

2025-2026 Southwest Elementary School

Student/Parent Handbook

“Southwest students are respectful, responsible, and safe.”



SOUTHWEST ELEMENTARY SCHOOL MISSION STATEMENT

In partnership with home and community, our mission is to create and inspire meaningful learning experiences students need, want, and can achieve and to support and motivate their desire to become life-long learners.

Adopted by the Board of Education: July 16, 2025

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Building Webpage

The District webpage can be found at www.lawsoncardinals.org. Select Southwest Elementary, half way down the page, to access our school page. Our school webpage contains important forms and information from the office, health room, and classroom teachers. The Southwest PTO has general information included under the parent corner. You will also find the District policies and technology information under the Lawson R-XIV District page.

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

Educational Philosophy

A philosophy of education is the foundation on which a school District is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Lawson R-XIV School District and the Board of Education thereof shall be a guide in determining the policy, rules and regulations of the school District. Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his/her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his/her capacities. We believe that in a democratic society, education must help the student realize his/her worth as an individual and should lead him/her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life. We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of his/her capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote, through teaching and example, the principles of the democratic way of life. We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school and they need to impart this confidence to the students. The parent/guardian may do this by cooperating to the fullest with the schools, by encouraging the student to give his/her best efforts to his/her daily school responsibilities and by participating in school activities. We believe that the student must have responsibilities in the educational program of his/her community. Most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society. We believe that the foundation of the District's education program is based on the development of competencies in the basic fundamentals of reading, oral written communication and mathematics. It is therefore the responsibility of the Lawson Board of Education to provide an educational environment for children of the

District, which will foster and accelerate their intellectual, physical, social and career development.

Role of School Board Members G-100-S

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 Hours

7:30 a.m.	Building opens to students
8:10 a.m.	School begins
3:17 p.m.	Buses leave school then car riders and walkers are dismissed

*Any student remaining after 3:15 p.m. must be under staff supervision.

Office Staff

Mrs. Christina Cross, Principal
Mrs. Amanda Durbin, Assistant Principal
Mrs. Meredith Tucker, Secretary
Mrs. Lisa Phipps, Secretary

Office Hours

7:30 a.m. – 3:45 p.m.

Welcome Letter

SOUTHWEST ELEMENTARY SCHOOL
P.O. Box 157
307 West Moss Street
Lawson, Missouri 64062
(816) 580-7272

**Welcome To
Southwest Elementary School**

Dear Parents and Students,

Welcome to our Southwest Elementary School community! We are very excited about the 2025-26 school year! Academic achievement, a positive learning environment, and safety are our top priorities for our students. It takes all of us – administrators, teachers, staff, students, parents, and community – to ensure a safe, supportive learning environment for every student at SW.

The preparation of this handbook is an attempt to place vital information of the elementary school procedures in your hands for ready reference. The pages are filled with important information that parents and students should review together. If you have questions, please call the school office. We feel that open communication between school and home is vital to the success of our educational program.

We are looking forward to helping your child thrive at Southwest Elementary this year. Your support and participation are welcome! As a team, we can make this school year a rewarding and successful time in your child's educational journey!

Sincerely,

Christina Cross

Elementary Principal

Lawson R-XIV School District 2025-2026 Calendar I-100-S

LAWSON R-XIV SCHOOL CALENDAR 2025-2026

July 2025						
S	M	T	W	T	F	S
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September 2025						
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November 2025						
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December 2025						
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Aug. 6	New Student Enrollment
	9:00am - Noon High School Commencement
Aug. 11	New Teacher Orientation
Aug. 12-14	Teacher Collaboration
Aug. 12	Freshman Orientation 5:30pm
	Cardinal Flight Night 6pm- 7:30pm
Aug. 13	District Convocation
	Middle School Open House 6-7:30 pm
Aug. 14	SW Elementary Open House 6:00pm - 7:30pm
	SW Kindergarten Mtg 7:00pm - 7:30pm
Aug. 18	Staff Development Day
Aug. 19	1st Day of School
Sept. 1	No School - Labor Day
Sept. 12	Mid-Quarter 1
Sept. 15	No School- Staff Development Day
Oct. 3	Homecoming 1/2 Day Dismiss at 11:30a
	Homecoming Parade 2pm
Oct. 10	End 1 st Quarter
Oct. 20	No School- Staff Development Day
Oct. 23	Parent Teacher Conference 4-7:30pm
Oct. 29	Parent Teacher Conference 4-7:30pm
Oct. 31	No School
Nov. 7	Veterans Day Breakfast/Assembly 8:30a
Nov. 14	Mid-Quarter 2
Nov. 20	Senior Citizen Thanksgiving Dinner
	12:30pm HS Commencement
Nov 26-Dec 1	No School - Thanksgiving Break
Dec. 19	End 2 nd Qtr and 1 st Semester
Dec. 22-Jan. 6	No School - Winter Break
Jan. 5-6	Staff Development Days
Jan. 7	Classes Resume, Begin 3 rd Quarter / 2 nd Semester
Jan. 19	No School - Martin Luther King Day
Feb. 6	Mid-Quarter 3
Feb. 16	No School - President's Day
Mar. 6	End of 3 rd Quarter
Mar. 9	No School - Quarter Recess
Apr. 2-6	No School- Spring Break
Apr. 22-May 15	State Testing
May 17	High School Graduation at 2pm
May 20	Last Day of School, Dismissal at 11:30a
May. 27	1 st Day Summer School
Jun. 10	End 1 st Session of Summer School
Jun. 11	2 nd Session Summer School Begins
Jun. 24	Last Day of Summer School

January 2026						
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March 2026						
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
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May 2026						
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June 2026						
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 School Closed
 Early Release



 Parent Teacher Conferences
 First & Last Day of School

Mission C-110-S

The mission of the Lawson R-XIV School District is: Preparing students for lifelong learning, achievement, and citizenship.

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined by the teacher.

The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. *Students who have an unexcused will not be allowed to make up work.* Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

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 will not be allowed to make up work. Families are entitled to appeal assigned consequences to the Superintendent or designee.

School Counselor

All schools are staffed with a counselor, to support students to better understand themselves, their abilities and limitations, to help them live up to their fullest potential and develop positive social skills. The counselor can schedule individual visits with a student as requested by a teacher, student, or parent. Additionally, at the secondary level, the counselor may assist students with the scheduling of classes, career-planning, and any other problems or needs.

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 and take action accordingly. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Dress and grooming will not disrupt the educational environment. Therefore, the following garments are not permitted:

1. See-through garments;
2. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
3. Clothing that does not cover undergarments when a student is sitting or standing;
4. Undergarments worn as outerwear;
5. Clothing with profane, obscene, or otherwise inappropriate language;
6. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
7. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
8. Language or symbols that promote gangs or the occult;
9. Hats and hoods (hooded sweatshirts worn up);
10. Do-rags;
11. Sunglasses;
12. Face paint;
13. Overly-dramatic make-up;
14. 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);
15. Blankets carried or worn as coats or wraps while in the building;
16. Heavy or loose chains, or straps that create a safety risk.

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.

When, in the judgment of the principal or assistant principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

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

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, 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. 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). Faculty 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.

Food Service Program F-285-S

Cafeteria

The Lawson R-XIV School District contracts with OPAA Food Service for all meal programs. The school meal program is designed to provide you with a well-balanced breakfast and lunch and milk included. Information on menus is found at: <http://lawsoncardinals.nutrislice.com/menu> and is also published in the Lawson Review. To promote healthier eating habits among our students, we strongly discourage any carbonated beverages in the cafeteria during breakfast and lunch times. If you send a lunch with your child, please pack fruit juices/drinks, sports drinks, water, etc. Food and drink may not be consumed anywhere except the cafeteria/commons. Students may not take food or drink containers out of the cafeteria/commons. Outside food deliveries (i.e. Subway, Sonic, and any fast food) will not be allowed in the cafeteria/commons for lunch.

Students are expected to use a quiet voice and good manners in the lunchroom. They are to clean up any trash they have left on the tables or on the floor. Students are to follow the lunchroom rules and procedures.

Lunch, breakfast, and extra meals may be paid weekly or monthly. We encourage parents to write a check for the amount. Parents should send all money for meals in a sealed envelope. Please indicate on the envelope your child's name and the amount enclosed. All monies for breakfast and lunch are entered into a single student account. Students use a student ID number each time they access school meal services. Lunches should not be charged, but on occasion when it is necessary to charge, please pay by the next day. Students will not be allowed to charge for more than \$10.00 without payment of the balance due. Double entrée lunches will not be available to those students who need to charge. Breakfast is served between 7:45 a.m. and 8:10 a.m.

Meal Prices

Student Breakfast	\$2.00
Student Lunch	\$2.80
Extra Student Lunch	\$3.80
Milk	\$.60

The cost of reduced breakfast is \$.30 and reduced lunch is \$.40.

Free and Reduced Lunch Information

Free and reduced lunch/breakfast forms will be sent home on the first day of school. If a student was on free and reduced lunch at the end of the 2023-24 school year, they may

start this year on the same program; however, a new form is required every year. To continue receiving free or reduced lunch/ breakfast it will be necessary to return the completed form to the office or the Superintendent's office.

Kindergarten and Preschool Snack

\$171.00 will be collected from each kindergarten and preschool student for the school year. This can be paid in full, in semester installments of \$85.50 each, or in quarterly installments of \$42.75 each. A reminder will be sent home each semester for those choosing this option. The amount charged for Kindergarten and Preschool Snack is determined by the average attendance rates. This is a non-refundable charge. This is a service for parents and if you do not want your child to participate, then please notify the teacher.

Snacks

Snacks are available in the office before and after school. Snacks offered follow the recommended nutrition guidelines adopted by the District Wellness Committee which are consistent with the Missouri Eat Smart nutrition guidelines. Students may purchase snacks from the office during the day with teacher permission for special occasions and related class activities.

Adult Visitors for Meals

In most cases, parents and/or relatives may eat lunch with their child(ren). We ask that parents reserve our guest table at least one day in advance by calling the Southwest office, as seating is limited. Reservations will be made on a first-come, first-served basis. Visitors will be required to sign in and sit with their child(ren) at the visitors' table during their assigned lunch time(s). Requests will not begin until after Labor Day each school year, allowing us time to establish our routines and expectations. Visitors are asked not to bring food deliveries (i.e. Subway, Sonic, Pizza, or any fast food) to students for lunch.

Health Services S-215-S

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

Administration of Medication S-135-S

The District is not legally required to administer medication to students during the school day or during school activities except under specific circumstances. When such circumstances arise, for both prescription and over-the-counter medications, the following procedure applies:

- All medication must be delivered to the health services office in a student's building.

- Medication must be accompanied by a parent note giving permission to dispense, the reason for the medication, the time the medication is to be given, and the number of days the medication is to be administered at school.
- All medication must be in the original packaging/container.
- Specifically for prescription medication, the prescription label will serve as the written permission from the physician to administer and the nurse may clarify prescription orders with the provider.

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

Lice: In keeping with the District's practice of avoiding unnecessary exclusion of students from school, the District will not exclude otherwise healthy students due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment.

Health Screenings

Parents/Guardians will be notified in writing at the beginning of the school year of scheduled health screenings. Parents/Guardians will be given the opportunity to exclude their child from any of the screenings by returning the form indicating which screening is to be excluded. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

The following screenings will be offered:

Vision:

- New Students (Pre-K-Kindergarten) at the beginning of the school year
- Grades 5, 7, 9 and 11 as time and resources permit
- Any student upon parent/guardian request

- Special education evaluations with parental/guardian consent

Hearing:

- New Students (Pre-K-Kindergarten) at the beginning of the school year
- Grades 1, 2 and 3 at the beginning of the school year
- Any student upon parent/guardian request
- Special education evaluations with parental/guardian consent

Spinal:

- Girls in grade 6 in the Spring
- Boys in grade 8 in the Fall or Spring (during PE)

Dental:

- Grades K-7 as time and resources permit for those that do not report routine dental care
- Grades 9-12 as time and resources permit for those that do not report routine dental care

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.

A copy of the Management Plan and inspection reports are available for review at the Lawson R-XIV Central Office located at 401 N Allison St. Lawson, MO. 64062. Questions regarding asbestos or the management plan may be directed to Brent Baker, Facilities Director at 816-580-7277.

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, provide information regarding an optional student accident group plan available for students 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>.

Health Office

A health room nurse or assistant is available should your child become ill or injured while at school. To afford your child the best individual treatment and care, it is imperative that the health room have at all times the most current health information on your child. If you change your place of employment or if the emergency numbers you have given us should change, **please notify the school office or health room immediately**. Prior to the first day of school, please notify the teacher and the health room supervisor of any restrictions in activity or any special health conditions which your child may have.

****In cases of illness, it is also our recommendation, for the well-being of all our students that children be fever-free for 24 hours without medication before returning to school.**

Student Records S-125-S

Change of Address/Telephone/Email Address

It is very important that an up-to-date record including address, telephone, emergency notification and email address be maintained in the school office for every student. Please notify the school immediately if, at any time during the school year, you have a change to make to this information, so the District is able to remain in good communication with you about your student.

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 principal. Requests to amend education records may be directed to the building principal 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 1st 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.

Military and Higher Education Access

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

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. (See forms at the end of this handbook).

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 have 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 the building 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 is available in the front office.

The School Parent and Family Engagement Plan may be found in the front office.

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:

Mr. Tyson Miller
Director of Student Services
816-580-7277 (phone)
401 N. Allison, PO Box 157, Lawson, MO 64062
millert@lawsoncardinals.org

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 Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website: <https://www.lawsoncardinals.org/> The website features the ability to translate information into more languages.

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

Mr. Tyson Miller, Director of Student Services
816-580-7277 (phone)
401 N. Allison, PO Box 157, Lawson, MO 64062
millert@lawsoncardinals.org

Visitor Procedures C-155-S

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

Visitors will not be allowed to attend classes with a student. All visitors must follow building security procedures and sign in and out through the office. School may not be used for court-ordered parental visitation purposes.

Transportation Services F-260-S

Students assigned to ride the bus will be asked to do so unless a SIGNED NOTE OR A CALL TO THE OFFICE FROM THE PARENT/GUARDIAN is given to the teacher or the office giving the student permission to walk or ride with someone else. School buses do not drop off students at different locations without a note. Bus drivers are in full charge of each bus. Rules and responsibilities for riding a school bus will be explained by the drivers and the discipline policy applies to the bus. Concerns about problems students have on the bus may be directed to Durham School Services (580-3383).

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. During the first two weeks of school, all Southwest students have the opportunity to learn the school and classroom rules. Teachers will take the time to teach, discuss, model, and have students practice appropriate behavior in all areas of the school.

In addition to being respectful, responsible, and safe at all times, we ask the students to adhere to the following school rules:

Hall Rules – Remember 'LINE BASICS' in the hallways:

1. Face Forward
2. Arms to the side
3. Walk without talking

Cafeteria Rules –

1. Stay in your seat
2. Use good manners
3. Talk in a soft voice with your table friends
4. Clean up your area before leaving the lunchroom

Recess Rules –

1. Follow safety guidelines
2. Use equipment appropriately
3. Respect students and staff

Classroom Rules

Classroom rules are developed and enforced in individual classrooms. Every effort is made to provide recognition and approval for appropriate behavior. However, if a student chooses not to follow the school and classroom rules, the student will face the appropriate consequences. Every office referral for discipline is documented.

Football Game Expectations

All elementary students attending Lawson Football Games are reminded that personal toys, balls, and similar items are not allowed at the game. Elementary students are asked to stay in designated seating areas and **MUST** be accompanied by an adult. Any disciplinary or behavior concerns can result in suspension from attending future extracurricular activities for the year.

Gum

Gum is not permissible at Southwest Elementary at any time due to the problem it causes in keeping the building clean and beautiful.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out of school suspension, expulsion, and report to law enforcement. 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.

If a student is suspended or expelled, the student will not be allowed within one thousand feet of any school property in the District or any District-sponsored activity, whether or not the activity takes place on District property, 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 is responsible for the care and supervision of students and holds students accountable for their conduct in school, on District property, including District transportation, and during District-sponsored activities in order to ensure the safety of all students and maintain an atmosphere where orderly learning is possible and encouraged. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

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. Students who are suspended are entitled to due process rights.

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.

Prohibited Conduct	Definition
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. First Offense: Nullification of forged document. Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: Nullification of forged document and an "F" for the Quarter in the class dishonesty occurred. In-school suspension, 1-180 days out-of-school suspension, or expulsion. (3rd offense would warrant an "F" for the semester in the class the dishonesty occurred.)
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.

Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property. In addition, marking on or “tagging” the cars of others is prohibited.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District. In addition, transportation privileges may be suspended or revoked.
Dishonesty	Any act of lying, whether verbal or written, including forgery.

Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	<p>The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.</p> <p>Possession or use of any tobacco products (or imitation thereof), electronic cigarettes, other nicotine-delivery products (or potential delivery devices such as "vape pens") on District property, District transportation or at any District activity.</p> <p>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>
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic 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.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed 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.
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.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information,

	using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

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 is: Mr. Tyson Miller, Director of Student Services, millert@lawsoncardinals.org. The building anti-bullying coordinator is: Amanda Durbin, 816-580-7272.

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

This policy will be published on the District website and in student handbooks annually. In addition, 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.

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: Tyson Miller, Director of Student Services
Phone Number: 816-580-7277
Email Address: millert@lawsoncardinals.org

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: Superintendent of Schools
Phone Number: #: 816-580-7277
Email Address: stephensonm@lawsoncardinals.org

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).

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

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: Tyson Miller, Director of Student Services
Phone Number: 816-580-7277
Email Address: millert@lawsoncardinals.org

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

Name: Superintendent of Schools

Phone Number: #: 816-580-7277

Email Address: stephensonm@lawsoncardinals.org

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

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

Title IX C-131-S

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

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

Name:	Mr. Tyson Miller, Director of Student Services
Address:	401 N. Allison St., Lawson, MO 64062
Email Address:	millert@lawsoncardinals.org
Phone #:	(816) 580-7277

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.

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

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

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

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

Student Alcohol/Drug Abuse 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 school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

All students are required to comply with the District's procedures regarding prescription and over-the-counter medication. (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 the building principal or the nurse.

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

Rotation Schedule of Special Classes

A continuous rotation schedule provides continuity for the instruction program. Our school rotation schedule consists of: Art, Computer, Music, Library, and PE. All students will also have access to the library. Special programs such as Title One and Special Education are provided to those students who meet eligibility.

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.

Field Trips

Throughout the school year, age-appropriate field trips are scheduled by individual grade levels. Some excursions require student fees as well as sack lunches. Children are transported to and from the event by bus. Notification is provided to parents prior to each field trip and a field trip permission form will have to be signed by the

parent/guardian and returned to school. Parents/guardians may be asked to help “chaperone.” Parents attending field trips as chaperones are required to have a cleared background check. Classroom teachers will notify parents of scheduled field trips. Only children within the specific grade level are eligible to attend.

Teaching About Human Sexuality I-120-S

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 and sexual abuse training are available for review prior to its use in instruction.

Grading and Reporting System

Report cards will be issued at the end of each quarter. Progress reports indicating below average work will be issued semi-quarterly. A general scale of 1, 2, and 3 is used K-4: 1 = Secure, 2 = Developing, 3 = Beginning. In addition, 3rd and 4th grade use letter grades as follows: A = Excellent; B = Above Average; C = Average; D = Below Average; F = Failing.

Quarterly Reports - Report Cards are sent home about a week after the close of each quarter. Please review the grade cards carefully. Should you have any questions about a grade or notation on your child’s report, please do not hesitate to contact the teacher or the office to discuss your question/concern. Quarterly report cards will be held in the office for any student with outstanding fees/charges.

Mid Quarter Reports are updates on student progress between the times grade cards are sent home. They are sent out midway during each quarter.

Parent-Teacher Conferences

Conferences are scheduled during the fall semester usually in October. Your attendance at these conferences is extremely important. If it is impossible for you to meet with the teacher during the time allotted for conferences, you are urged to speak with the teacher and schedule another time which is more convenient. Of course, you are invited to request a conference with your child’s teacher when you feel the need at any time during the school year.

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 Student Services:

Mr. Tyson Miller

Director of Student Services

816-580-7277 (phone)

401 N. Allison, PO Box 157, Lawson, MO 64062

millert@lawsoncardinals.org

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 in the office of the Director of Student Services
Mr. Tyson Miller
Director of Student Services
816-580-7277 (phone)
401 N. Allison, PO Box 157, Lawson, MO 64062
millert@lawsoncardinals.org

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 six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at
<https://www.lawsoncardinals.org/>.

Technology F-265-S

Phone Guidelines

Telephone Usage

It is necessary to restrict student use of school telephones for school business only. If there is a call for a student, he/she may be notified as the situation indicates, but the student will not be called from class except in cases of extreme urgency. The office phone may be used in cases of emergency or school-related matters only and most calls should be made before and after school.

Cell Phone Usage

Cell phones must be turned off and placed in their bag when the student enters the building. This includes holding time in the gym, instructional class time, class change time, and all lunch shifts. This requirement applies to all school facilities including but not limited to instructional areas, restrooms, locker rooms, and hallways. This requirement is enforced to help: 1) prevent classroom disturbances, 2) prevent cheating, 3) control bullying, and 4) address safety concerns during an emergency. Violations of the cell phone requirements will result in disciplinary action. A first

offense may result in confiscation of the phone, which the student and/or parent may pick up from the office, and a principal/student conference. Second and future offenses may result in confiscation of the phone, which the student and/or parent may pick up from the office, a principal/student conference, and/or in-school or out-of-school suspension ranging from 1-180 days.

Personal Electronic Devices

Students are not allowed to use portable/cell phones, iPods, game systems/stations, smart watches, etc. during the normal school day. Personal devices or electronic devices of any nature may not be used to record, video, or photograph teachers or students at any time, unless prior approval has been given by appropriate staff, and administration for a specific matter to a subject/course curriculum. Non-compliance with this expectation may result in confiscation, principal/student conference, detention, in-school suspension, out of-school suspension ranging from 1-180 days, or expulsion.

Technology Devices and Acceptable Use Policy

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

Technology Devices and Acceptable Use Policy

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

Acceptable Use

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

Unacceptable Use

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

download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

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

F-265-P

Technology

F-265-P

The Superintendent or designee will delegate responsibility for the District's technology system to a school employee. In addition, the District may contract with one or more vendors to assist in the overall operation of the technology system of the District. The District's technology system shall be considered a closed forum to the extent allowed by law.

The technology resources of the District may only be utilized by individuals authorized by the District. Students, employees and Board members are required to sign a User Agreement prior to utilization of the technology resources of the District. Users do not have an expectation of privacy in utilizing any District technology resources.

Users of District technology are subject to necessary review of data accessed or stored on District technology and technology equipment, as allowed by law. The District will utilize a content filter system to help prevent minors from accessing inappropriate information and the District will retain data stored electronically as required by law. In accordance with law, the content filter system will be used to protect against access to visual depictions that are obscene, harmful to minors, or child pornography. The District will monitor the online activity of students in compliance with the Children's Internet Protection Act (CIPA).

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.

Building Information

Lockers

Each student shall be assigned a locker for his or her use during the school year. The student or students occupying a locker are responsible for the care of that locker and should not deface the property in any way. Locker checks will be made periodically throughout the school year. DO NOT switch lockers unless it is approved through the principal's office. Students will not be allowed to go to their lockers during class periods. Open beverage or food containers are not allowed in lockers at any time.

Lost and Found

A lost and found container is located in the school cafeteria. Please check there periodically to look for your student's missing items. The loss of property will be minimized if the owner will place his/her name on every article. At the end of each quarter, unclaimed items will be donated to charity.

Arrival and Dismissal Procedures S-165-S

Being on time is an important responsibility for young people to learn. The school day begins when the bell rings at 8:10 a.m. Students are expected to be in their seats and ready to work by 8:10 a.m. Please note that in order to provide adequate supervision for children arriving early, we ask those children arriving before the first bus (7:45 a.m.), to wait for the first bell in the SW gym.

Once school is in session, all parents and visitors will need to enter through the North Door (covered awning entryway) and report to the office. Follow security procedures of the building site. All other entryways will be locked from the outside only, once the school day has begun. This is to ensure the safety and security of our children and staff. All students entering the building after 8:10 must be checked in by a parent/guardian through the office and will be counted tardy. All students leaving the building before 3:00 p.m. are required to check out through the office and will be marked tardy. Teachers have been instructed not to release students without going through the office first.

CHECKING INTO/OUT OF SCHOOL- STUDENTS AND PARENTS NEED TO FOLLOW BUILDING SECURITY PROCEDURES

When a student arrives at school to begin the day at a time after the normal starting time, he/she should go immediately to the school office where a parent/guardian will sign them in. When a student must leave school during the school day for any reason [including illness] or is leaving for the day prior to the close of the school day at 3:00 p.m., the parent/guardian picking up the child must sign out the student in the school office. When the sign-out sheet has been filled out, the child will be called down to the office and released from school. We strongly encourage parents to pick their children up after school following the dismissal procedure of using the car rider line at the

Southwest Gym entrance. Students miss valuable learning time in the afternoons when they are picked up before the end of the day.

Open Session

Open Session is from 7:45 to 8:05. Students not eating breakfast may have the option to go outside. During winter months, students should have appropriate clothing to go outside (hats, gloves/mittens, etc.). Temperature guidelines for Open Session will be the same as the Recess Guidelines.

Recess

We will follow these general guidelines in determining whether your child will have inside or outside recess:

1. If the wind chill is less than 20 degrees, there will be no outside recess.
2. Children who need to stay inside for more than 5 consecutive days need a note from the doctor.
3. Rain or snow prohibits outside recess.

(Recess may not be withheld for punitive reasons.)

Parties/Celebrations

Students at Southwest enjoy three planned parties during the school year. Parents will need to sign up prior to attending classroom parties. Parents will be required to check in and have a visitor tag to attend parties in classrooms. Younger siblings are not allowed to attend the school parties. The PTO usually has child care available on party days. Students may bring a birthday treat to school if the date and time are cleared with the classroom teacher. (Please see the handbook section regarding allergy prevention and food standards.) Invitations to parties and events outside of school cannot be distributed during regular school hours.

Fundraising

Elementary students will not be participating in any fundraising during the school year. Students should not solicit any money door to door under the pretense of a school-related activity.

Money at School

Students should not carry extra money to school and should be encouraged to carry their lunch money in a safe place such as an envelope. The children are not allowed to sell items of any kind at Southwest during the regular school day. Please note that Girl Scout Cookies and similar items from organized clubs may be sold before or after school only. Delivery must take place during that time period as well.

Textbooks, Supplies, and Fees

Textbooks and workbooks needed for the regular school program are provided by the school District. If a student loses, misplaces, or damages a library or textbook, they will be charged to replace the book. The list of school supplies needed by children in each grade level is included in the handbook. Please be aware that this is a generalized listing

and teachers may add to that list throughout the school year. We also ask that due to space constraints, that no backpacks on wheels be brought to school.

School Pictures

Individual and class school pictures are taken in the fall and are used in the school yearbook. These photographs are available for you to purchase. Additional individual pictures may be offered in the spring.

Volunteers

The Board recognizes that community and parent volunteers make valuable contributions to the District's schools and encourages volunteer participation in District programs. Further, parent and community involvement are essential components of high student achievement. Volunteers are required to complete a criminal background check and sign a "Parent Volunteer" confidentiality form. For more detailed information, contact the Southwest Office.

School Cancellations and/or Early Dismissal

If weather conditions become such that early dismissal or cancellation of school is necessary, the District will notify parents and community members via the District's text alert system and via their social media. Parents are automatically enrolled in the text alert system. Patrons and families can be added by visiting the website and choosing the School Text Alert Request in the menu.

On early dismissal days, students will be transported to their usual locations. Further information can be obtained through the office at the building's main office. In case of school cancellation due to inclement weather, all days will be made up as outlined in the District school calendar.

District Policy Information

Safety F-225-S

Emergency Signals

The intercom system and automated messages will be used for notification of an emergency. Remain quiet and follow instructions. An all-clear signal will be given when you can return to your room.

Earthquake

1. Move away from windows and glass. 2. Get under desks if possible and cover your head. 3. When earth movement has stopped, move as quickly as possible outside the building. 4. Assemble well away from power and gas lines.

Tornado

1. Follow instructions to walk in an orderly manner proceeding with your class, along the designated route to the Safe Storm Shelter (SW Gym) 2. Sit with your assigned class in the Storm Shelter (SW Gym) until additional instructions are provided.

Fire

1. Shut all windows and turn off lights. 2. Walk in an orderly manner to the nearest exit. 3. Teachers adjacent to bathrooms should check for students.

***All other emergency situations/and or drills: students will follow the instruction given via intercom and/or by their assigned teachers

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 students 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:

Mr. Tyson Miller, Director of Student Services
816-580-7277 (phone)
401 N. Allison, PO Box 157, Lawson, MO 64062
millert@lawsoncardinals.org

All District policies can be located at: <https://egs.edcounsel.law/lawson-r-xiv-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, audiotope, 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: program.intake@usda.gov

This institution is an equal opportunity provider.

Student Transfers S-120-S

The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

Students who are Homeless, in Foster Care, or Disabled

Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

Transfers Allowed by Law

The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the 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

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

F-265-P Technology Usage Agreement Form Form B
Student Technology Usage Agreement

Students (for grades 1-4)

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:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (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:

Parent/Guardian Name (please print):

Date: _____

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

C-105-P District Rules and Guides Form A
Student/Parent Handbook Acknowledgment

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

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____