility for their actions is utilized in grades k-5. The purpose of this behavior management system is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others. The following steps may be taken to help students become accountable for their actions when he/she chooses not to follow classroom rules. This program will be used in conjunction with the discipline policy adopted by the Board of Education that is listed in the student handbooks.

**Safe Seat:** The safe seat is a designated area in the student's regular classroom. It is intended to provide a safe place for students where their inappropriate behavior can stop and the student can begin "taking responsibility" for the behavior while continuing their academic course work

**Buddy Room:** The buddy room is simply a safe spot in a classroom other than the student's assigned classroom. It is intended to provide a safe place for the student to regain control and take responsibility for their behavior while continuing to do their academic work from their classroom.

**Office:** The office is a safe place for students who are having difficulty controlling their behavior to the extent that the regular classroom and/or buddy room is not the safest place for him/her. In the office:

1. Students will be given time to think through the situation.
2. Students will begin taking responsibility for their actions. Restitution must occur with all parties involved.
3. Students will discuss a behavior plan with principal/teacher assistance to improve behavior in classroom.
4. Individualized instruction will be facilitated by a certified teacher.

**Team Focus:** A student can be assigned to a classroom or office for the purpose of completing assigned work. The student is "shut down" for a specified period of time or until work is completed.

**Processing:** Processing is the discussion between the student and teacher regarding the problem that occurred. Processing will take place once the student accepts responsibility for his/her behavior and is able to discuss and plan ways to improve/change behaviors. The processing teacher will then determine where the student will be most successful.

**Accountability Is:**

- Guiding students to look at what problems their behavior is causing.
- Providing consequences to protect them.
- Waiting for students to partner with adults.



## **Bullying, Hazing, and Cyberbullying S-185-S**

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

### *Definitions*

*Bullying* – 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* – 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 for each building is the building principal.

*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.

#### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who 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***

The District's Bullying Incident Report form is available by contacting the main office of your children's school.

### **Complaints or Concerns C-120-S**

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a

complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Brad Briscoe, Superintendent  
 Phone #: (816) 240-2621  
 Email Address: [bbriscoe@wntigers.net](mailto:bbriscoe@wntigers.net)

In the event the District's 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: Justin L. Mefferd, Middle/High Principal  
 Phone #: (816) 240-2621  
 Email Address: [jmefferd@wntigers.net](mailto:jmefferd@wntigers.net)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

## **Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures**

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education          Complaint Procedures for ESSA Programs          Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b> <ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

## **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

## **2. Who may file a complaint?**

Any individual or organization may file a complaint.

## **3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

## **4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

## **5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

## **6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that include:

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements allegedly violated.

## **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint

resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

#### **8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

#### **9. How will appeals to the Department be investigated?**

The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

#### **10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### **Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S**

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: Brad Briscoe, Superintendent  
Phone #: (816) 240-2621  
Email Address: [bbriscoe@wntigers.net](mailto:bbriscoe@wntigers.net)

In the event the District's 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: Justin L. Mefferd, MS/HS Principal  
Phone #: (816) 240-2621  
Email Address: [jmefferd@wntigers.net](mailto:jmefferd@wntigers.net)

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: Hayley West, Director of Student Support Services  
Address: 800 Hwy 131, Wellington, MO 64097  
Email Address: [hwest@wntigers.net](mailto:hwest@wntigers.net)  
Phone #: (816) 240-2621 ext. 216

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.

### **Student Searches S-175-S**

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 6-12 is assigned a hallway and gym locker. Locks are installed by the District.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of fact, 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. The District reserves the right to utilize drug dogs to search the premises on a random, proactive basis. Drug dog searches will be coordinated through the Lafayette County Sheriff's Department, under the supervision of trained dog handlers.

### **Student Alcohol/Drug Abuse S-195-S**

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 a school authority. 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.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact Brad Briscoe, Superintendent of Schools.

### **Weapons in School S-200-S**

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 not less than 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. 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 I-195-S***

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.

## ***Teaching About Human Sexuality I-120-S***

Beginning in 5<sup>th</sup> grade, students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. 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 or sexual abuse training. All curriculum materials used in the District's human sexuality instruction or sexual abuse training are available for review prior to its use in instruction.

## ***Section 504 I-125-S***

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 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 Programs Hayley West, 800 N. Hwy 131 Wellington, MO 64097, (816) 240-2621, ext. 216, [hwest@wntigers.net](mailto:hwest@wntigers.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

## ***Special Education I-125-S***

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

The 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.

The District assures that 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 may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The 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 (7:45 am – 3:30 pm) in the office of the Director of Special Programs, Hayley West, 800 N. Hwy 131, Wellington, MO 64097, (816) 240-2621, ext. 216, [hwest@wntigers.net](mailto:hwest@wntigers.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### ***Virtual/Online Courses I-160-S***

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 the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to SEVEN credits per semester, or the equivalent to a full school day course load for elementary students.

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 at

<https://www.wntigers.net/vnews/display.v/SEC/Virtual%20Learning>.

### ***Technology F-265-S***

The device your child is using is an educational tool and should be used in that manner. Failure to comply with this technology policy can result in loss of chromebook privileges.

Before the district's technology is assigned to a student, the parents must assume financial responsibility for the equipment. This includes any damages or loss of the equipment. In the event that a chromebook or technology device is stolen a police report must be made.

If the technology has a general failure, the device will be swapped out with a different one or repaired as necessary. General failures are classified as normal wear and tear objects. Wear and tear will be determined by the Technology Director after inspecting the damage that has been done to the chromebook.

When technology is taken home by a student under special circumstances, the technology must be used as if it were at the school. The technology must return back to the school in the same condition that it left the school. Technology must be fully charged and ready to use in class upon the return of the student.

All school technology is property of the Wellington Napoleon school district. The Wellington Napoleon school district has the right to demand immediate return of a device at any time. The technology device should only be used by the student who has signed the agreement. All technology devices are monitored by the Wellington Napoleon school district.

#### *Policy on Student Display or Use of Electronic Personal Communications Devices*

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

#### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

#### **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct in [S-170-S](#). (See Cell Phone and Electronic Devices.)

#### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

**Internet Usage:** At the Wellington Napoleon school district, internet use must be school appropriate and ethical. If you are searching for inappropriate items while connected to the Wellington Napoleon school district, disciplinary action will be taken. This can cause you to lose all access to usage of the schools internet at the discretion of the Administration and Technology Director.

**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. 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.

**Email Consent:** The faculty of the 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 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 District also encourages parents to access the District’s parent portal, a secure measure, to check your child’s school information and progress.

By signing the student handbook, you are agreeing to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) provided by parents and guardians through the district SIS system. 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 as soon as possible to get it updated.

***Grading and Academics***

**Elementary Grade Assignment**

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the School District. Grading shall not be influenced by pressure from parent/guardians. In addition, grades are not to be used as a disciplinary measure. In kindergarten through second grade academic progress is reported on standards as a 4, 3, 2 or 1. In 3rd-5th grade students also receive progress reported towards standards as well as a letter grade in each core subject area. See the key below:

<b>4 Advanced Understanding</b> –Mastery of specific Missouri Learning Standard above the expected grade level performance..
<b>3 Proficient Understanding</b> – Grade level mastery of specific Missouri Learning Standard.
<b>2 Basic Understanding-</b> Meets Missouri Learning Standard with assistance. Student depends on some assistance for standard mastery.
<b>1 Less than Basic Understanding-</b> Less than basic understanding-Does not meet the expectations of the Missouri Learning Standard.

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal growth, and development. This continual assessment provides information for staff to provide interventions in areas of weakness as determined by the assessments. Grades will be assigned based upon student ability, achievement and performance. Through the District’s methods of student evaluation and parent/guardian-student-teacher communications, the District strives to meet the following objectives:

- Parents/Guardians are to be informed regularly, at least four (4) times a year, as to the progress their children are making in school.
- Parents/Guardians will be alerted and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
- Parent/Teacher conferences will be scheduled for all students at the end of first quarter to discuss student performance and as deemed necessary at the end of third quarter by the teacher.
- At comparable levels, the School District will strive for consistency in grading and reporting, except when inappropriate for certain classes or students.

**Reading Ability and Promotion - According to SB 319**, all students in grades 1-5 will be assessed to determine a reading level during the first quarter of school. Reading assessments for kindergarten students will begin when appropriate. The law requires:

- Assessment of students in grades 3-5 (with some exceptions) to determine their reading levels.
- Individualized "Reading Improvement Plans" for students in grades 4-5 who are substantially below grade level in reading.
- Additional reading instruction for students with Reading Improvement Plans.
- Retention of students in grade 4 if they are reading below third-grade level (with some exceptions).

Letters will be sent to the parent(s)/guardian(s) of students in grades 3 and 4 that are reading more than one (1) grade level below their current placement, notifying them that their child will be required to participate in the District's reading improvement plan. The District's reading improvement plan will offer at least 30 hours of additional reading instruction outside the regular school day. A variety of interventions, including early intervention in reading for students in grades 1-3 and at-risk assessments will be used. Additional reading level assessments will be given during the school year at the end of first semester and at the end of third quarter. Students must attend summer school or its equivalent for reading instruction if their third quarter reading assessment indicates that they are reading one (1) grade level below their current placement, before they will be promoted to the next grade level. Any student that is one (1) full year behind his or her grade level at the end of summer school following his or her fourth grade year will not be promoted to the fifth grade. Students will only be retained once based entirely on their reading ability.

Students with Individualized Education Program (IEP) are exempt from this program.

### **Transfer and Withdrawal of Students**

Parents of students planning to move from the District should notify the school office so that all textbooks and library books can be turned in at this time. All lunch/breakfast charges must

be paid. Education records will be forwarded to other schools or agencies when requested by the school the student is transferring to.

### ***District Sponsored Extra-curricular Activities and Clubs I-210-S***

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

For more information about elementary extra-curricular activities please contact the building Principal, James Evans at (816) 240-2621.

### ***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 Tiger Texts, social media, District-sponsored apps, and local radio and news outlets. 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 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.

### ***Arrival and Dismissal Procedures S-165-S***

#### **Arrival**

When dropping your students off for school please pull up directly in front of the Elementary or entrance. For safety reasons, please do not drop them off anywhere else and do not allow them to walk through parked cars.

#### **Preschool/Elementary Drop Off/Pick Up**



If you are dropping your child off or picking up, please pull up in the circle drive in front of the building. Pull up in front of the building and your child can get out in front of the elementary doors and come into the building. At dismissal, we ask that you pull up in the circle drive, wait your turn in line, and we will load your child into the vehicle. We ask that you follow this pick up procedure. Children are not allowed to cross through the pick-up line while children are being loaded at dismissal. The children's safety is our number one concern.

### **Preschool/Elementary Dismissal Precautions**

We will not dismiss your child to anyone other than parents unless we have a note from you or receive a phone call from you during the day indicating a change in pick up plans for your child. If you know ahead of time that there is a change in your child's pick up arrangements please put a note in your child's daily planner. If you do need to make a change in pick up plans during the day please call the office by 2:30 at (816) 240-2621. A phone call is required, e-mails or Facebook messages to teachers are not acceptable methods of communication as they may not be checked in a timely fashion. If we do not know the person you have designated to pick up your child, we may require a photo ID to identify the "pick up person" for your child. Parents are asked to provide the school with any court orders concerning custody or orders of protection.

### ***Class Schedules/Bell Schedules***

School doors will open for the day at 7:30 AM. The car rider line will begin unloading at 7:30 a.m. and students will report to their classroom or to the cafeteria for breakfast. Students are not permitted on campus prior to 7:30 a.m., unless tutoring has been scheduled with a teacher, participating in a scheduled school activity or club, or other administrative approved events. Breakfast will be available before 1<sup>st</sup> hour from 7:30-7:45 AM, and between 1<sup>st</sup> and 2<sup>nd</sup> hours. School ends at 3:30 p.m. for all students.

### ***Communication***

Every opportunity will be taken to give parents positive evidence of their child's school experience. When parents call the principal to voice a concern over a classroom matter, the following steps will be taken:

1. Parent will be asked to contact the teacher and share the information if they have not already done so.
2. Principal will listen to the concern and gather information.
3. Principal will share the above information with teacher and request the teacher schedule a conference with the parent to attempt to resolve the problem
4. Principal will take no further action unless parent and/or teacher cannot resolve the problem.

### ***Parties/Celebrations***

#### **Elementary and Preschool:**

The PTO and room parents are generous in providing Halloween, Christmas, and Valentine parties for our students. All parents will be informed of time and day when these parties are scheduled. Students and room parents can wear costumes on the day of the Halloween party

that follow the dress code, that do not require changing during the day and that do not have masks that would interfere with the educational process during the school day. Room parents **SHOULD NOT** bring their younger children to the party as this detracts from attending to the needs of the classroom party.

Student Celebrations: Refreshments sent to celebrate a student's birthday should be **purchased** and sent in individually wrapped packages. **No homemade treats.** Please try to send healthy treats such as fruit snacks, trail mix, low-fat pretzels, popcorn, low-fat pudding, yogurt smoothies, apples with caramel dip, beef jerky, etc. We are focusing on healthy choices for kids

Invitations to parties or events should not be distributed at school or on the bus unless they include everyone in the class and require prior approval of the teacher in advance. If this procedure is not followed the invitations will be returned home. Please do not ask the teacher or office staff for addresses, these cannot be given.

### ***Supply Lists***

Supply lists are posted on the District website.

### ***Guidance and Counseling Services***

The school counselor helps students to be successful in school and life by providing direct counseling services to students individually, in small groups and in the classroom setting, and consults with teachers, parents, and community agencies. The school counselor refers individuals to community services, provides career guidance services, and advises students on academic planning. Participation is voluntary and open to all students. Confidentiality is protected within legal and ethical guidelines to ensure a trusting relationship.

### **Wellington-Napoleon R-IX School Suicide Prevention Policy**

Protecting the health and well-being of all students is of utmost importance to the school District.

Wellington-Napoleon R-IX School has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur on an annual basis.
2. The school Counselor will serve as a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources. Parents/Guardians will always be contacted and the student follow-up form will be completed.
4. Students will have access to national resources which they can contact for additional support such as:
  - a. The National Suicide Prevention Lifeline – 988

- b. [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- c. The Trevor Lifeline – 1-866-488-7386 [www.thetrevorproject.org](http://www.thetrevorproject.org)
- 5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
- 6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

### **Community Resources**

- Pathways Crisis Line: 800-833-3915
- Pathways Behavioral Health Services: 888-403-1071
- The Center for Counseling and Training: 660-259-3900
- Signature Behavioral Healthcare: 816-795-1445
- First Call Crisis line: 816-361-5900
- Comprehensive Mental Services Crisis line: 888-279-8188
- Comprehensive Mental Services: 816-254-3652
- Child Abuse Prevention Association (CAPA): 816-252-8388

### ***Student Data Information Forms***

Student Data Information Forms will be given to parents at the back to school night meeting. Please return these completed forms to your child's teacher on the first day of school. The emergency contact people you list on your child's emergency card are people to whom we may release your child if he/she becomes ill or injured (upon your verbal approval). Please update these names and numbers with the office if you have changes during the school year. We must have current numbers to be able to reach you in the event of an emergency. If your contact number changes or is turned off please notify the office of alternative contact numbers as soon as possible. We will not release your child to anyone unless you have contacted office personnel by phone or we have a note from you in the office.

### ***Carol Y. Hough Library Media Center***

The purpose of the school library is to support and supplement the school curriculum and to provide research and reading materials for students and staff members. The following rules will govern usage of the library:

1. Some reference materials may be checked out overnight, at the discretion of the librarian.
2. The cost of replacing lost books and magazines is the responsibility of the student in whose name the material was checked out. Replacement charges will be equal to the cost of new materials.

### ***Preschool Specific Building Information***

#### **Preschool Philosophy**

The Wellington-Napoleon Preschool is an important part of the School District as we develop this opportunity to acclimate children to an environment that builds self-esteem, self-discipline

and the essential skills to becoming a lifelong learner. Children will develop creative exploration and inquiry skills through hands-on learning experiences that are developed specifically to meet the needs of each individual child. Positive interactions with staff, students and their environment will foster a love of learning, build an environment of trust, and develop positive self-images. Math, science, social/emotional areas, literacy, health and nutrition are all integral parts of what will be studied. To encourage play-based exploration, classrooms will be filled with open-ended materials that encourage children to become creative problem solvers. Children are encouraged to explore materials through centers that include reading corners for literacy, areas for puzzles and blocks, a sensory center, a writing center, a dramatic play area, a home skills area, an art center, and a science area.

### **Preschool Goals and Objectives**

Establish a developmentally appropriate program and environment for each child through:

- a curriculum that is culturally sensitive and appropriate to the child's age and level of development;
- a positive atmosphere, for optimal growth, that encourages and supports the social, emotional, physical, and cognitive development of each child;
- value individual children's differences, interest and their particular needs; a positive sense of self for each child;
- a foundation for a healthy self-concept for all future growth that is essential for becoming a self-motivated, independent learner.

Objectives to obtain goal:

#### **Cognitive Domain:**

Students will know personal information such as their first and last name, phone number, birthday and address.

Students will write their first name on their own and last name with assistance as needed.

Students will recognize and count numbers 0 through 20.

Students will recognize 20 upper case and 15 lower case letters.

Students will recognize 8 colors and 4 shapes.

Students will be able to classify objects into categories based on two attributes.

Students will be able to sequence a minimum of three events into order.

Students will be able to look at a picture or listen to a story and make predictions.

Students will be able to complete and create a pattern.

#### **Social-Emotional Domain:**

Students will develop self-control.

Students will have positive interactions with peers and adults.

Students will be encouraged to have good manners.

Students will be introduced to and expected to follow rules.

Students will be encouraged to have a positive self-image.

#### **Physical Domain:**

Students will expand fine motor skills (cutting, writing, etc.)

Students will participate in daily exercise through recreational play.

Students will learn about and participate in healthy eating habits.

Students will learn about and participate in proper hand washing techniques along with other healthy living practices.

Students will participate and expand their gross motor skills (through hopping, skipping, running, etc.)

#### Communication Domain:

Students will be encouraged to use self-expression through play, movement, art and music.

Students will develop individual and group problem solving skills.

Students will represent ideas and feelings with words and/or pictures.

Students will recognize and identify sounds, symbols, and signs.

Students will use language for a variety of functions.

#### Curriculum

Project Construct is the curriculum chosen for the Wellington-Napoleon Preschool Program. Project Construct is based on the constructivist theory of learning. The constructivist theory, states that children actively construct their own knowledge and values as a result of interactions with the physical and social worlds. The classroom teacher creates hands on lesson plans in which children learn through interactive experiences. Teachers make sure the daily schedules and room arrangements are carefully designed and flexible. Teachers using the Project Construct approach believe that high expectations and rich learning environments challenge students to reach their full potential.

Through the Project Construct approach, students solve realistic problems, explain their thinking, and examine their reasoning. The students become a community of learners. As a result, they become critical thinkers and creative problem solvers, develop cooperative and collaborative skills, gain a deep understanding of the core content areas, and develop a love for learning. Project Construct is a curriculum that is shaped by the belief that student success depends on both a solid foundation of content knowledge and the ability to apply it to real situations. Learning is a lifelong journey that adults and children go through together. You are your child's first and primary teacher therefore you have a very important role in the Project Construct classroom. Family involvement increases the chances of student success and together we can prepare our children for what lies outside of the classroom.

The framework is closely linked to state and national standards and allows the preschool teacher to meet learning objectives and translate their observations of young children into appropriate teaching practices.

#### Guidance/Discipline

It is an intended outcome that our students will become independent, responsible and mature citizens. This involves learning to make responsible choices as well as accepting consequences for those choices.

Guidance in the preschool classroom will take a variety of forms:

- Environment- the preschool classroom is developmentally appropriate and the children are provided with many hands-on experiences that will challenge and interest them.
- Logical Rules- rules are discussed and explained in a way that children will understand why the rules are needed. Examples- how rules keep us safe.

- Positive Behavior-children who are doing the right thing and following the rules are given positive reinforcement. Praise is given when children exhibit desired behaviors.
- Positive Reminders- when children are having a difficult time remembering rules, we remind them what the desired behavior looks like avoiding the words “no” and “don’t”.
- Redirection-when a child’s attention begins to change from something we approve of to something we do not approve of, we redirect the child’s attention by moving to a different area or suggesting a different activity to the child.
- Choices-we remind children that they have choices. We guide them to positive choices and behaviors.
- Time Away-On occasion a child may need to be removed from the situation for a brief time allowing him/her to consider alternative behavior. For most circumstances the child will not be removed for more than one minute per year of age. The “time-out” will most often occur in the classroom separated from the other children. In severe cases, when the child may hurt him/her self or others, the child may be removed from the classroom allowing time for the child to cool down and make behavior changes.

Children will not be allowed to harm themselves or others. They will not be allowed to willfully leave the classroom, continually disrupt the education of the other children or destroy property. In order to maximize the learning opportunities for all children, a child who cannot control his/her behavior may be dismissed from the program. This would only be an option after the teacher, the director and parents had implemented intervention strategies that were not proven to be successful.

### **Enrollment Procedures**

Enrollment is limited to 20 students. Students enrolling must be 3 years old BEFORE August 1<sup>st</sup> of current school year. In order for children to attend they must have the following:

- Completed enrollment forms
  - ✓ Completed demographic form
  - ✓ Completed free and reduced form
  - ✓ Transportation form
  - ✓ Proof of residency
  - ✓ Birth certificate
  - ✓ Completed medical history/authorization for medication
- Copy of up-to-date immunization record
- Completed medical examination form (state required)
- Completed screening (DIAL-IV, parent screening survey)

### **Selection Process**

All students will be screened using the DIAL-IV assessment tool. Parents will complete a student/health history questionnaire. Results from the screening process will be evaluated and determined if the student is at-risk for making adequate academic progress. This information will be shared with parents at enrollment.

There will be 20 slots available. Slots will be filled first with students who are 4 years old as of August 1 of current school year, followed by 3 year olds until slots are filled.

### **Toilet Training**

Students must be completely toilet trained in order to participate in the preschool program. The staff will not do diapering. We understand that accidents occasionally happen and we ask that parents/guardians provide a complete change of clothing that will be left at preschool. If an accident does occur, the dirty outfit will be sent home and the parent/guardian will be asked to send another change of clothing to be kept at school. A student that has a problem with continual accidents may be dismissed from the program. If your student has a disability, please contact the Special Education Director.

### **Rest Time**

Children will participate in a rest time every day. This will provide children with a time to relax and some may even nap but they are not required to sleep. They must rest quietly so others may sleep if they wish. Rest time will generally follow story time and will last for a minimum of 45 minutes. Children are required by state licensing to have two forms of bedding for their cot. A crib sheet or twin sheet for the bottom and a blanket to cover up with. If a child has a favorite blanket or stuffed animal they would like to bring it is allowed, this will stay in their cubby except during rest time.

### **Student Planner/Communication**

Each child will be given an agenda to use as a communication tool between the teacher and parents. Notes regarding behavior, school work, dismissal changes, etc. can be written here and shared between school and home. Please make sure to check and sign it daily.

The teacher also has e-mail. She may communicate with you via that method as well. You may call to speak with the teacher, however; during the day when working with students all calls are transferred to voicemail and the teacher will return calls at her earliest convenience which may be after school hours. If you have a message that needs to be relayed immediately please leave it with the elementary secretary.

### **Field trips**

The preschool may schedule an educational field trip that would occur off campus. Before any off campus activity or trip would occur, you will be notified in writing, given the details of the upcoming trip and asked to give written permission for your child to attend scheduled field trip. All field trips will use school mode of transportation and students will not be transported in private vehicles.

### **Items from Home**

Please keep all toys and other objects that may be distracting at home unless special permission has been granted by the teacher. If a toy is brought from home the child will be asked to leave it in their backpack/cubby. The teacher will let parents know when Show and Tell will occur in class.

### **Progress Reports/Parent Teacher Conferences**

Parent/Teacher conferences will be held twice during the school year to discuss each child's progress. (Fall and spring) The teacher will share student progress reports each midterm and quarter to update parents on their child's progress towards expected goals. If you feel it is necessary to discuss your child for any reason please call to schedule a conference. Likewise, if the teacher has concerns, she will schedule a conference at any time during the year to share these with you.

### **Kindergarten Transition Plans**

During the preschool year, the Parents as Teachers coordinator will continue with her schedule of home visits. In the spring before the kindergarten year, parents will be invited to attend an orientation meeting, meet the kindergarten teachers, and learn about the requirements for entering kindergarten. Students and parents will be invited to visit the classroom together and sign up for a screening appointment. Screenings are held in April. After the child has been screened, teachers will meet with parents to discuss the screening results. Students will visit the classrooms and meet their new teacher in May. In August before school starts, parents will be invited to attend the final orientation meeting about the upcoming year.

### **Tuition Fees**

After parents have completed the Free and Reduced Meal application form they will be notified of the rate they qualify for. The following chart indicates rates.

<b>Status</b>	<b>Weekly Price</b>
<b>Full Price</b>	<b>\$30.00/day</b>
<b>Reduced</b>	<b>\$18.00/day</b>
<b>Free</b>	<b>\$12.00/day</b>

There may be other factors considered when the rate is determined, such as at-risk status, IEP qualifications, etc. These will be decided on a case by case basis. Free and Reduced price meals will be available to qualifying students at the reduced rates. Pre-school tuition payments will be managed through the Pro-Care software platform, and may be paid through their website, mobile app, or by check to the school. Tuition will not be charged for the days that school is not in session due to holidays, teacher in-services, etc. School lunch fees will be paid separate from pre-school tuition. Lunch fees may be paid in advance.

Tuition payments may be made monthly, biweekly or weekly. Tuition will be paid if your child misses due to an illness. Lunch charges will not be assessed. Select the rate of payment that will work best for your family and indicate such on the last page of this document before returning.

**Monthly Plan-**The total number of days will be projected for the month and payment of tuition will be expected on the first day of each month. If school is missed due to inclement weather the amount will be forwarded to the next month's tuition.

**Bi-Weekly Plan-**Tuition will be paid on the first and third Monday of the month. If school is missed due to inclement weather the amount will be forwarded to the next week's tuition.

**Weekly Plan-** Tuition will be paid on the Monday of each week for that week. If school is missed due to inclement weather the amount will be forwarded to the next week's tuition.



**\*\*Checks should be made payable to the Wellington-Napoleon R-IX School District. A receipt will be sent home after payment has been received. A running balance will be kept available at all times in the elementary office. All payments should be sent to the elementary office secretary. Two returned checks will require that payment be made on a cash only basis. If tuition payments are behind by more than two weeks you will be asked to withdraw your child from the program until payment arrangements are made.**

### **Termination of Enrollment**

**Termination of Enrollment of your child in the WN preschool may occur if:**

- **The child is not toilet trained.**
- **The child does not attend class for 5 consecutive days without notification.**
- **Tuition or other fees are not paid.**
- **Discipline issues cannot be resolved.**

### ***Elementary Specific Building Information***

#### **Outdoor Recess – also applicable to preschool students**

*Recommendations by Mercy Children’s Hospitals and Clinics*

**Temperatures used are the “apparent temperature” or wind chill readings.**

**Green Zone: 30°F or higher.** Kids can play outside safely with appropriate gear. Hats, gloves, coats, etc. It’s safe to go outside for the entire recess time.

**Yellow Zone: 20\*- 30°F.** Be cautious. Kids are safe to be outside for 20 minutes at a time.

**Red Zone: Below 20°F.** Students will stay inside for recess.

Students with a note will be allowed to stay in the classroom with a teacher and do a quiet leisure activity.

### **Monthly Newsletter**

An elementary newsletter will be made available monthly with items of interest and other pertinent information including the upcoming month’s lunch menu. Times and dates of activities will be listed as well as current news from the nurse. Please read and stay informed regarding the school news. The newsletter and menu are also available on the elementary website, on the school Facebook page, and the school’s twitter account.

### **Parent/Teacher Correspondence**

It is in the best interest of students to have an open line of communication between parents, teachers and the school. We encourage parents to call/write notes/email when they have questions/concerns. Daily communication between teachers and parents is expected through the use of student planners and Remind accounts. The school furnishes each student with a student planner on his/her first day of school. It is an expectation for the planner to be reviewed each night by the parent to check homework status, behavioral notes, etc. The parent must then sign the planner indicating they have reviewed the information. The teachers check it daily for notes from parents, changes in dismissal plans, and other information. This is the

child's responsibility to ask you, the parent, to check and sign it. This completes the daily communication loop between home and school. In an effort to save paper and cut costs this year teachers will post class news and information on the District website. If you do not have access to either let your child's teacher know and a paper copy will be sent to you. If you have questions regarding your child's progress at any time, please contact your child's teacher. Teachers use "Remind" accounts to communicate with parents on a regular basis. Teachers will also make available to each parent an explanation of procedures and expectations for their classroom. This will include their class rules, reading log information, book report information, math mastery expectations, student goals, behavior management rewards, and grade level homework expectations. Please review this carefully as expectations change at each grade level.

### **Learning Environment**

At Wellington-Napoleon Elementary, our students deserve an environment that is conducive to learning. The ultimate goal is for each student to learn and maintain their own self-discipline. There are certain rules and expectations to be followed building wide and in each classroom. Accordingly, each teacher will post his/her classroom rules and discipline system in his/her classroom and will review these rules with the students at the beginning of the year. A copy will be sent home with the child for the parents to read and review with their child. The parent then needs to sign the attachment and return it to the child's teacher. Ongoing misconduct and severe offenses, such as but not limited to, inappropriate language, fighting, stealing, lying, blatant defiance to adults, destruction of property, etc., will result in the student receiving a discipline notice and being sent to the office. If more than one (1) discipline notice is received in one day, cumulative total of consequences will apply.

### **District Policy Information**

#### ***Emergency Procedures F-225-S***

##### **Fire Alarm Procedures**

There are directions for the fire escape procedure posted in every room. Instructors will give proper directions at the beginning of the school year. In case of a fire or fire drill, students should follow designated exit routes in a calm and orderly manner.

##### **Tornado Alarm and Procedures**

The tornado alarm is one long continuous tone. Tornado drills will be held at the beginning of the school to familiarize students with the proper procedures to follow in case of an actual tornado. In the event of an actual tornado or drill, students should proceed to the designated area, sit on the floor facing the wall, and place hands and arms over head. In the event of the confirmed tornado in the area, students will not be released until the proper authorities have given the all clear.

##### **Lockdown Procedures**

**Non-Threatening Lock Down** – There is not a threat of harm to the students or staff. This alert will be given any time the building administration believes the students should stay in their rooms and continue their classroom activities.

**Intruder Alert** – There is a threat of harm to the students or staff. Students should move away from line of sight of windows, and follow the ALICE Training- Alert, Lockdown, Inform, Counter, Evacuate.

In both instances, students are informed of exactly what is going on using real time language over the intercom system.

### **Earthquake Procedures**

The building evacuation signal will be **the same as the tornado drill**; (if bell is inoperative, verbal command will be issued by the principal).

The evacuation route from the building is the same as for evacuation due to a fire. All classes are to proceed to the south playground area.

**NO ONE** is to re enter the building without approval from the principal. All staff members will remain on campus until specifically released by the building principal.

During any emergency procedure, parents/guardians are not allowed into any building unless the emergency procedure is complete and an all-clear declaration occurs.

### ***Physical Examinations and Screenings S-146-S***

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### ***Surveying, Analyzing, and Evaluating Students S-150-S***

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 the building secretary.

All District policies can be located at <http://egs.edcounsel.law/wellington-napoleon-r-ix-school-district-policies>.

### ***School Nutritional Program F-290-S***

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 (including gender identity and sexual orientation), 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:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	<a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>

This institution is an equal opportunity provider.

### ***Student Transfers S-120-S***

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident

parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. 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.
3. 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.
4. 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 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.

### ***Trauma-Informed Schools Initiative***

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

### ***Tobacco-Free Policy C-150-S***

To promote the 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.

### ***Firearms and Weapons F-235-S***

Possession of weapons, including concealed weapons, is strictly prohibited 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.

### ***Use of Recording Devices or Drones C-165-S***

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

## **Signature and Form Requirements**

Electronic signature acknowledgement of the following forms is acceptable through the WN R-IX online enrollment process through the Common Goal (Teacher Ease) platform.

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

Electronic signature acknowledgement of the above listed forms is acceptable through the WN R-IX online enrollment process.

The faculty of the 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 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 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 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: \_\_\_\_\_



**Students**

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 (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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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 (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) 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 or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook 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:

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Parent/Guardian Name (please print):

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

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

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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

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