

Warsaw R-IX Middle School

Student Handbook

Tradition, Pride, Excellence



Home of the Wildcats

Adopted by the Board of Education: July 1, 2026

Contents

Warsaw R-IX School Board Members G-100-S	5
District Administration	6
Visitors to School Buildings C-155-S	7
Academic Calendar I-100-S	8
Welcome Letter	9
District Information	10
Attendance and Absence Procedures S-115-S	10
Expectations for Attendance	10
Procedures for Reporting an Absence	10
Verified Absences	10
Unverified Absences	11
Late Arrival/Tardiness	11
Truancy	11
Make-Up Work	11
Dress Code S-180-S	12
Dress Code Expectations and Prohibitions	12
Additional Dress Code Information	12
Food Services F-285-S	13
Breakfast	13
Lunch	13
Visitors for Meals	13
Cafeteria	13
Allergy Prevention and Response S-145-S	13
Building-Wide and Classroom Approaches	14
Individual Approaches	14
Health Services S-215-S	14
Illnesses/Injuries	14
Health Screenings	15
Administration of Medication S-135-S	15
Communicable Diseases F-245-S	15
Immunizations and Vaccinations	17
Student Insurance S-140-S	17
Student Records S-125-S	17
General Information Access to and Release of Student Information	17
Directory Information	18

<i>General Directory Information</i>	18
<i>Limited Directory Information</i>	19
School Officials with a Legitimate Educational Interest	19
Release of Records to Other Agencies or Institutions	19
Military and Higher Education Access	19
Personnel Records E-190-S	20
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S.....	20
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S....	21
English Language Learners I-150-S	21
School Cancellations and/or Early Dismissal	22
Transportation Services F-260-S	22
Bus Information	22
Discipline S-170-S	23
Student Code of Conduct	23
District Policy for Discipline	24
Definitions	24
Standards of Conduct and Consequences	25
Bullying, Hazing, and Cyberbullying S-185-S	31
Reporting Bullying or Cyberbullying	32
Investigation	32
Retaliation	33
Consequences of Bullying, Cyberbullying, or Retaliation	33
Complaints or Concerns C-120-S	34
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	35
Prohibition against Harassment, Discrimination, and Retaliation C-130-S	37
Title IX - C-131-S	37
Student Searches S-175-S	38
Student Alcohol/Drug Abuse S-195-S	39
Student Alcohol and Drug Testing S-196-S	39
Weapons in School S-200-S	44
Instruction	44
Assessment Program I-195-S	44
Human Sexuality I-120-S	44
Grading and Reporting System	45
Missouri State Graduation Requirements I-190-S	45
Section 504 I-125-S	45
Special Education I-125-S	46

Virtual/Online Courses I-160-S	47
Technology F-265-S	47
Cell Phone and Device Guidelines	47
Technology Devices and Acceptable Use Policy	48
Technology Devices	48
Acceptable Use	48
Unacceptable Use	49
User Agreements	49
Safety and Cybersecurity	49
District Policy Information	49
Physical Examinations and Screenings S-146-S.....	49
Surveying, Analyzing, and Evaluating Students S-150-S	49
School Nutritional Program F-290-S	50
Student In-District Transfers S-120-S	51
Trauma-Informed Schools Initiative	51
Tobacco-Free Policy C-150-S	51
Use of Recording Devices or Drones C-165-S	51
Building Information	52
Activity/Field Trips	52
Class Schedule	52
Communication	52
Extracurricular Activities and Clubs I-210-S	53
Library Media Center	53
Lost and Found	54
Missouri State High School Activities Association (MSHSAA)	54
Textbooks	54
Title I	54

Warsaw R-IX School Board Members G-100-S

Dr. Amie Breshears, President

Mrs. Leslie Grace, Vice President

Dr. Amber Campbell

Mr. Bradley Wright

Ms. Charlotte Beck

Mr. Lamonte Yoder

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

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

Mr. Scott Gemes
Superintendent

Mrs. Shannon Deckard
Assistant Superintendent

Mrs. Jodi Karr
District Secretary

Mr. Bill Wood
Director of Special Education

Mr. Ryan Boyer
Director of Athletics

Mr. Lerran Yoder
Director of Transportation

Mr. Tim Snider
Director of Maintenance

Mrs. Kelli Estes
Director of Technology

Mrs. Ashley Haidusek
Director of Food Service

Schools

North Elementary

134 Kosciusko Street
P.O. Box 307
Warsaw, MO 65355
PH: (660) 438-6260
FX: (660) 438-3817
Hours: 7:30 – 4:15 T-F
Raini LaBoube, Principal

South Elementary

23395 Hwy 7
Edwards, MO 65326
PH: (660) 438-5965
FX: (660) 438-5976
Hours: 7:30 – 4:15 T-F
Stephanie Ledbetter, Principal

John Boise Middle School

20363 Lane of Champions
Warsaw, MO 65355
PH: (660) 438-9079
FX: (660) 438-2209
Hours: 7:30 – 4:15 T-F
Cody Wright, Principal
Megan Daleske, Assistant Principal

Warsaw High School

20363 Lane of Champions
Warsaw, MO 65355
PH: (660) 438-7351
FX: (660) 438-3749
Hours: 7:30 – 4:15 T-F
Danny Morrison, Principal
Nathan Parker, Assistant Principal

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

Visitors to School Buildings 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.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit two days in advance. If a parent or guardian requests a classroom observation or visit, the reasoning for the observation or visit must be provided with their request. Classroom observations or visits are limited to one hour. The number of observations or visits per year may be limited to avoid disruptions to the education process.

Academic Calendar I-100-S



WARSAW R-IX SCHOOL DISTRICT

2026-2027 SCHOOL CALENDAR

Board Approved: February 18th, 2026



AUGUST 2026						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4

September 2026						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
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18

October 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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31						

18

November 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30					

14

DECEMBER 2026						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

14

SEMESTER 1 (68 DAYS)	
August 17	NEW TEACHER WORKSHOP
August 18-21	STAFF/TEACHER WORKSHOP DAYS
August 20	DISTRICT OPEN HOUSE
August 25	ALL CLASS BEGIN
September 7	LABOR DAY - NO SCHOOL
September 14	PROFESSIONAL DEVELOPMENT DAY
October 12	PROFESSIONAL DEVELOPMENT DAY
October 16	END OF FIRST QUARTER
October 26	PROFESSIONAL DEVELOPMENT DAY
	PARENT/TEACHER CONFERENCES 1-7PM
November 9	PROFESSIONAL DEVELOPMENT DAY
23-24	SCHOOL IN SESSION
November 25-27	THANKSGIVING BREAK
December 7	PROFESSIONAL DEVELOPMENT DAY
December 21-22	SCHOOL IN SESSION
December 22	END OF QUARTER 2/SEMESTER 1
December 22	1/2 DAY OF SCHOOL
Dec 23-Jan 1	CHRISTMAS BREAK

SEMESTER 2 (81 Days)	
January 4	PROFESSIONAL DEVELOPMENT DAY
January 5	CLASSES RESUME
January 18	MARTIN LUTHER KING DAY - NO SCHOOL
February 8	PROFESSIONAL DEVELOPMENT DAY
February 15	PRESIDENT'S DAY - NO SCHOOL
March 1	PROFESSIONAL DEVELOPMENT DAY
March 12	END OF QUARTER 3
March 22-23	SCHOOL IN SESSION
March 24-29	Spring/Easter Break - NO SCHOOL
April 12	PROFESSIONAL DEVELOPMENT DAY
May 24-26	SCHOOL IN SESSION
May 26	PROPOSED LAST DAY OF SCHOOL
May 26	END OF QUARTER 4/SEMESTER 2
May 26	1/2 DAY OF SCHOOL
May 27	PROFESSIONAL DEVELOPMENT DAY
May 27	GRADUATION

INCLEMENT WEATHER MAKE UP DAYS: JAN 25, FEB 22, MAR 15, APRIL 19, APRIL 26, MAY 3, MAY 10

HS/MS HOURS: 7:54am - 3:31pm	ELEMENTARY HOURS: 7:50am - 3:27pm
HS/MS HOURS: (partial day) 7:54am - 12:55pm	ELEMENTARY HOURS: (partial day) 7:50am - 12:51pm
COLOR KEY Professional Development Day No School Make-Up Day School In Session 1/2 day of school	
149 TOTAL STUDENT DAYS 1067.6 hours 163 STAFF DAYS	

JANUARY 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
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31						

10

FEBRUARY 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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28						

16

MARCH 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

16

APRIL 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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18

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

15

Welcome Letter

Dear Parents and Students,

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

Sincerely,

Mr. Scott Gemes
Superintendent

District Information

Student Welfare

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 State of Missouri sets a standard that all students will attend school no less than 90% of the time. Students who wish to participate in school-sponsored activities must attend school the day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is *verified* (excused) or *unverified* (unexcused). Excessive absences (below 85% attendance at the progress period), whether verified or unverified, will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic (below 80% attendance at the progress period), the school may contact the appropriate agencies and/or authorities for assistance, including the prosecuting attorney.

Procedures for Reporting an Absence

All absences will be considered unverified until the office receives notification as to the reason from parents.

Verified Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. The 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. When the student leaves, they may not return to school without following the re-admission procedures. The administration may request documentation to determine whether an absence is verified. Verified absences are allowed for:

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

- Visits from a parent or guardian on activity military duty who is on leave from, 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.
- A family vacation during the school year is strongly discouraged. In such cases, please communicate with the building administrator. Such an absence requires advance assignments, completion of those assignments during vacation time, and the turning in of those assignments upon the student's first day in attendance after the vacation. At least three (3) days' notice must be received by the administration prior to the vacation so that teachers can be notified and assignments can be prepared. These family vacation days apply to the 90% attendance guideline.

Unverified Absences

Absence for reasons other than the categories of verifiable reasons, or that does not have the proper documentation for a verified absence as determined by the principal, will be considered unverified. Excessive absences (below 85% attendance at the progress period), whether verified or unverified, will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic (below 80% attendance at the progress period), the school may contact the appropriate agencies and/or authorities for assistance, including the prosecuting attorney.

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.

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 verified. In an effort to stop truancy, an automated phone call will go out daily when a student is absent. The District may assign disciplinary measures for truancy. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Make-Up Work

Students are expected to make-up and turn in work for any type of absence. Students should collaborate with their teachers to obtain and turn in the work.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

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

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly large arm openings, or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that has less than a 3-inch inseam;
7. Clothing with profane, obscene, or otherwise inappropriate language;
8. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
9. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
10. Language or symbols that promote gangs;
11. Hats, hoods (hooded sweatshirts worn up);
12. Do-rags (unless used as a protective hair covering);
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly- dramatic make-up;
17. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event.
18. 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 extra- curricular activities.

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

Food Services F-285-S

On July 16, 2014, the Warsaw R-IX Board of Education approved our District's enrollment and participation in the USDA's Community Eligibility Provision program, which entitles all students in our District regardless of income to receive free lunches and free breakfasts. More information on the program can be found at:
[https://dese.mo.gov/financial-admin-services/food-nutrition-services/community-eligibility-provision-cep#:~:text=The%20Community%20Eligibility%20Provision%20\(CEP,schools%20with out%20collecting%20household%20applications.](https://dese.mo.gov/financial-admin-services/food-nutrition-services/community-eligibility-provision-cep#:~:text=The%20Community%20Eligibility%20Provision%20(CEP,schools%20with out%20collecting%20household%20applications.)

Breakfast

Breakfast is available at no cost to all students.

Lunch

Lunch A10:48 - 11:09 a.m.
Lunch B11:18 - 11:39 a.m.
Lunch C11:49 - 12:10 p.m.

Visitors for Meals

The District has a closed campus for lunch time. For security and supervision purposes, visitors are not allowed to eat with students during the lunch period. No food delivery services are allowed to be used.

Cafeteria

Cafeteria services are available to all students. Lunch room rules are as follows:

- No food or drink is permitted outside the cafeteria, with the exception of water in a sealable container, by teacher permission.
- Students are required to return their own dishes to the appropriate place.
- All students must eat in the cafeteria even if they bring their own meal.
- Students serving in In-School Suspension (ISS) will eat under the direct supervision of the ISS instructor.

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 parent/guardian to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing. The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

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

Individual Approaches

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

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

Health Services S-215-S

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

Illnesses/Injuries

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

UPDATING THE SCHOOL WITH CURRENT EMERGENCY CONTACT INFORMATION.

Health Screenings

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

Administration of Medication S-135-S

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

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

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

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

Communicable Diseases F-245-S

Parents/Guardians must notify the District if their student has a communicable disease. Parents/Guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary

measures are in place. Parents/Guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

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

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

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

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

If a student is found to have head lice, s/he will not be allowed to attend school until proper treatment has been obtained. **STUDENTS MAY NOT ATTEND SCHOOL WITH HEAD LICE.** To re-enter school, the student must:

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

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

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.

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.

Students participating in interscholastic athletics are required to have insurance coverage. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

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

Student Records S-125-S

General Information Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures 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 or Central

Office. Requests to amend education records may be directed to the building principal or Central Office 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 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.

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

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

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

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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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 Custodian of Records.

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

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

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

The Schoolwide Program Plan and the School Parent and Family Engagement Plan are available here: <https://www.warsawk12.org/page/federal-programs>.

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

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

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

Name: Kylee Lawrence
Phone #: 660-438-7351
Email Address: klawrence@warsawk12.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 our website.

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

Name of Coordinator: Mr. Bill Wood
Address of Office: PO Box 248, 20363 Lane Champions,

Warsaw, Missouri
Phone Number: (660)438-7120
Email: bwood@warsawk12.org

School Cancellations and/or Early Dismissal

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

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

Transportation Services F-260-S

Bus Information

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

Riding Buses to Extracurricular Activities

The transportation of students to and from extracurricular activities is a very important responsibility of the school. The students' safety is of paramount concern to the bus driver, coach, and activity sponsor. Students on a school bus being transported to an activity remain the responsibility of the school. Based on student safety, the following policy is in effect:

1. Any student utilizing school transportation to an activity will ride the bus back to the school. If the parent or guardian wishes to transport their student home, they must sign their student out via a sign-out sheet provided by a designated District employee. Students are not allowed to ride home with anyone other than parents unless permission has been arranged with the principal, sponsor, or coach in advance.
2. A student involved in an activity such as basketball is expected to ride the bus to and from the game. On rare occasions prior arrangements can be made for private transportation, providing this is done in advance and meets the approval of the sponsor and principal. A student involved in an activity which misses the bus will not be allowed to participate in the activity.

3. There will be a teacher/sponsor assigned to the students' bus for each extracurricular activity. This person and the bus driver will be in charge of the bus. While students are at the activity, this person will also govern students' actions.
4. If there is misbehavior on the bus or at the activity, that student will lose the privilege of riding the bus. The Student Code of Conduct and District Discipline Policy will apply.
5. There will be an assigned time for buses to leave the school.

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.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the School Board.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others. 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.

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.

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. Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges, detention, in- or out of school suspension, expulsion, and report to law enforcement. The Board authorizes the immediate removal of a student who poses a threat of harm to others as determined by the principal or Superintendent. 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.

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

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

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, published on the District website, and made available in the office of the Superintendent during normal business hours.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the

principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

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

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

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

Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.

Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
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	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). 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. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
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.
Misuse of Cell Phone(s) or Other Technology Device(s)	Unauthorized use or display of cell phones, digital cameras, and similar electronic devices during the instructional day.
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 Possessions 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 tampering, disarming, or inhibiting a security device, such as a camera or vape detector, from recording or transmitting data.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for their safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students. This includes disarming or tampering with any alarms, including but not limited to, fire alarms, door locks, and vape detectors.
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.

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

including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

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

Anti-bullying Coordinator –A District anti-bullying coordinator will be designated. The building anti-bullying coordinator is the principal, who may be reached by calling the school's office.

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

Reporting Bullying or Cyberbullying

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

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

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

Investigation

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

in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

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

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

The District will:

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

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

Report Form – Click [HERE](#).

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: Mr. Scott Gemes
Phone: 660-438-7120
Email Address: sgemes@warsawk12.org

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

Name: Mrs. Shannon Deckard
Phone: 660-438-7120
Email Address: sdeckard@warsawk12.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 Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 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 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 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.

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: Mr. Scott Gemes
Phone: 660-438-7120
Email Address: sgemes@warsawk12.org

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

Name: Mrs. Shannon Deckard
Phone: 660-438-7120
Email Address: sdeckard@warsawk12.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation. All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX - C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The

requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

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

Name:	Mrs. Shannon Deckard
Phone:	660-438-7120
Email Address:	sdeckard@warsawk12.org

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

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

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

Public Notice

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

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.

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.

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

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, attend the vape educate program, 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.

Student Alcohol and Drug Testing S-196-S

The District has adopted a Student Alcohol and Drug Testing Policy to promote the health, safety and welfare of students of the District. The purpose of this Policy and the associated procedures is to encourage students to remain drug and alcohol free and to provide support and solutions to students who use drugs and alcohol. This applies to students in extracurricular and co-curricular activities in grades seven through 12 and students who wish to receive a parking permit issued by the District.

Definitions and Explanations

Alcohol – Intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

Co-curricular Activities – Activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

Extracurricular Activities – Activities that take place outside the regular course of study in school and are sponsored by the school.

Illegal Drugs – Nicotine (Tobacco), Marijuana, LSD, Amphetamines, Methamphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Benzodiazepines (Valium), Opiates, Cocaine, Propoxyphene (Darvon), MD/MA (Ecstasy), Phencyclidine, Tricyclic, Buprenorphine, Oxycodone, and/or any substances included in 21 U.S.C. 802(6). This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

Random Selection – A system of selecting eligible students for drug and alcohol testing in which each eligible student shall have a fair and equitable chance of being selected each time selections are required.

Sample Collection

Any drug test required by the District will be administered by a certified third party administrator using a federally approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and in accordance with procedures set forth by the testing facility. If, during the testing process, a student delays providing a urine sample beyond a reasonable period of time, a saliva test may be administered.

Positive Test Results

If any student has a positive result, the principal will contact the parents or guardians and solicit any information on medication that would create a positive test. When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test and contact the principal with the results. The principal will then notify the parents/guardians.

Random Drug Testing

Each student who wishes to participate in extracurricular or co-curricular activities or obtain a parking permit for the school year will be required to complete a consent form and return it to the high school/junior high office within the first ten days of school. Any newly enrolling student will have ten days from the date of enrollment to sign and

return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities and/or park on campus for the entire school year.

A student may appeal to the administration in writing to be added to the drug testing pool during the school year in order to participate. Students who receive their driver's licenses may be added to the random drug testing pool during the school year. The appeal must be submitted in writing and will then be reviewed by a committee of school personnel. Students electing to follow the appeal process are not guaranteed participation in activities.

Students will be required to provide urine or saliva samples as follows:

On a random selection basis during the regular school year, ten high school students and five junior high school students will be chosen approximately every three to four weeks from a list of all students participating in extracurricular and/or co-curricular activities; and utilizing the school parking lots.

Appeal Procedure

Within two working days of receipt of the positive drug test, the principal will contact the activities director, coach/sponsor, and/or other individual responsible for supervising the extracurricular or co-curricular activity. The principal will then, within two working days, contact the student and the parent/guardian to schedule a conference. The conference shall be held within ten working days of initial contact with the student and parent. If the student, parent/guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to appeal the positive drug test.

Appeal Conference: The principal will solicit an explanation of the positive drug test. If the student asserts that the positive drug test is caused by something other than the consumption of an illegal drug, then the student, parent/guardian will be given ten working days from the date of the conference to present evidence to the principal. If the student fails to or refuses to present evidence within the required timeframe, the student will be deemed to have waived any right to further appeal the positive drug test.

The District will rely on the opinion of the laboratory that performed the confirmation test in determining whether the positive test was a result of something other than the consumption of an illegal drug. The principal will immediately notify the parents after the lab has determined whether the positive drug test could have resulted from something other than an illegal drug. The parent/student may appeal a positive test to the Superintendent by submitting a written statement of appeal within two working days of receiving the principal's notice. However, the appeal is limited to complaints or concerns about the validity of the drug-testing process or the presentation of additional evidence that some other substance caused the positive test. The Superintendent will not overturn a suspension based on a challenge to the actual laboratory findings. The Superintendent will notify the parent/student of his or her decision within two working days. Failure to appeal to the Superintendent waives any further right to appeal. The parent/student may appeal the Superintendent's decision to the Board by submitting a

written statement of appeal within five working days of receiving the decision. The appeal is limited to complaints or concerns about the validity of the drug-testing process or the presentation of additional evidence that some other substance caused the positive test. The Board will not overturn a suspension based on a challenge to the actual laboratory findings. The Board will notify the parent/student of its decision within a week after the meeting at which the appeal was presented.

Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing.

If a student tests negative in the initial screening, the student and the parent/guardian will be contacted by personnel of the District within five working days of receipt of the testing results.

Confidentiality

Test results will be kept in a confidential file separate from a student's permanent education records and those files will be destroyed upon the student's graduation from the District or, if the student is no longer attending in the District, upon the date the student would have graduated had the student remained in the District. Test results shall be released to school officials only a "need-to-know" basis.

Consequences

Any student who tests positive in a drug-use test under this procedure shall be subject to the following restrictions:

- *First Offense* – Suspension from participation or attendance in all extracurricular and/or co-curricular activities, excluding practices, and parking on campus for 28 calendar days from the date of the positive drug test. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the 28 days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time. However, students will be removed from dances and field trips for the remainder of the year.

If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had the student been allowed to participate in the activity.

- *Second Offense* – The student shall be suspended from participation or attendance in all extracurricular and/or cocurricular activities including all meetings, practices, performances, competitions, and parking on the R-IX campus for 52 continuous and successive weeks from the date of the positive drug test of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the

opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had the student been allowed to participate in the activity.

- *Third Offense* – The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, competitions, and parking on the R-IX campus for the length of the student's enrollment at Warsaw R-IX School District from the date of the positive drug test of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity that constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he or she would have had the student been allowed to participate in the activity.

Refusal to Submit to Drug Use Test

Refusal to submit to a random or reasonable suspicion test will constitute a violation of this Policy and will be treated as a positive test result.

Falsifying Results

Any action by a student to falsify results will constitute a violation of this Policy and will be treated as a positive test result. If the testing facility or the District determine that a student has acted to alter a sample provided, the District may have the sample tested again in order to determine whether tampering or falsification has occurred, even if the initial test results were negative.

Removal from Pool

If a student or parent/guardian requests removal from the pool, the student will be suspended from participation or attendance in all extracurricular and/or co-curricular activities and events, and parking on campus for one calendar year from the date of the request for removal.

Self-Reporting

When a student self-reports consuming drugs or alcohol in violation of this Policy to an administrator, coach or activities sponsor before receiving notification that he or she will be the subject of a random test, this violation will be treated as a first offense, as described above. A self-report is considered the same as testing positive for the purpose of future positive tests. A student may only take advantage of self-reporting once between seventh and twelfth grade.

Suspicion-Based Drug Testing

A student may be required to submit to a drug test when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by the District. Staff members will report such suspicions to the building administrator or designee as soon as possible. The building administrator or designee will determine if reasonable suspicion exists.

Consequences

Students who test positive under this section may be disciplined in accordance with the District's discipline code and may also be temporarily or permanently excluded from all District extracurricular and co-curricular activities and parking privileges in accordance with the discipline code and any other applicable District policies or procedures.

Refusal to Submit or Falsifying Results

A student refuses to submit for drug testing when he or she fails to provide adequate urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process. A student who refuses to submit to testing or takes action to falsify results may be disciplined under the District's discipline code for being under the influence of alcohol or drugs. A student who takes deliberate action to falsify results may also receive additional disciplinary consequences.

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 knife or any knife, regardless of blade length; 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 of Education. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program 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. The assessment plan can be viewed [HERE](#).

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. Human Sexuality is taught during the Freshman year of high school.

Grading and Reporting System

Grades

The following percentage scale shall be used for determining grades:

A 100-95	A- 94-90	B+ 89-87
B 86-83	B- 82-80	C+ 79-77
C 76-73	C- 72-70	D+ 69-67
D 66-63	D- 62-60	F 59-Below

Summer School

If a student has two or more failing grades in a semester, the student may be required to attend summer school to progress to the next grade.

Report Cards

Report cards will be sent home at the end of each quarter. Students and parents can also monitor progress on the SISK12 student/parent portal.

A/B Honor Roll and Perfect Attendance

Students will be rewarded quarterly for the following:

- A Honor roll: grade point average of 3.666 or higher (with no grade lower than a B)
- B Honor roll: grade point average of 2.666 or higher (with no grade lower than a C)
- Perfect attendance (100% attendance)

Missouri State Graduation Requirements I-190-S

Students are required to earn a minimum of 24 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth-grade 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 a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled

persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Tuesday – Friday 8:00 A.M. – 4:00 P.M. in the office of the Director of Special Services, Warsaw R-IX School District, P. O. Box 248, 20363 Lane of Champions, Warsaw, MO 65355. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District provides a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

Parents/Guardians may inspect or review personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities. Parents/Guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child.

Parents/Guardians may file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Tuesday – Friday 8:00 A.M. – 4:00 P.M. in the office of the Director of Special Services, Warsaw R-IX School District, P. O. Box 248, 20363 Lane of Champions, Warsaw, MO 65355. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses 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 enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

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

Technology F-265-S

Cell Phone and Device Guidelines

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

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

Prohibited Use During Instructional Hours

Students are prohibited from using electronic personal communications devices from the beginning of the school day until the end of the school day during:

- Regularly scheduled instructional time (defined as the period from the first bell until the dismissal); and
- Meal times, including breakfast and lunch periods.

Cell phones must be kept in backpacks, turned off, during school hours. Use or distraction caused by the cell phone will result in immediate confiscation of the phone. A parent/legal guardian will be required to pick up the cell phone in the principal's office. Any unclaimed items will be disposed of at the end of the school year.

Exceptions

Use of an electronic personal communications device during instructional time **shall be permitted** if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan

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

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

- In case of an emergency, as determined by school personnel.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. Teachers must have prior approval from the principal.

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. Students and Parents may be responsible for the cost of replacement for lost or damaged District electronic devices.

Technology Devices

In an effort to promote a healthy, safe environment, to remove distractions, from the academic environment, and to help protect the integrity of the curriculum, Warsaw R-IX's use of electronic devices is limited throughout the school day. Examples of electronic devices include but are not limited to the following: cell phones, computers, music players, cameras, video games and readers. The usage of these devices is permitted in the hallways before and between classes as well as during lunch. Usage in the classroom is only allowable if the teacher of said classroom gives permission. Failure to comply will result in the device being confiscated and taken to the office. These devices may be used during regular school hours, but are not to be used during class time, unless specifically allowed and monitored by the classroom supervisor. Misuse of electronic devices on school grounds during regular school hours may be confiscated by any school employee and returned at the end of the school day. Use of cameras, video cameras, video phones, and/or other types of photograph or video recording devices is strictly prohibited at all times in locker rooms, restrooms, dressing rooms, or any other location where students and/or staff may have expectations of personal privacy. This includes photos or videos of staff during class.

Acceptable Use

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

Unacceptable Use

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

User Agreements

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

Safety and Cybersecurity

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

District Policy Information**Physical Examinations and Screenings S-146-S**

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

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

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

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

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

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

- Inspect all instructional materials

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

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

All District policies can be located on the District website.

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Student In-District Transfers S-120-S

Students who are Homeless, in Foster Care, or Disabled

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

Transfers Allowed by Law

The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the school district in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

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

Possession of Weapons 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.

Building Information

Activity/Field Trips

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

Class Schedule

First Period 7:54-8:48
Second Period 8:52-9:46
Third Period 9:50-10:44
Fourth Period 10:48-12:10
Advisory Period 12:14-12:37
Fifth Period 12:41-1:35
Sixth Period 1:39-2:33
Seventh Period 2:37-3:31

Communication

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

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

Information about activities, announcements, calendars, menus, and news of interest will be posted on the school website. Notes may be sent home with students, and mass communication tools will be utilized at various times in the school year to keep parents/guardians informed.

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

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

The telephone in the school office is for business purposes only. Students are not to use the phone and will not be called out of class except in emergencies. **Only authorized persons may pick up or leave messages for students.**

Extracurricular Activities and Clubs I-210-S

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

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these. The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

Library Media Center

Open Hours

The Library Media Center is open most of the school day with the librarian available to assist students and teachers. Individual students and small groups with passes from their assigned teacher are permitted unscheduled use of the library. Occasionally the library will be accessible on a limited basis because of activities, testing or meetings.

Student Loan Guidelines

Fiction/Nonfiction Books - Two weeks

Magazines, Newspapers - Use in the library

Reference Books - Use in the library

Students may check out up to two books. With the librarian's permission, they may have more if there is truly a special need.

Overdue Materials

No fines are charged on overdue materials. However, students with overdue books are required to return them before additional materials may be checked out. Overdue notices are printed and given to students periodically. Materials not returned each quarter could result in the student's grade card being held.

Lost or Damaged Materials

A library patron assumes responsibility for library materials at the time of borrowing them. Patrons are expected to pay replacement cost for lost or damaged materials.

Internet Usage in the Library

To use the Internet in the library a student **must** have permission from a teacher and **MUST** use his or her own log-in number. Student log-in numbers are received after a parent/guardian has signed and returned the Internet Usage Agreement to the office.

Lost and Found

The lost and found service is located at the Main Office. Lost articles that are found should be turned in immediately to the office. Please check the office when you have lost an item.

Missouri State High School Activities Association (MSHSAA)

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>.

Textbooks

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

Title I

As of the 22-23 school year, John Boise Middle School is a Title I school. A school is eligible to become a Title I Schoolwide school if it has a poverty level of at least 40 percent and it is receiving Title I funds. The purpose of a schoolwide program is to improve academic achievement for the entire educational program of a school. Our goal is for all students to demonstrate proficiency related to the State's academic content and academic achievement standards, particularly those students furthest away from demonstrating proficiency. In a Title I Schoolwide School, all students are eligible for Title I services. Additionally, all staff supports the Title I Schoolwide Plan. Therefore, all students and all teachers are considered components of the Title I Schoolwide Plan. We continue to be data-driven, using a variety of assessments and resources to identify areas of instruction where students need support. This support may take the form of your child going to another room for help on a particular skill or concept, or having another teacher in the classroom to assist students.