Wellington-Napoleon R-IX School District

Middle School/High School

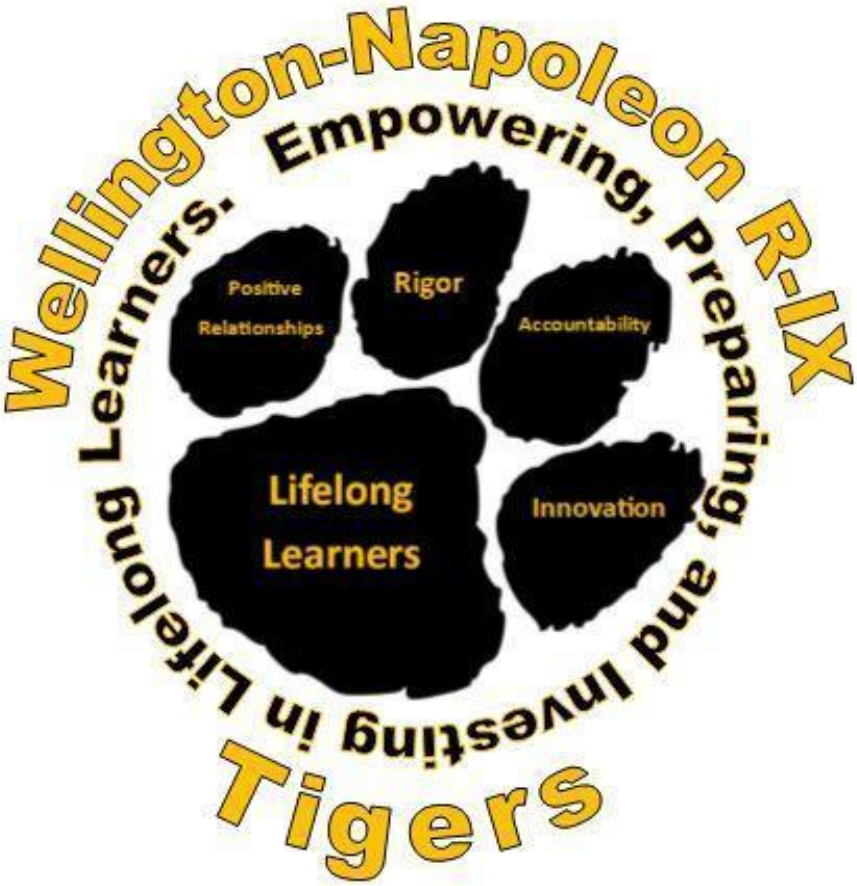
Student/Parent Handbook

2022-2023

800 Hwy 131

Wellington, MO 64097

(816) 240-2621



Adopted by the Board of Education: August 16, 2022

Contents

Mission 4
School Building and Contact Information 4
Superintendent Information 4
Welcome Letter 5
Academic Calendar I-100-S 6
Attendance and Absence Procedures S-115-S 7
Dress Code S-180-S 8
Food Service Program F-285-S 10
Allergy Prevention and Response S-145-S 10
Health Services S-215-S 11
- Illnesses/Injuries 12
- Health Screenings 13
- Health Office 13

Administration of Medication S-135-S 13
Communicable Diseases F-245-S 14
Student Insurance S-140-S 14
Student Records S-125-S 15
Personnel Records E-190-S 17
Visitor Procedures C-155-S 17
Transportation Services F-260-S 17
Student Discipline S-170-S 18
Bullying, Hazing, and Cyberbullying S-185-S 28
Complaints or Concerns C-120-S 31
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S 31
Title IX C-131-P 32
Student Searches S-175-S 33
Student Alcohol/Drug Abuse S-195-S 33
Student Alcohol and Drug Testing S-196-S 34
Weapons in School S-200-S 37
Instruction 37
- A+ Program S-130-S 37
- Assessment Program I-195-S 38
- Teaching About Human Sexuality I-120-S 38
- Graduation Requirements I-190-S 38
- Section 504 I-125-S 40
- Special Education I-125-S 41
- Virtual/Online Courses I-160-S 41

© Copyright 2020 EdCounsel, LLC

Technology F-265-S 42
Grading and Academics 45
Extra-curricular Activities and Clubs 49
School Cancellations and/or Early Dismissal 53
Arrival and Dismissal Procedures 54
Class Schedules/Bell Schedules 54
Communication 54
Parties/Celebrations 54
Supply Lists 55
Student Parking 55
Guidance and Counseling Services 55
Student Data Information Forms 56
Carol Y. Hough Library Media Center 56
District Policy Information 56
Emergency Procedures 56
English Language Learners I-150-S 57
Physical Examinations and Screenings S-146-S 58
Surveying, Analyzing, and Evaluating Students S-150-S 58
School Nutritional Program F-290-S 58
Student Transfers S-120-S 59
Tobacco-Free Policy C-150-S 60
Firearms and Weapons F-235-S 60
Athletic/Activity Handbook 61
Attendance Procedures 64
Athletic Lettering Policies 65
Signature and Form Requirements 70
S-125-A Photo/Video/Audio Release Form Form E 71
F-265-P Technology Form A 72
F-265-P Technology Usage Agreement Form Form B 73
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment 74
Drug Testing Consent Form 75

© Copyright 2020 EdCounsel, LLC

Mission

The mission of the Wellington-Napoleon R-IX School District is: Empowering, preparing, and investing in lifelong learners.

School Board Members

Jeremy Ahman
Amy Legate
Jerry Nagel
Justin Reade
Diane Rukavina
David Twente
Mike Zykan

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

School Building and Contact Information

Wellington-Napoleon R-IX School
800 N. Hwy 131
Wellington, MO 64097
Office: 816-240-2621
Fax: 816-934-8649

Superintendent Information

Brad Briscoe
bbriscoe@wntigers.net
(816) 240-2621

© Copyright 2020 EdCounsel, LLC

Welcome Letter

Welcome to the 2022-23 School Year:

On behalf of the Wellington-Napoleon R-IX Board of Education, allow me to welcome each student and family to the 2022-2023 school year! As I begin my journey as Superintendent at Wellington-Napoleon R-IX, I would like to thank the community for so graciously accepting me to the district. We hope you had a wonderful summer, and I am excited to welcome our students and families back from summer break. New families to our district, welcome to the WN Dynasty, and we are proud you chose to be a Tiger!

Our school and community have faced many challenges over the past several years, but we are ready to embark on a new school year. We are committed to a wonderful educational experience for all WN families. Our school district and staff have been working feverishly over the summer months to ensure a safe, enriching, educational experience for our students. Crucial to this process is open communication, and a collaborative partnership with every family.

The mission of Wellington-Napoleon R-IX is **Empowering, Preparing, and Investing in Lifelong Learners!** This statement drives all decisions in the education of our students. It is imperative to uphold the values of our mission through the educational and extracurricular experiences provided to our students. Commitment to the mission, and associated success, truly takes a village. The support staff, teachers, coaches, administrators, parents, and community members of WN are all here to support our children to maximize their potential.

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

Yours in Education,

Brad Briscoe
Superintendent of Schools
Wellington-Napoleon R-IX
bbriscoe@wntigers.net

© Copyright 2020 EdCounsel, LLC

Academic Calendar I-100-S

August 2022				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19 T	20	21	22	23 (M)
26	27	28	29	30

October 2022				
	T	W	Th	F
3	4	5	6	7
10	11	12	13	14 (Q)
17	18	19	20 T-P/T	21
24	25	26	27	28
31				

November 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18 (M)
21	22	23	24	25
28	29	30		

December 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16 (Q)
19	20	21	22	23
26	27	28	29	30

January 2023				
M	T	W	Th	F
2 T	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 (M)
30	31			

February 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 T
20	21	22	23	24
27	28			

March 2023				
M	T	W	Th	F
		1	2	3 (Q)
6	7	8	9	10
13 T	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023				
M	T	W	Th	F
3	4	5	6 (M)	7
10	11 T	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 (Q)	25	26
29	30	31		

T = Staff Inservice

(M) Mid-terms – 9/23 11/18, 1/27, 4/6

(Q) End of quarters - 1st- 10/14, 2nd- 12/16, 3rd- 3/3, 4th- 5/23

**built in snow days 05/16, 05/17, 05/18, 05/19, 05/22, 05/23

Final Copy of Calendar –Board approved 01/12/2022

(P/T) Parent/Teacher Conferences
10/20 11:00 am – 7:00 pm

No School/ Staff days
8/18, 8/19, 8/22, 9/19,10/20,1/2, 2/17, 3/13, 4/11

12:00 Dismissal Days
10/19 – Staff work day
12/16 Christmas Break
5/24 Last Day of School

8/24- 1st day of school
5/7- Graduation

Staff Days–173 Student Days-164 (1114 Hours)

No School/No Staff
08/23
9/5 Labor Day
10/21- P/T Conferences
11/21-11/25 Thanksgiving Break
12/19-12/30 Winter Break
1/16- Martin Luther King Day
2/20 President's Day
3/06-3/10 Spring Break
4/07-4/11 Easter Break

© Copyright 2020 EdCounsel, LLC

Attendance and Absence Procedures S-115-S

Expectations for Attendance

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

Truancy

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

Procedures to Follow When Your Child is Absent

On the day of an absence, the parent/guardian of the child must call the school by 10:00 AM to notify office personnel of the reason for the absence and if any homework is being requested. The teacher needs at least three hours to prepare homework for an absent student. The parent/guardian must call the office every day the child is absent. If the office has not received a call by 10:00 AM, a call will be made to the parents verifying the reason for the absence.

High School

Students are allowed 8 absences per semester. If a student exceeds the 8 absences in a particular class, they will lose credit for that class for the semester. These absences can be appealed to an attendance committee and this committee will decide the outcome. If the student exceeds the 90% attendance rate the following semester, the credits can be restored. The school will initiate communications with parents/guardians when a student reaches five (5) absences in any one class. The school will communicate with parents/guardians when a student reaches eight (8) absences in any one class.

- College Visits: The junior/senior student must bring a signed note from the college representative they meet with, showing that they were on campus the day of the absence. Students must have prior approval from the High School Principal. College visit forms may be found on the school website or through the high school office. Juniors and Seniors will be allowed three (3) excused college days each school year.

Make-Up Work

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

© Copyright 2020 EdCounsel, LLC

Activity Absence
An activity absence will be granted when a student must miss a class to represent the school in a school-sponsored activity. A list of students will be given to teachers prior to such activities. Students will not be required to make up assignments given while he/she is participating in a school sponsored activity or class. Projects that have been assigned and due the day of the activity should be turned in before leaving to attend the activity or prior to the absence. Students must meet with the teacher to ensure work is completed as required related to these absences.

- Students are required to have 90% attendance or higher to attend field trips.
- A student must be present from 10am for the remainder of the day in order to attend any extracurricular activities that day. Excused activities include doctor appointment with a note, driver's permit, military responsibilities, and a funeral.
- In the event of daytime activities, field trips, etc., the student must be present the required time the day before.
- In the event of weekend activities, field trip, dances (including prom), etc., the student must be present the required time on Friday. Administrative approval may be granted to immediate family members under certain circumstances.

Tardiness
A student will be considered tardy if he or she arrives in the building after 8:20 AM. If a student arrives after 8:20 AM, he/she will be considered absent. If your child is continuously tardy they miss important instructional time. Your child's grades and academic progress may suffer.

High School
Any time missed is considered an absence from school with the exception of the first 20 minutes of the school day. If a student arrives late to 1st hour, but does not exceed 20 minutes, it is a tardy. If a student arrives late to school past 20 minutes, it is considered an absence. Tardies are accumulated per quarter.

- On the 3rd & 4th tardy, the student will serve an after school detention
- On the 5th & 6th tardy, the student will serve one day ISS
- 7th tardy and any thereafter, the student will be assigned 1 day OSS

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

Leaving School during School Hours
Students will be asked to confirm with their parents by phone that it is their intent that the student be allowed to leave school before 3:15. If a student signs out and leaves it is considered an absence for the class periods missed. Students will not be allowed to sign out unless a parent signs them out or they have parent permission (even if 18 years of age).

Dress Code S-180-S
The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school

© Copyright 2020 EdCounsel, LLC

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. No house shoes or slippers are allowed. Backpacks and purses are not allowed in the classroom in the high school. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See- through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. 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);
19. Blankets carried or worn as coats or wraps while in the building;
20. Heavy or loose chains, or straps that create a safety risk.

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

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

© Copyright 2020 EdCounsel, LLC

Violations for the Student Dress Guidelines Are:

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

Food Service Program F-285-S

Breakfast and Lunch Prices

Breakfast K-12	$1.95
Lunch K-5	$2.45
Lunch 6-12	$2.70
Breakfast Adult	$2.35
Lunch Adult	$3.20

Payment

Students will go to the cafeteria to either eat the provided meal or may bring their own lunch. Under approved circumstances, lunches may be delivered to students by a parent or guardian, and should be delivered through the office. All meals should be paid for upfront. Please send only the money a child needs for upcoming expenses in an envelope with the child's name, the amount and what it is intended for. A la carte items may be purchased by the students if they have money in their accounts, No charges for A la carte items. The amount of each item will be deducted from the student's account. Students who carry a negative balance will not be allowed to purchase a la carte items. Students will not be allowed to charge more than $20. If their account exceeds $20, they will be offered a cheese sandwich and piece of fruit until their lunch account is in the positive. Parents/guardians will have the ability to pay lunch fees online.

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

Free and Reduced Lunches

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

Adult Visitors for Lunch

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

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and

© Copyright 2020 EdCounsel, LLC

response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches
Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and Narcan as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

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

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

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

Health Services S-215-S

Health services are provided under the direction of a school nurse. The nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

© Copyright 2020 EdCounsel, LLC

Illnesses/Injuries

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

First Aid

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

Illnesses

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

© Copyright 2020 EdCounsel, LLC

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

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

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

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

Health Office
If you have any questions, please contact Sammy Jones, (816) 240-2621 ext. 254, sjones@wntigers.net.

Administration of Medication S-135-S
All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

> *Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication,

© Copyright 2020 EdCounsel, LLC

decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

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

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

Communicable Diseases F-245-S

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

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

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

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

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students,

© Copyright 2020 EdCounsel, LLC

for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

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

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

Student Records S-125-S

Access to and Release of Student Information

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

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. 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'

© Copyright 2020 EdCounsel, LLC

names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

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

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

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

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

© Copyright 2020 EdCounsel, LLC

Personnel Records E-190-S

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

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

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

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

Visitor Procedures C-155-S

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

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

Transportation Services F-260-S

School Bus Rules and Regulations

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

© Copyright 2020 EdCounsel, LLC

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

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

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

Student Discipline S-170-S

Student Code of Conduct

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

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

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

© Copyright 2020 EdCounsel, LLC

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

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

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

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

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

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

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

Standards of Conduct and Consequences

© Copyright 2020 EdCounsel, LLC

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

District Policy for Discipline

Definitions

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

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

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

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

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

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

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. A principal may suspend a student for up to 10 days. The Superintendent has the authority to suspend a student for longer than 10 days. Students who are suspended are entitled to due process rights. High School students in OSS are required to complete make-up work and will receive a 1% per day (not to exceed 20%) grade reduction in their quarter grade.

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.

© Copyright 2020 EdCounsel, LLC

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

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

Prohibited Conduct	Definition	Possible Consequences
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.	A. First Offense- Student receives a "zero" and the parents are notified & one (1) day ISS B. Second Offense- Student receives a "zero" and Two (2) Days ISS C. Third Offense- Office referral for student file. Student receives a "zero" and Two (2) school days Out of School Suspension.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Suspension up to 180 school days
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	**Of a fellow student:** A. First Offense –Ten (10) school days Out-of-School Suspension B. Second Offense – Suspension out of school for up to 180 school days **Oral assault of a faculty or staff member:** A. First Offense- Three (3) school days Out-of-School Suspension B. Second Offense- 180 school days Out-of-School suspension **Physical assault of a faculty or staff member:** A. First Offense- Suspension for a minimum of 90 school days B. Second Offense- Expulsion
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	**Of a fellow student:** A. First Offense –Five (5) days Out-of-School Suspension B. Second Offense –Ten (10) school days Out-of-School Suspension C. Third Offense – Suspension out of school for up to 180 school days

© Copyright 2020 EdCounsel, LLC

	other act that constitutes criminal assault in the third or fourth degree.	**Oral assault of a faculty or staff member:** A. First Offense- Three (3) school days Out-of-School Suspension B. Second Offense- Up to 180 school days Out-of-School suspension **Physical assault of a faculty or staff member:** A. First Offense- Suspension for a minimum of 90 school days B. Second Offense- Expulsion
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.	A. First Offense– warning B. Second Offense- loss of driving/parking privileges for 10 school days C. Third Offense- revoke parking privileges for 20 school days plus first offense for Disrespectful or Disruptive Conduct or Speech.
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.	A. First Offense – Two (2) In School Suspension Days B. Second Offense – Five (5) school days of Out of –School Suspension C. Third and Subsequent Offenses – Suspension out of school for up to 180 school days
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	Normal Offenses A. First Offense- Slip sent to parents. Principal talks with student. Administers warning for future consequences. B. Second Offense- One (1) day suspension off bus. C. Third Offense- Two (2) days suspension off bus.

© Copyright 2020 EdCounsel, LLC

		D. Fourth Offense- Three (3) days suspension off bus. E. Fifth Offense- Ten (10) plus days suspension off bus. Fighting, smoking, backtalk to driver, or other serious offenses will result in immediate suspension with the length to be determined by the principal.
Cell Phone and Electronic Devices (disallowed possession of)	Cell phones may be used with permission from a teacher or administrator in a classroom setting. Cell phone usage is permitted during lunch and passing times.	A. First Offense- detention and phone kept in the office for the remainder of the day B. Second– one day ISS and item is turned into the office and a parent/guardian must pick up the item at the office C. Third- Student receives 2 days ISS and parents pick up item at the office * If a parent/guardian cannot pick up the phone it will be held in the office for 24 hours.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	A. First Offense – after school detention B. Second Offense – One (1) day ISS C. Third Offense – Two (2) days ISS
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	A. First Offense – One (1) day ISS B. Second Offense –Two (2) day ISS C. Third Offense- Two (2) school days Out-of-School Suspension **Major Offenses- Staff member's authority seriously jeopardized** A. First Offense- Five (5) school days Out-of-School Suspension B. Second Offense- Referred to Superintendent for up to 180 school days Out-of-School Suspension
Dress Code Violation	Violation of the District's Dress Code.	A. First Offense- Verbal warning/student must change at school B. Second Offense- One (1) day ISS C. Third Offense- Two (2) days ISS
Drugs/Alcohol/Tobacco/Vaping Products	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District	**Distribution of drugs:** A. First Offense- Suspension for up to 180 school days and police/juvenile notified

© Copyright 2020 EdCounsel, LLC

	property, vehicles, or at District-sponsored events.	B. Second Offense- Expulsion and police/juvenile office notified **Use of/under influence of/possession of drugs/alcohol:** A. First Offense- Up to ten (10) school days Out-of-School Suspension. Prior to re-admittance a student, parent/guardian, school administrator conference will be held to include discussion of Board policy. B. Second Offense- Expulsion **Tobacco Product/Use/Possession:** A. First Offense-Three (3) days ISS B. Second Offense- Three (3) school days Out-of-School Suspension C. Third Offense- Five (5) school days Out-of-School Suspension
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	A. First offense- Up to Ten (10) days ISS B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Suspension up to 180 school days
Fighting	A conflict: verbal, physical, or both, between two or more people.	A. First Offense – Two (2) days ISS or less and meet with school counselor. B. Second Offense – Three (3) days Out-of-School Suspension or less and meet with school counselor. C. Third Offense - Out-of-School Suspension for 180 school days or less.
Firearms and Weapons	A) Possession or use of a firearm as defined in 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	Recommendation of the Superintendent to the Board of Education for suspension from school and all school activities for at least 365 days from the day of the infraction.

© Copyright 2020 EdCounsel, LLC

	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.	
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.	A. First Offense- One (1) day ISS B. Second Offense- Two (2) school days Out-of-School Suspension C. Third Offense- Two (2) school days Out-of-School Suspension
Forgery	Forging the signature of any adult in order to gain approval or acceptance under the false conditions.	A. First Offense- One (1) day ISS B. Second Offense- Three (3) school days Out-of-School Suspension C. Third Offense- Five (5) school days Out-of-School Suspension
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	A. First Offense- One (1) day ISS B. Second Offense- Three (3) school days Out-of-School Suspension C. Third Offense- Five (5) school days Out-of-School Suspension
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.	A. First Offense – Two (2) days ISS B. Second Offense – Five (5) school days Out of School Suspension C. Third Offense - Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	A. First offense- Up to Ten (10) days ISS B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	A. First Offense – One (1) day ISS B. Second Offense – Two (2) days ISS

© Copyright 2020 EdCounsel, LLC

		C. Third Offense – Two (2) days OSS
Property Damage or Loss of School Property/Vandalism	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution by payment for replacement or restitution by repair of damaged property shall be made. A. First Offense- One (1) day ISS B. Second Offense- Two (2) days ISS C. Third Offense- Five (5) school days Out-of-School Suspension Student will meet with administrator for a probationary agreement before returning to classes. **Major Vandalism** includes any act of destruction to building, furniture, equipment or property of $150.00 or more shall include restitution for damages with the following consequences: A. First Offense- Five (5) days Out-of-School Suspension. Student(s) will meet with the school administrator for a probationary agreement before returning to classes. B. Second Offense- Six (6) to 180 school days Out-of-School Suspension. Student(s) shall meet with the building principal and Superintendent for a probationary agreement before returning to classes.
Profanity, Swearing, or Use of Other Inappropriate Language or Gesture	The use of any inappropriate language either written, verbal or gestures is prohibited while on school grounds, in school buildings, on buses, and while attending school activities.	A. First Offense- One (1) Detention B. Second Offense- One (1) day ISS C. Third Offense- Two (2) days ISS
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	A. First Offense- Warning and phone call to parent B. Second Offense- One (1) day ISS C. Third Offense- Two (2) days ISS
Secret Organization and Gangs	Membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. The presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as de fined in this policy	A. First offense- Up to Ten (10) days ISS B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school

© Copyright 2020 EdCounsel, LLC

	is any group of two or more persons whose purposes include the commission of illegal acts.	
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	A. First Offense- One (1) day ISS B. Second Offense- Two (2) days ISS C. Third Offense- Three (3) school days Out-of-School Suspension
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	A. First Offense –Two (2) days In School Suspension B. Second Offense –Five (5) school days Out-of-School Suspension C. Third Offense - Suspension out of school for 180 school days
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	**Tardiness:** A. On the 3rd-4th tardy, the student will serve an after school detention. B. On the 5th – 6th tardy, the student will serve one (1) day of ISS C. On the 7th tardy and any thereafter, the student will be assigned one (1) day OSS. **Truancy:** A. First Offense- One (1) day ISS B. Second Offense- Three (3) days ISS C. Third Offense- Three (3) school days Out-of-School Suspension
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	A. First Offense- Loss of privilege for up to 5 days. B. Second Offense- One (1) day of ISS C. Third Offense- Three (3) days of ISS
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	In all cases restitution by payment or return of stolen property shall be made. The theft or possession of any items that does not belong to the student will be treated the same. The appropriate law enforcement agencies may be contacted and the incident reported.

© Copyright 2020 EdCounsel, LLC

		A. First Offense- Two (2) days ISS B. Second Offense- Five (5) school days Out-of-School Suspension C. Third Offense- Ten (10) or more school days Out-of-School Suspension
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	A. First offense- Up to Ten (10) days ISS B. Second Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school C. Third Offense- Ten (10) school days Out of School Suspension plus referral to the Superintendent for 180 school days or less suspension out of school
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	A. First Offense- One (1) days ISS B. Second Offense- Three (3) school days ISS C. Third Offense- Three (3) or more school days Out-of-School Suspension
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	Violation of consequences will prolong the initial disciplinary consequence at the discretion of the administrator.

Bullying, Hazing, and Cyberbullying S-185-S

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

Definitions

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

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus

© Copyright 2020 EdCounsel, LLC

to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

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

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.

© Copyright 2020 EdCounsel, LLC

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

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

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

Public Notice
The District will:

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

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

Report Form
The District's Bullying Incident Report form is available on the website at: https://docs.google.com/forms/d/e/1FAIpQLSe7WyAKt7E2tixeR9g9IXLnd_wj5ifQ_5DOobfD-fK9yknouQ/viewform?c=0&w=1.

© Copyright 2020 EdCounsel, LLC

Complaints or Concerns C-120-S

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

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

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

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

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

Name:	Justin L. Mefferd, MS/HS Principal
Phone #:	(816) 240-2621
Email Address:	jmefferd@wntigers.net

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.

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

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

© Copyright 2020 EdCounsel, LLC

report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

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

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

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

Name:	Justin L. Mefferd, MS/HS Principal
Phone #:	(816) 240-2621
Email Address:	jmefferd@wntigers.net

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-P

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:	Aileen Hephner, Director of Student Support Services
Address:	800 Hwy 131, Wellington, MO 64097
Email Address:	ahephner@wntigers.net
Phone #:	(816) 240-2621 ext. 253

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.

© Copyright 2020 EdCounsel, LLC

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

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

Public Notice

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

Student Searches S-175-S

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

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

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

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

Student Alcohol/Drug Abuse S-195-S

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

© Copyright 2020 EdCounsel, LLC

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

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

Student Alcohol and Drug Testing S-196-S

The District has adopted a random drug testing program for middle school and high school students participating in extracurricular activities and certain co-curricular activities in which the student will be representing the District. The goal of the program is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. This policy can be accessed in its entirety at the office, the District's Central Office, and on the District's website. Portions of the policy are provided below.

Definitions
Activities - Any school sponsored extracurricular or co-curricular activity and/or performance in which a student represents the District, in the opinion of the District's Administration. Activities include all Missouri State High School Activities Association ("MSHSAA") regulated activities and events such as athletics, band, choir, cheerleading, scholar bowl, student parking, FFA, FBLA, drama, NHS, FCCLA, and school dances, including prom.

Activity Season - The period of time specified by the Missouri State High School Activities Association, the District, or some other governing body, as the time during which the Activities may be conducted. This time period shall be further defined to begin with the first scheduled competition/performance and end with the last scheduled competition/performance and shall not include training time which is allowed prior to the first competition/performance.
Consent Form – The Parent/Guardian Drug Testing Consent Form which is adopted by the District's Administration.

Contests/Performances – The scheduled games, matches, contests, or performances (including District, Sectional and State contests) for any Activity.

Controlled Substance – Any substance listed in Section 195.010 RSMo and Schedules I through V of Chapter 195, RSMo. Examples of such substances include, but are not limited to, marijuana, hashish, cocaine, crack, amphetamines, methamphetamine, barbiturates, opium, and heroin.

Deadline Date – The third Friday following the first day of classes in the District each school year or by the date of the first contest in an activity which the Participant participates, whichever comes first.

Drug – Any controlled substance or other drug which requires a prescription which the Participant does not possess.

© Copyright 2020 EdCounsel, LLC

Drug Test – A validated method to test for the presence of controlled substances and drugs in a person's urine.

Park on School Property – A student parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student area on school property.

Participant – Any student in grades six through twelve who participates (or desires to participate) in Activities and/or signs up for such Activities or Parks on School Property.

Procedures for Testing - Consent Form
In order to participate in Activities or Park on School Property, a Participant must provide the District with a signed Consent Form. The Consent Form will be distributed at the beginning of the school year and must be signed and returned no later than the Deadline Date, regardless of when the student will participate in the Activities or Park on School Property. The Consent Form will be provided to students who enroll after the first day of classes of the school year. Students must submit the signed Consent Form by the Deadline Date. These Participants may also be subjected to immediate random Drug Testing. Any student who fails to return a signed Consent Form by the Deadline Date will be prohibited from participating in any Activity during the school year.

Parents of students who wish for their students to participate in the drug-testing program may voluntarily enroll the student in the program even if the student does not participate in extracurricular activities or park on school property. If the student is selected for a random test and tests positive, the parent will be notified but the student will not be penalized through this policy or the District's Student Discipline Policy.

Procedures for Testing – Random Selection
Each Participant who has returned a signed Consent Form will be assigned a random number for testing purposes. The Participant's Drug Testing number will be used by the laboratory which conducts the Drug Tests to refer to the Participant. In order to assure privacy, the name of any student who is tested shall be known to District Administrators only on a "need to know" basis. The selection procedure shall be performed by the laboratory testing personnel who are used by the District. Selection of the Participants for each Drug Test shall be accomplished by random sample of all Participants.

Procedures for Testing – Drug Test and Test Result Reporting
Participants who are selected by random sample will be asked to provide a urine specimen. In order to assure privacy, the specimen shall be collected in a private restroom facility behind a closed stall. The process will be supervised by trained personnel who will remain outside the stall. If the test is positive, the designated laboratory personnel will notify the designated District Administrators that a positive result was obtained. The designated District Administrator will contact the parent or guardian of any Participant who has a positive test result. If the student/parents assert that the positive test was caused by something other than the consumption of a Drug, the student/parents will have 72 hours to produce evidence to the laboratory's medical review officer. This evidence should include a list of all substances, along with the appropriate prescriptions that the student may have taken prior to testing.

© Copyright 2020 EdCounsel, LLC

Consequences
A Participant who tests positive on a Drug Test administered under this Policy shall be subjected to the following penalties:

First Offense- Suspension from participation in all school-sponsored activities and/or driving to and from school for a period of 30 calendar days from when the test results are determined by the test administrator. This includes all dances, including prom. The student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities but may not participate. After a student tests positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year.

Second Offense- Suspension from participation in all school-sponsored activities and/or driving to and from school for the remainder of the school year.

Third Offense- A third positive test results in the permanent loss of extracurricular and/or parking privileges during the student's middle and high school career.

Unless a student has committed a third offense, any student who has been suspended may continue to participate in practice only if there is a possibility of returning to that in-season Activity.

Each Participant who is suspended from Activities because of a positive Drug Test will be required to pass a Drug Test administered by the District' s testing service prior to being reinstated to Activities. After passing a Drug Test and being reinstated, the Participant will be placed back in the testing pool and will be eligible for random testing.

All Participants are expected to cooperatively participate in the procedures set forth in this Policy. A Participant, who refuses by word or actions, to cooperate with a Drug Test conducted under this Policy, in the opinion of the personnel conducting the Drug Test, shall be treated as if he/she had a positive test result of a Drug Test and will be subjected to the consequences described above. A Participant who engages in conduct which gives the District or personnel conducting the Drug Test the reasonable belief that the Participant has (or has attempted to) alter, adulterate, modify or change any specimen, Drug Test or Drug Test record, shall be treated as if he/she had a positive test result of a Drug Test and will be subject to the consequences described above.

Drug Counseling and Assistance
Upon request, the District's counselors will provide information on treatment programs and other resources available in the community.

Drugs for which Wellington-Napoleon R-IX High School will be testing:
THC (marijuana), cocaine, amphetamines, opiates, oxycodone, methamphetamine, phencyclidine (PCP), barbiturates, benzodiazepines (depressants), propoxyphene (pain reliever), methadone (pain reliever), and MDMA will compose the test. Alcohol can be tested on a reasonable suspicion basis. The school District will pay for all random drug screenings.

© Copyright 2020 EdCounsel, LLC

Appeal Procedure – If a Participant receives a suspension from Activities pursuant to this Policy, the Participant may appeal the decision in writing to the Superintendent. The Participant' s written appeal shall be reviewed and a decision shall be rendered within five (5) working days following the date the written appeal was received by the Superintendent. Following the decision by the Superintendent, the Participant may appeal in writing to the Board of Education. During the appeal process, the Participant remains suspended from all Activities.

Weapons in School S-200-S

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

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

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. 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

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be

© Copyright 2020 EdCounsel, LLC

achieved. If a student meets all of the eligibility requirements except the end of course exam requirement, you may establish eligibility by achieving a combined ACT math subscore and high school GPA in accordance with the following scale.

ACT Math Score	High School GPA
17 or greater	2.5 or greater
16	2.8 or greater
15	3.0 or greater

Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website, the high school counselor, and/or the District A+ Coordinator, Assistant Principal Bill Hughes.

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 found at https://www.wntigers.net/vimages/shared/vnews/stories/5f28cbaa3b8c8/District%20Assessment%20Plan%202020_21%20(rev.7.7.20).pdf

Teaching About Human Sexuality I-120-S

Beginning in 5th grade, students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction or sexual abuse training are available for review prior to its use in instruction.

Graduation Requirements I-190-S

A student shall successfully complete a minimum of 26 units of credit to graduate from Wellington-Napoleon High School, which is cooperatively planned by the student, parents, and the school to meet the needs of the students. These graduation requirements were adopted by the Wellington-Napoleon R-IX Board of Education following guidelines recommended by the State Department of Education. Accumulation of credits will begin with the 9th grade year and must include the following:

Communication Skills **4 units**
(Must take Language Arts I, II)
Social Studies **3 units**
(Must take .5 American Government-US/State Const./ Civics Tests, World History, and American History)
Mathematics **3 units**
Science **3 units**

© Copyright 2020 EdCounsel, LLC

(3 Ag. Science classes, Ag. Science, Hort. I & II, Food Science, Animal Science, = 1 Science Credit)

Fine Arts	**1 unit**
Health	**.5 unit**
Practical Arts	**1 unit**
Physical Education	**1 unit**
Personal Finance	**.5 unit**
Electives	**9 units**
Total Units Required to Graduate from W-N	**26 units**

Students with disabilities must meet graduation requirements outlined in District Policy subject to Individual Education Program (IEP) modifications.

Early Graduation
Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Wellington-Napoleon R-IX School District's graduation requirements.
The student who chooses early graduation will become alumni effective immediately and will be allowed to participate in the spring graduation ceremonies but not any other school activities.

Credit Recovery
Students may be allowed to accumulate credit through a District approved credit recovery program to meet graduation requirements. The credit earned will not affect GPA.

Graduation Honors
Because the Wellington-Napoleon R-IX Board of Education wishes to recognize and reward students who display exceptional academic ability, as well as potential for future excellence, a cumulative grade point average from grades 9-12 will be utilized to determine the student's final cumulative grade point average. Class rank will be determined by assigning grade points for each letter grade earned and computing the average grade point for all classes completed at the Wellington-Napoleon campus including courses taken at the Technical School and online dual credit courses.

The Latin honors will consist of a cumulative GPA for cum laude - 3.5 to 3.7599; cumulative GPA for magna cum laude - 3.76 to 3.999; cumulative GPA for summa cum laude - 4.0 and above. Latin honors will be determined after first semester grades have been finalized of their senior year.

For Seniors at Graduation, cumulative weighted high school GPA will be used to determine honors. This will be noted in the graduation program along with graduates wearing honor cords for their respective level of honor. A cum laude grade point system will be used as a way to honor more students and regain self-competition with their grades. Cumulative GPA for cum laude is 3.5 to 3.7599; cumulative GPA for magna cum laude is 3.76 to 3.999; cumulative GPA for summa cum laude is 4.0 and above. Graduation Speaker will be determined by the process outlined below.

© Copyright 2020 EdCounsel, LLC

Graduation Speaker
All students who had a cumulative weighted GPA of 3.76+ (Magna or Summa) as of the end of the 1st semester of their Senior year and are in good standing with the school are eligible to be a speaker. Interested speakers will enter into a selection process ending with two student speakers being selected. The selection process will include an application process, interview with a committee of people (administrator, teacher, Senior class representative,), submitting a rough draft of the speech and a run through of the speech in front of an audience.

3.5-3.7599 Cum Laude (with honors)
3.76-3.999 Magna (with great honor)
4.0+ Summa Cum Laude (with highest honors)

Graduation for Students Eligible for Services under the IDEA
Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Dual Credit
Dual credit courses are suitable to challenge students who have mastered or nearly mastered the complete high school curriculum and who require college-level coursework that is more rigorous than the high school curriculum. Dual credit courses also enrich and extend the high school curriculum and provide introductory college coursework.

Section 504 I-125-S
The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Special Programs, Aileen Hephner, 800 N. Hwy 131 Wellington, MO 64097, (816) 240-2621, ext. 253, ahephner@wntigers.net. Alternative times are available by request.

© Copyright 2020 EdCounsel, LLC

This notice will be provided in native languages as appropriate.

Special Education I-125-S

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

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

This plan may be reviewed Monday – Friday (8:00 am – 3:30 pm) in the office of the Director of Special Programs, Aileen Hephner, 800 N. Hwy 131, Wellington, MO 64097, (816) 240-2621, ext. 253, ahephner@wntigers.net. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District

© Copyright 2020 EdCounsel, LLC

Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at https://www.wntigers.net/vnews/display.v/SEC/Virtual%20Learning and District Policy.

Technology F-265-S

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

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

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

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

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

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

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

Unacceptable Use: Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be

© Copyright 2020 EdCounsel, LLC

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.

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

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

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

By signing the student handbook, you are agreeing to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District as soon as possible to get it updated.

Chromebook Insurance Policy

Each student is required to pay a fifteen dollar insurance fee ($15.00) at the start of each school year. This fee covers any normal wear and tear determined by the Technology Director. The fee also covers the first incident that a student has with their chromebook. This does NOT include intentional damage to the chromebook.

© Copyright 2020 EdCounsel, LLC

Table of Insurance Coverage

****ALL INTENTIONAL DAMAGE IS NOT COVERED****

Incident 1	Incident 2	Incident 3
The first accidental incident is covered by the insurance plan. This would be the following. • Accidental Drop • Accidental Screen Crack • Manufacturer Defects • Accidental Liquid Damages • Other (Determined by the Technology Director) • Theft of chromebook ** Determining whether or not something was accidental is between the student and Administration.**	The student is responsible for paying for the part that is needing to be replaced. If the student is having issues with normal wear and tear, this will not be applied.	The student will pay for the chromebook to be replaced and can possibly lose the capability of using technology at the school.

If a payment is required from a student due to having too many incidents, that payment will be placed under the student's fees on their Tyler SIS account.

Insurance that is NOT COVERED

- Charger Damage due to neglect/intentional damage or loss
- Chromebook damage due to negligence and/or damage due to intentional misuse, abuse, or altering the chrome operating system in any way.
- Vandalism or lost device
- Damage to the device if the provided protective case is not being used

© Copyright 2020 EdCounsel, LLC

Fee Cost Structure (Upon Incident)

Damage Type	Deductible Per Incident
Incident 1	Covered by insurance
Incident 2	Cost per Part
Incident 3	Chromebook Replacement

Important Notes

- If a student is guilty of intentional damage to technology, the Wellington Napoleon School District may take legal action / file charges through law enforcement.
- Excessive claims per individual may result in disciplinary action.
- More than one theft claim may terminate the policy, resulting in full cost of whatever technology is being stolen.
- Filing a false police report may result in criminal charges brought against the person who files the report.
- Failure to report a theft in a **timely manner** may void insurance coverage.
- Lost/misplaced Chromebooks must be reported to the Technology Department as soon as possible in effort to disable and try to track the location of the chromebook. A lost chromebook that cannot be located or is found in irreparable condition will be deemed as a loss and the student will have to pay full replacement costs and/or any damages fees associated with the neglect.
- If a student checks out equipment from the technology department, that student is responsible for the equipment that was assigned / checked out to them. If the equipment is unreturned to the district, a charge will be placed on the students account for that equipment.

****By signing the student handbook, you are letting the Wellington Napoleon School District know that you have read the terms and conditions of this policy and agree to all the terms and conditions within this technology policy.****

Grading and Academics

High School Academic Studies/Progress/Procedures

© Copyright 2020 EdCounsel, LLC

The Wellington-Napoleon R-IX School District strives to recognize the superior academic achievements of its students.

Honor Roll

The Honor Rolls are designed to recognize the academic achievement of student's grades 6-12. To qualify for Honor Roll, a student must meet all the requirements outlined below:
"A" Honor Roll- a student must have no grades below an A-.
"B" Honor Roll- a student must have no grades below B-.

Assignment of Grades

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance in the School District. Grading shall not be influenced by pressure from parent/guardians. In addition, grades are not to be used as a disciplinary measure.

Grades can be viewed by parents on a daily basis through the Parent Portal. To gain access to the parent portal please contact the office secretary to be enrolled.

Quarter grade cards are printed and sent home with students for quarters 1, and 3. Grade cards are mailed home at the end of 1st and 2nd Semesters.

Exempt from Semester Finals

To be eligible for semester finals exemption, students must meet the following criteria. If an exempt student chooses to take the final, it can only improve their grade and not lower it. Students must be in attendance the day of the final in order to be exempt. Any student failing to take their final before the last day of school will receive a "0" on that final exam.

- 95% attendance or higher for the year by the selected date
- Have a B- or above in the class
- No ISS or OSS assigned for the semester

School to Work

- Must be a Senior status based off credits
- Must have a job with a supervisor or boss (who is not a parent)
- Must work a minimum of 1 hour for each hour released from school
- Students will only be released the first 2 or last 2 hours of the day
- Must submit pay stubs weekly to show hours worked
- Students must be in good standing academically, with no major discipline infractions and on path towards graduation

Grading Scale

All students will use the following standardized scale:

Grade	Percent
A	94-100
A-	90-93
B+	87-89
B	83-86
B-	80-82

© Copyright 2020 EdCounsel, LLC

C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Weighted and Un-Weighted GPA Amounts

The Wellington-Napoleon R-IX High School uses a "weighted" grading scale. If you take one of the following upper level courses (Calculus, Math Analysis, WN listed dual-credit/I-TV course) additional honor points for a grade in the A, B, and C range will be added to your point total for GPA calculation purposes.

The following is the Grade Point Average breakdown on the 4.0 system.

Un-weighted Grades	Letter Grade	Weighted Graded
4.00	A	4.333
3.67	A-	4.000
3.33	B+	3.666
3.00	B	3.333
2.67	B-	3.000
2.33	C+	2.666
2.00	C	2.333
1.67	C-	2.000
1.33	D+	1.666
1.00	D	1.333
0.67	D-	1.000
0.00	F	0.000

Classification and Promotion of Students to Grade Level

Satisfactorily completed 5th grade.....6th grade
Following first year of attendance in middle school and
at least 80% units of credit earned (5 ½ out of 7).....7th grade
Following second year of attendance in middle school and
at least 80% units of credit earned (5 ½ out of 7).....8th grade
Following third year of attendance in middle school and
at least 80% units of credit earned (5 ½ out of 7).....9th grade
***Must pass three (3) of the following four (4) core courses, Math, Science, English, Social Studies and Personal Finance. Passing is figured by the yearly average of 1st & 2nd semesters. All freshmen will be enrolled in Health & all four core subject areas.

Following first year of attendance in high school and
at least six (6) units of credit earned.....10th grade
Following second year of attendance in high school and
at least twelve (12) units of credit earned .....11th grade

© Copyright 2020 EdCounsel, LLC

Following third year of attendance in high school and at least eighteen (18) units of credit earned..... 12th grade

Lex La-Ray Credit Earnings

Students attending Lex La-Ray for two years can earn the following credits from Wellington-Napoleon R-IX.

Automotive Technology	Building Trades	Collision Repair Technology	Computer Networking & Maintenance	Early Childhood Professions	Health Occupation	Industrial Welding	Manufacturing & Engineering Technology
Year 1- 4 PA	Year 1- 4 PA	Year 1- 4 PA	Year 1- 4 PA	Year 1- 4 PA	Year 1- 4 PA	Year 1- 4 PA	Year 1- 4 PA
Year 2- 2 PA 1Com Art 1 Math	Year 2- 2 PA 1 Math 1Com Art	Year 2- 2 PA 1 Com Art 1 Math	Year 2- 3 PA 1 Com Art 1 Math	Year 2- 2 PA 1 Com Art 1 Math	Year 2- 1 PA 1 Science 1 Com Art 1 Math	Year 2- 2 PA 1 Math 1 Com Art	Year 2- 2 PA 1 Math 1 Com Art

**PA= Practical Art

Transfer and Withdrawal of Students

Parents of students planning to move from the District should notify the school office so that all textbooks and library books can be turned in at this time. All lunch/breakfast charges must be paid. Education records will be forwarded to other schools or agencies when requested by the school the student is transferring to.

Eligibility Policy

The staff and Board of Education at Wellington-Napoleon R-IX High School believe that the education of students is our number one goal. To obtain this end, we must make sure that the emphasis both during school and after school hours is to give our students the opportunity to be successful. We believe to be successful; a student must take every possible step towards a passing grade in all classes that they are enrolled in. If this priority is to become a reality, new steps must be taken to place more emphasis on the classroom performance. Extra-curricular activities are important, but a student's education has to be our main focus. Eligibility will be gained or lost on a semester basis. If a student fails 2 or more classes then he/she will not be allowed to participate in or attend activities, nor will he/she be allowed to be a part of any organizations at school. Students must also maintain the citizen standards (see below) to be eligible to participate.

© Copyright 2020 EdCounsel, LLC

Activities affected by this policy:
Local, District and state FFA
Conference, District and state choir/band
Local, conference, District & state solos/ensembles vocal music
FBLA
E-Sports
Show choir, plays and musicals
All interscholastic sports
JH contests, solos/ensembles-band
Cheerleading, FCCLA, NHS, Student Council, FTA, FCA (activities) Math club
Math, art, shop, business, speech contests
King and Queen Candidates

Extra-curricular Activities and Clubs

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.

Wellington-Napoleon High School offers a variety of school organizations in which students may participate. To be eligible to serve as a class or organization officer a student must have an accumulative G.P.A. of 2.5.

High School Organizations
Future Farmers of America (FFA)
Family, Career and Community Leaders of America (FCCLA)
Future Teachers of America (FTA)
Student Council
National Honor Society (NHS)
Fellowship of Christian Athletes (FCA)
Future Business Leaders of America (FBLA)
Quiz Bowl
Drama Club
E-Sports
Art Club

Description of Organization and Eligibility Standards: Class Officers

© Copyright 2020 EdCounsel, LLC

Each class in grades 6-12 will elect a slate of officers each school year. To be eligible for a class office, a student must have earned at least a 2.25 G.P.A. For incoming sixth graders, the student must have earned a C- average in
the sixth grade.

Future Farmers of America (FFA)
The FFA Chapter is part of the State and National FFA Organization and was once known as Future Farmers of America. As more nontraditional students enrolled in Agricultural Education courses the name Future Farmers was shortened to the initials FFA. FFA membership is open to any boy or girl who is interested in Agriculture and is currently enrolled in any agriculture class. The primary aim and purpose of the FFA is to promote agricultural leadership, cooperation and citizenship. Members will be active in various leadership activities within the school and community. For a member to win awards at the State and/or National Level, the student should plan on 3-4 years of active membership.

Family, Career and Community Leaders of America (FCCLA)
The Wellington-Napoleon Family, Career, and Community Leaders of America chapter is part of an organization for students who have an interest in Family and Consumer Science related occupations. FCCLA membership is
open to males and females that are also interested in participating in school and community service projects, fundraisers, and social activities per month for awards and trip eligibility. Service Project Award, and Outstanding Fundraiser Award.

Future Business Leaders of America (FBLA)
The Wellington-Napoleon Future Business Leaders of America (FBLA) is part of a District, state, and national organization for students who have an interest in community business and business related activities. FBLA is open to all students in grades 6-12. Students must take two business classes throughout four years of high school to maintain membership.
*Members will be able to interact with community business leadership and compete in District, state and national events.
*Members will be active in a variety of school and community projects.
*Members will receive a pen their first year and certificate of participation each year.

Future Teachers of America (FTA)
Purpose: To provide opportunities for students to participate as members of their school and community in making education increasingly meaningful, to provide realistic career exploration activities, to assist students in considering careers in education, to provide activities enabling students to gain insights into the significance of teaching and the role of education in society.
Membership: Membership is opened to students in grades 9-12.
Officers: President, vice president, secretary, treasurer, and historian are nominated and elected by the membership. Activities:

1. Student Teacher Day
2. National Education Week
3. Cadet Teacher Program

National Honor Society (NHS)

© Copyright 2020 EdCounsel, LLC

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of the secondary school.
Membership eligibility: Open to Junior and Senior students who meet the following qualifications; 3.25 G.P.A. in core classes (non-weighted), involved in at least one leadership role within school, is involved in at least one community service project and have outstanding character references.

King and Queen Candidates
Eligibility: Boys and Girls that have not previously served as a king or queen of any activity. Candidates must have a cumulative 2.0 GPA the prior semester and are members in two organizations/activities.
Homecoming King and Queen: All candidates must be senior students. Each class in grades 9-12 nominates a candidate with the senior class nominating their candidate first followed by the junior class, the sophomore class, and the freshmen class.
Courtwarming King and Queen: Each class nominates a candidate from their class. Candidates can be from grades 9-12.
Prom King and Queen: All candidates must be senior students. Nominations are from Juniors and Seniors attending prom.

Drama Club
Students' grades 9-12 may try out for and participate in the high school play. Criteria for lettering in the School Play include attending the required rehearsals and performances, along with other responsibilities.

Student Council
The purpose of this organization is to represent the middle school and high school student body. The student council sponsors the homecoming and courtwarming activities. The student council is the voice of the student body. Each class is represented on the student council by representatives. Representatives must have a 2.5 or better GPA and be in good standing with the school District. Monthly meetings are held during seminar and before school. Officer Qualifications:
President and Vice President – Junior or Senior and have a 2.5 GPA Secretary and Treasure – 9-12 student and have a 2.5 GPA

Student Awards and Letters
Academic Letter
The purpose of the Wellington-Napoleon R-IX Academic Letter Program is to recognize high academic achievement by students enrolled in a solid and challenging academic program.

1. Academic Letter awards will be presented at the awards ceremonies at the conclusion of the school year. Upon receiving his/her first Academic Letter Award, the student will receive a patch signifying the honor. For each subsequent award the student will receive a bar which may be displayed on the patch.
2. Criteria for receiving the Academic Letter award are as follows:
    a. To be eligible for the Academic Letter Award, a student must be enrolled in grades 9-12.
    b. To be eligible for the Academic Letter Award, a student must be enrolled in at least four classes from three of the following areas: English, Math, Social Studies, Science and Foreign Language.

© Copyright 2020 EdCounsel, LLC

c. To receive an Academic Letter Award, a student must maintain (each quarter) a G.P.A. of 3.75 on a 4.0 scale through the first three quarters of the school year for which the Academic Letter will be awarded.

Drama Club
Members may earn letter points by participation in designated activities. Members may be elected to offices. See club constitution and by-laws for further information.
School Play: Cast members may earn letter points by attendance and participation in the school play and other related theatrical activities. Cast members may also earn acting awards and other special awards.

Future Business Leaders of America (FBLA)
High school members will receive a pin and bar their first year membership; second year members will receive a certificate and bar; third year members have the opportunity to fill out an activity verification form for the year which earn them the FBLA patch for their letter jacket and a bar. Fourth year members have the opportunity to fill out the activity verification form for the year which can earn them the FBLA Medal of Honor, a bar, and have their names engraved on the FBLA plaque of Outstanding Members.

Future Teachers of America (FTA)
Awards: Membership is eligible to wear MSTA FTA patch. Bars awarded for each year of membership

Instrumental Music
Awards:

- Music Contest Certificates - High school students who earned a I or II rating for solos and or ensembles.
- District and State Honor Rating Medals - Awarded to students in grades 9-12 who participate in a solo or ensemble which receives a I or II rating at District and or state music contests.
- Band Letters - Students in grades 9-12 who reach a point goal established by the music director. Points are awarded for participation in band events and activities.
- Outstanding Marching Awards - Students in grades 9-12 who demonstrated extra effort in marching band and are selected by the members of the band in grades 7-12. Limited to no more than 4 and no less than 2 (1 girl and 1 boy).
- Parade and Field Commander - This award is given to the student commanders of the marching band. Outstanding Senior Band Musician - A senior band member is selected by the band director using the following criteria: ability, performance, involvement and attitude.
- I-70 Conference Band Certificate - Students in grades 9-12 are given participation certificates in the all-conference band. Participants are recommended by the band director and are selected by the conference band directors.
- I-70 Band Medal - is awarded to seniors who have participated three of four years in the I-70 conference band.

Vocal Music
Choral Award: an award is given to the outstanding senior student as selected by the vocal music teacher. Choir Letter: Any choir member may earn a bar. Students are strongly

© Copyright 2020 EdCounsel, LLC

encouraged to participate in contest either in an ensemble or as a soloist (preferable both). Students are expected to participate in all activities.
Participation Awards:

I-70 Conference Choral Festival - The vocal music teacher selects students to participate. Those students selected receive a certificate of participation. Students selected to participate for three of four years will be awarded metals.
District Music Festival - any member may participate. Certificates of participation are given. Students receiving a I or II rating will be given medals.
State Music Festival - Those receiving a rating of II or I will receive medals and certificates.
All-District Choir - Students may try out for the all-District choir. Auditions are held at Central Missouri State University. Students selected to participate are given a medal.

Student Fundraising Expectations and Guidelines

The following will govern money making activities:

1. The classes will be given top priority.
2. All money making projects must have prior approval by both the sponsor and the principal.
3. Except under unusual circumstances, only one money making project may be in progress at any given time.
4. Projects will be allowed that have minimal interference with the normal operation of classroom activities.
5. Senior Trip: Each class will have the opportunity to continue participating in a senior trip under the following guidelines:
    a. The student must have at least 50% of their money raised by the end of the first semester of their senior year.
    b. If a student is involved in school activities that occur at the same time as the fundraiser, a parent may work for the student, but this will be limited to 50% of the time. For example: a student who plays in the band at a home ballgame, the parent could work 50% of the time for the student

MS/HS School Dances and Parties

Approved guests may attend dances under the following circumstances. All guests must be signed up by 3:15 p.m. two days prior to the dance for approval:

1. One approved guest is allowed for each attending student.
2. Guests are expected to follow the same code of behavior as students.
3. The guest is the responsibility of the sponsoring student.
4. Guests must be in grades 9-12 or under the age of 21 for a High school event. Middle school students are not allowed to bring guests.

Any student or guest who leaves a dance will not be allowed to return.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing Tiger Texts, social media, District-sponsored apps, and local radio and news outlets. Please do not call the administration or radio/TV stations for this information.

© Copyright 2020 EdCounsel, LLC

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

Arrival and Dismissal Procedures

Arrival

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

Class Schedules/Bell Schedules

The car rider line will begin unloading at 7:45 a.m. and students will report to their classroom for breakfast. Students are not permitted on campus prior to 7:40 a.m., unless tutoring has been scheduled with a teacher, the student is eating breakfast, or participating in a scheduled school activity or club. School ends at 3:15 p.m. for all students.

The building will be unlocked at 7:50 a.m. for students to enter the building. Breakfast will be available before 1st hour and between 1st and 2nd hours.

Communication

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

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

Parties/Celebrations

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

Lockers

At the beginning of the school year, each student in grades 6-12 will be assigned a locker with a lock already installed. Students are not permitted to use personal locks. Students are

© Copyright 2020 EdCounsel, LLC

responsible for the contents of the locker assigned to them. Backpacks and bags are not allowed in classrooms and must be properly stored in the lockers. To prevent theft, personal and valuable items must be locked in a locker. The school is not held responsible for lost or stolen item.

Supply Lists

Supply lists are posted on the District website.

Student Parking

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Guidance and Counseling Services

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

Wellington-Napoleon R-IX School Suicide Prevention Policy

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

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

1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur on an annual basis.
2. All school staff will complete the Signs of Suicide, Gatekeeper training. The school Counselor will serve as a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources. Parents/Guardians will always be contacted and the student follow-up form will be completed.
4. Students will have access to national resources which they can contact for additional support such as:
    a. The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK)
    b. www.suicidepreventionlifeline.org
    c. The Trevor Lifeline – 1-866-488-7386 www.thetrevorproject.org
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends.

© Copyright 2020 EdCounsel, LLC

Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.

6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

Community Resources

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

Student Data Information Forms

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

Carol Y. Hough Library Media Center

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

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

District Policy Information

Emergency Procedures

Fire Alarm Procedures

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

Tornado Alarm and Procedures

© Copyright 2020 EdCounsel, LLC

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

Lockdown Procedures

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

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

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

Earthquake Procedures

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

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

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

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

English Language Learners I-150-S

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

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

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

For more information about the programs for students with LEP or assistance for families, please contact the Director of Special Programs, Aileen Hephner, 800 N. Hwy 131 Wellington, MO 64097, (816) 240-2621, ext. 253, ahephner@wntigers.net.

© Copyright 2020 EdCounsel, LLC

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

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

If a parent/guardian would like to request the review of any of the above materials, please contact the building secretary.

All District policies can be located at: https://www.wntigers.net/.

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, 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

© Copyright 2020 EdCounsel, LLC

(800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

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

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

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

3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504

© Copyright 2020 EdCounsel, LLC

team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

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

Tobacco-Free Policy C-150-S

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

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, 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.

© Copyright 2020 EdCounsel, LLC

Athletic/Activity Handbook

The purpose of this handbook is to provide a statement of philosophy in interscholastic athletics for the Wellington-Napoleon R-IX School District. It is the philosophy of Wellington-Napoleon R-IX that a quality program of athletics will be conducted as an integral part of the educational program in the District.

Statement of Philosophy

The Wellington-Napoleon R-IX Board of Education, administration, and faculty believe that co-curricular activities are an integral part of the overall education program.
Activities are for all students who qualify under eligibility requirements set forth by the state and school. We believe that participation will contribute to the following:

1. The development of skills for social expression, recreation and resourcefulness.
2. The improvement of health, fitness and general welfare of all individuals taking part in the program.
3. The development of citizenship, self-control, self-discipline, cooperation, leadership and the acceptance of leadership and respect for individual associates and opponents.
4. The stimulation of all participants to achieve academic progress and to make a contribution to the general education program of the school.

To be of the maximum effectiveness, the activity program must be closely coordinated with the general instructional program of the school. It must be such that the number of students accommodated and the educational aims achieved justify its inclusion in the overall educational program. It must also be based on a spirit of participation and regarded as a privileged opportunity.

Eligibility Standards for Interscholastic Activities

Representing the Wellington-Napoleon R-IX School District in interscholastic and intrascholastic activities is a privilege to be attained by meeting the standards developed cooperatively by the Board of Education, Administration, and Teachers of the school District and the Missouri State High School Activities Association (MSHSAA).
An interscholastic activity shall be defined as any extra-class activity involving two or more schools, in which two or more students participate as representatives of their schools in which no grade or credit is given.
An intrascholastic activity shall be defined as any extra-class activity involving Wellington-Napoleon R-IX School alone in which two or more Wellington-Napoleon students are represented.
The eligibility rules of the MSHSAA must be complied with in full. Coaches and sponsors should inform participants of these rules (see Article VII, MSHSAA OFFICIAL HANDBOOK).

Academic Standards

© Copyright 2020 EdCounsel, LLC

Grades 9-12

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school. An athlete must pass 6 out of 7 classes at WN.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- Students promoted for the first time into 7th or 9th grade are considered academically eligible for the first semester after promotion.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop courses without first consulting with your school principal, athletic administrator or counselor to determine whether it will affect your eligibility.

Grades 7-8

- You must be enrolled in a normal course load for your grade at the member school.
- You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, even though you may have been promoted, you will be ineligible for one quarter if you failed more than one course the previous quarter.

Insurance

Students who participate in an interscholastic sports program must have insurance to be eligible to participate.

Non-School Competition

Athletes will be allowed to participate in non-school sports as long as 1) the sport cannot be the same sport during the HS season Ex: a basketball player cannot play non-school basketball during the school's basketball season (per MSHSAA) 2) a school practice or contest can NOT be missed to attend a non-school practice or event without prior approval from the coach

Citizenship Standards

Students who represent a school in interscholastic activities must be credible citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered credible citizens. Conduct shall be satisfactory in accord with the

© Copyright 2020 EdCounsel, LLC

standards of good discipline. If a student misses school on the date of a contest, he or she shall not be considered eligible on that date without special approval by the principal. A student having an unexcused absence on a given day may not be eligible to participate in a contest until he/she has attended a full day of classes without an unexcused absence before eligibility is reinstated.

Semesters of Participation

A student shall not participate for more than four seasons while in grades 9-12 in an interscholastic activity, and these shall be during the student's first eight semesters of attendance in high school beginning with his or her entrance in the ninth grade and the eighth semester shall follow immediately the seventh semester. Any part of a contest or interscholastic event in which a student competes shall count as a season of participation in that activity. Attendance on or after the twentieth day of a semester shall count as a semester of attendance under this rule. If the student participates in any part of an interscholastic event or contest, it shall be counted as a semester of participation.
A student who applies for, and is granted, leave from school any time after the junior year to take advantage of an Early Release Program shall no longer be eligible for interscholastic competition even though he or she may later return to school.
A student is eligible for only two semesters in each grade, the seventh and eighth grade beginning with the first semester of entrance in each grade. A student who is repeating a grade is not eligible to compete athletically.

Unsportsmanlike Conduct

Use of abusive language or fighting is not permitted under any circumstances. Punishment for individuals involved is at the discretion of the coaches, athletic director and administrator. Participants should remember that if an official removes the student from a contest, they are ineligible for the next contest.

Conduct and Dress on Contest Days

Participants will be considered "good will" ambassadors for Wellington-Napoleon School. They are expected to follow the dress guidelines that the coach or advisor establishes for the group.

Equipment

In order to give the student a sense of responsibility and an appreciation of their equipment, each athlete will be held responsible and accountable for the abuse and or loss of equipment. Any equipment lost or stolen must be paid for by the student in whose name it was checked out. An athlete will not be eligible to compete for another sport until all of their equipment has been returned or fees paid from their previous sport. The following guidelines, if adhered to, will reduce the chances of lost or stolen equipment.

© Copyright 2020 EdCounsel, LLC

1. Do not exchange or loan any of the equipment checked out to you to another teammate. Exchange or loan only after given permission by the coach.
2. Keep your locker closed and locked at all times when it is not in visual contact. This includes during showers.
3. Any loss of equipment should be reported immediately to the Head Coach, rather than waiting until the end of the season.
4. Any protective equipment that does not fit properly or that is defective should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.
5. All equipment should be worn only at school and never outside of school unless permitted by the head coach of that sport.
6. Any equipment or uniforms you see out of school which does not belong to the individual or individuals should be reported to a coach or the athletic director. By doing this, you are not only helping the athletic department, but also the individual who must pay for the stolen items. As a part of the lettering policy for all sports at Wellington-Napoleon High School, all equipment must be turned in clean and cared for or paid for if lost or stolen before any awards will be given! This includes letters, certificates, plaques, etc.

Attendance Procedures

- To be able to attend or participate in extracurricular activities after school a student must be present from 10 am for the remainder of the day. The only exception is if the student has a doctor's note or a pre-approval with an administrator. Students should bring a note from the doctor's office with sufficient information to verify the office visit.
- If a student attends an away event on the day they are absent or ineligible to attend, they will be unable to attend the next home event as an observer.
- In the event of a daytime activity, field trip, etc., the student must have been present the day before from 10 am for the remainder of the day.

Suspensions and Expulsions

Students may not practice, participate, or attend any school activity while serving an Out-of-School Suspension or Expulsion. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal.

DISCIPLINE CODE*

Use or possession of Tobacco, Alcohol, Drugs or Drug Paraphernalia
First Offense - Suspended two weeks from squad
Second Offense – Dismissal from squad
Third Offense – No extracurricular activities for rest of year
Unlawful Act (Conviction of felony or misdemeanor)
See MSHSAA Citizenship Standards p. 39-40 MSHSAA Handbook

© Copyright 2020 EdCounsel, LLC

2.2.5 Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

Defiance or Disrespectfulness (Player towards anyone)
First Offense - Suspended from next contest
Second Offense - Suspended from 3 contests
Third Offense - Dismissal from squad
Unexcused Absence from Practice
First Offense – Suspended from next contest
Second Offense - Suspended from next contest
Third Offense - Suspended from next contest and subject to dismissal from squad

*Each offense of ISS/OSS will be equal to an unexcused practice.
*ISS due to excessive tardies will be handled by each individual coach.

Transportation

Students are to ride the team bus to all activities unless prior approval has been given by a school administrator. The coach/sponsor may release the student to ride home from the activity with the student's parent upon the presentation of a signed note to the coach/sponsor by the parent. The school will release a student to another parent only when prior arrangements are made by the parent through the administration with a handwritten signed note. No student will be released to anyone other than the parent or another designated adult and then only after proper arrangements have been previously made.

Physical Examinations

All athletes and cheerleaders are required to have a physical examination before starting athletic practice each year. This examination may be anytime after February 1st preceding the school year. Athletes should secure the examination form from the athletic office and have the physician use this form. The parent or guardian must sign the parent's permission form, which is part of the physical form. All athletes and cheerleaders are required to have insurance prior to starting practice.

Athletic Lettering Policies

Basketball (Boys and Girls)
Letter: play in one fourth of total varsity quarters possible
Baseball and Softball
Letter: Play in one fourth of total varsity innings possible
Football
Letter – play in one fourth of total varsity quarters possible

© Copyright 2020 EdCounsel, LLC

Cheerleading
To letter, a cheerleader must participate in 95% of all her seasonal athletic events. Activities include cheering at athletic events, hosting pep rallies, and participating in fundraising to help in attending summer cheerleading camps.
*If a cheerleader is suspended or absent from cheering at an athletic event this does not count toward cheering at athletic events for lettering. Injury with a doctor's note excuses them from the event(s) included in the time period per the doctor.

Track
Letter – medal or place in top three at a meet

Volleyball
Letter - play in one fourth of total varsity sets

Parent Information

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, everyone is better able to accept the actions of the other and provide greater benefit to students. As parents, when your student becomes involved in a program, you have the right to understand what expectations are placed on your student. This begins with clear communication from the coach of your student's program. Coaches and parents are expected to encourage and praise students in their attempt to improve themselves as students, athletes, and citizens. Parents can facilitate this by gaining an understanding and appreciation of all aspects of the sport/activity and the expectations placed on your student.

It is important to understand that participation on an athletic team at Wellington-Napoleon R-IX High School is a privilege and not a right. Being on a team and maintaining one's membership on a team means accepting all the responsibilities of an athlete. However, unlike recreational or intramural teams, equal or guaranteed playing time does not exist. In an effort to win, a coach will use players best suited to the conditions or demands of the contest at a given time.

Inclement Weather-School Dismissal

If school is dismissed, all activities such as practices, trips, meetings, games, and contests will be based on administrative discretion.
Exceptions: Tournament ball games, District, and state contests or meetings.

Parent/Coach Communication

Appropriate concerns to discuss with your child's coach:

- The treatment of your child, mentally and/or physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues not appropriate to discuss with your child's coach:

- Playing time
- Team strategy

© Copyright 2020 EdCounsel, LLC

- Play calling
- Other student-athletes/participants

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. Everyone involved is expected to be respectful, show appreciation of the other's role, and to reinforce the policies and procedures outlined in this handbook. When you as a parent, or the coach feels a conference is necessary, we ask that both parties wait at least 24 hours following a contest and to keep in mind our communication chain of command.

Should you have any questions or concerns, do not approach the coach immediately at the conclusion of the contest. At this time, coaches have other responsibilities, and it may be an emotional time. Call and make an appointment for a later time and approach this meeting in a calm, courteous, and logical manner.

Athletic Chain of Command:

1. **Athlete-Coach Meeting**
   If a player has any issue or problem with his/her sport experience, the student-athlete is expected to address the coaching staff. The District's expectations of coaches include open communication**.**

2. **Athlete-Parent-Coach Meeting**
   If an issue has not been resolved in step one, this is the next step in the chain of command. The guideline here is to set up an appointment face to face with the coach/coaching staff. The parent or player should define the purpose of the meeting when the appointment is set.

3. **Athlete-Parent-Coach-Administrator Meeting**
   If an issue is not resolved in step two, this is the next step in the chain of command. Using the same process as above, an appointment is set and all parties define the purpose of the meeting. This meeting needs to be set by Mr. Hughes/Activities Director.

Unacceptable Behavior

1. Do not use bad language and harass athletes, coaches, officials, or other spectators. Use of demeaning language towards an individual will not be tolerated. If an individual believes they have been approached in any way described above before, during or after an event, the following steps will be taken.

   First Offense: Offending individual is banned from all District activities and property for two (2) weeks.

© Copyright 2020 EdCounsel, LLC

Second Offense: Offending individual is banned from all District activities and property for a minimum of one (1) calendar year. The ban will only be lifted after is has been reviewed by school administration.

2. Use of physical contact or violent behavior towards an individual.
First Offense: Offending individuals is banned from all District activities and property for a minimum of one (1) calendar year. The ban will only be lifted after it has been reviewed by school administration.

When a person has been banned, it will include both home and away activities. "Banned" is defined as a status where a person is not allowed or invited onto District property. The Superintendent may make exceptions to this ban with prior approval.

The INTERSTATE 70 *Conference*

Concordia *Crest* *Lone Jack* *Orrick* *St. Paul's* *Santa Fe* *Sweet Springs* *Wellington-Napoleon*

Parent Sportsmanship Agreement

The I-70 conference knows that parents play an important role in helping their own children and other players learn good sportsmanship and self-discipline. Parents must set an example when it comes to demonstrating the importance of working together, sacrificing for the good of the team, enjoying winning, and dealing appropriately with defeat. Parents and spectators should be role models of good behavior at sporting events.

Parents and Spectators are expected to:

1. Cheer for your team and refrain from booing or other similar comments.
2. Treat players, coaches, opponents, and officials with respect.
3. It is okay to react to a call that doesn't go your team's way, but do not dwell on the call by continuing to yell at officials.
4. Remember that the primary value of athletic participation is to provide our youth with an opportunity for self-development: physically, emotionally, and mentally.
5. Remember that the game is for the players, not for the adults.
6. Be aware that if a parent conference is desired with the coach that it is HIGHLY inappropriate to speak with the coach regarding this at the conclusion of an event. Wait until the day after the event and call to schedule an appointment.
7. Help maintain a positive atmosphere by influencing your family members and friends to act sportsmanlike.
8. Understand and respect the different roles of parents, coaches and officials. Parents should parent, coaches should coach, officials should officiate and each should be treated with respect.

© Copyright 2020 EdCounsel, LLC

Failing to show appropriate sportsmanlike behavior will lead to dismissal from any contest and could lead to being suspended from attending further games. The Schools of the I-70 conference promote good sportsmanship. Parents and spectators from each school are expected to show it.

© Copyright 2020 EdCounsel, LLC

Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Drug Testing Consent Form*

© Copyright 2020 EdCounsel, LLC

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

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

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date:

_____

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

© Copyright 2020 EdCounsel, LLC

Email Consent/Permission Form

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

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

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

Name of Student (please print:)

_____

Email Address(es):

_____

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

© Copyright 2020 EdCounsel, LLC

Student Technology Usage Agreement

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

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

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

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

© Copyright 2020 EdCounsel, LLC

C-105-P ***District Rules and Guides*** ***Form A***

Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2022-2023 Student/Parent Handbook and Athletic/Activities Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

Student Signature:

_____

Student Name (please print):

_____

Date: _____

© Copyright 2020 EdCounsel, LLC

Wellington-Napoleon R-IX

Drug Testing Consent Form

I have read and completely understand the District's policy and procedures regarding the Wellington-Napoleon R-IX School District student drug testing program.

I hereby give consent for my student to participate in the drug testing program at Wellington-Napoleon Middle/High School. I understand that my student will be placed in the pool for random drug testing and that the Wellington-Napoleon R-IX School District will pay for all random drug tests if my students is selected. I understand that if my student tests positive for drugs during a random drug test, I will have to pay for drug testing for him/her to be reinstated into extracurricular activities or park on school property.

I understand that students who wish to drop out of the drug pool must first have their parent/guardian come to the school and meet with the High School Principal or Activities Director. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she needs to come in and meet with the High School Principal or A.D. to drop out of the testing pool. Once a student enters the pool, he/she must remain in the pool for the remainder of the school year to be eligible to participate in extracurricular activities or park on school property for the next school year.

Student Name (please print) _____

Student Signature_____

Parent/Guardian Name (please print)_____

Parent/Guardian Signature_____

Today's Date_____ Grade_____

Forms must be completed before a student can park on school property or participate in any extracurricular activity. This consent form is good for one school year and must be renewed annually in order for the student(s) to be eligible to participate in extracurricular activities or park on school property.

© Copyright 2020 EdCounsel, LLC