

**WARRENSBURG HIGH SCHOOL
STUDENT HANDBOOK 2025-2026**

1411 S. Ridgeview Drive
Warrensburg, MO 64093

Phone (660) 747-2262
Central Office Phone (660) 747-7823

Team Name: Tigers
School Colors: Cardinal Red and White
Web Address: www.warrensburgr6.org
PowerSchool Address: http://ps.warrensburgr6.org
X: @wsbgprincipal
@WHSounsel
@WHS_tigers_
Facebook: @warrensburgr6tigers
WHS Tip-line: whs.warrensburgr6.org

MISSION STATEMENT

The WHS Professional Learning Community strives to prepare students for their future endeavors.

Administration

Principal: Dr. Kyle Cahill
Assistant Principal: Nick Harmon (A-K)
Assistant Principal: Annie Lovercamp (L-Z)
Director of Activities: Jake Duvall

Counseling Office

Cindy Bentley (A-G)
Glen Gillogly (H-N)
Kelly Nimmo (O-Z)

Social Worker

Brenda Pennington

A+ Coordinator

Matthew Bax

Process Coordinator

Jenna Guengerich

Secretaries

Tina Hall
Katy Nyulassie
Jessica Smith
Jessica Stinson
Cameron Whitney
Jennifer Woods

Media Center

Katherine Miller

Support Staff

Bus Service:
Custodial: Arron Strohmeier
Food Service: Donna Story

School Resource Officer

Officer Layne Fischer

QR code for Emails of people listed above



[Emails for people listed above](#)

WARRENSBURG R-VI SCHOOL DISTRICT
School Calendar 2025-2026

<p>August Aug. 5,6,7 - New Teacher Days Aug. 11- Professional Day Aug. 12,13,14,15 - Tch 1/2 Work day & 1/2 PD Aug. 18 - Tch Work Day Aug. 19 - First Day of School Aug. 19,20 - Early Dismissal</p> <p>September Sept. 1- Labor Day - No School Sept. 26 - Early Dismissal Sept. 29 - Professional Day: No Students Sept. 29 - WHS PT Confernces</p> <p>October Oct. 1 - WHS PT Confernces Oct. 9 - End of Grading Period Oct. 10 - Early Dismissal Oct. 20-23 - P/T Conference Week Oct. 23 - Early Out P/T Confernces Oct. 24 - No School</p> <p>November Nov. 24-28 - Thanksgiving Break - No School</p> <p>December Dec. 19 - Early Dismissal: Students/ Staff Dec. 19 - End of Grading Period Dec. 22-Jan. 5 - Winter Break - No School</p>	<p>January Jan. 5 - Teacher Workday - No Students Jan. 6 - Classes Resume Jan. 19- MLK Jr. Day - No School</p> <p>February Feb. 12 - Early Dismissal Feb. 13 - Professional Day: No Students Feb. 16 - Presidents' Day - No School</p> <p>March March 6 - End of 3rd Quarter March 9-13 - Spring Break</p> <p>April Apr. 3 - No School Apr. 17 - Early Dismissal Apr. 20 - Professional Day: No Students</p> <p>May May 21 - Last Day of School, Early Dismissal May 21- End of Grading Period May 22 - Teacher Workday May 25 - Memorial Day Observed May 26 - Summer School Begins</p>
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Dates and Events subject to change

Bell Schedule 2025-2026

Regular Days		Early Dismissal	
Zero Hour: (40 Min)	6:45 - 7:25	Zero Hour: (40 min)	6:45 - 7:25
Block 1: (85 min)	7:30 - 8:55	Block 1: (65 min)	7:30 - 8:35
Block 2: (85 min)	9:00 - 10:25	Block 2: (65 min)	8:40 - 9:45
Academy: (30 min)	10:30 - 11:00	Block 3: (65 min)	9:50 – 10:55
Block 3: (96 min)	11:05 - 1:05	Block 4: (71 or 72 min)	11:00 - 12:35
	1st Shift 11:05 - 11:29		1st Shift 11:00 - 11:23
Lunch	2nd Shift 11:29 - 11:53	Lunch	2nd Shift 11:23 - 11:47
(24 min)	3rd Shift 11:53 - 12:17	(23-24 min.)	3rd Shift 11:47 - 12:11
	4th Shift 12:17 - 12:41		4th Shift 12:11 - 12:35
	5th Shift 12:41 - 1:05		
Block 4: (85 min)	1:10 - 2:35	***No Academy	

Use this QR code for
current lunch shift by
Teacher name



[Lunch Shifts](#)

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Below is a brief listing of policies that might be helpful. As with any policy manual or handbook it is impossible to include all the information that is pertinent to everyone. Additional information and policies can be accessed at this link: <https://www.warrensburgr6.org/documents/board-of-education/policies-and-regulations/433388>

Policy AC Prohibition Against Discrimination, Harassment and Retaliation

Policy ACA Sexual Harassment Under Title IX

Policy ADF and ADF-AP1 District Wellness Program

Policy EHB and EHBA Technology Usage

Policy EHBA Student Use of Personal Electronic Devices for Instructional Purposes

Policy GBH Staff/Student Relations

Policy IGAEB State Mandated Curriculum: Human Sexuality

Policy IGBA Programs for Students with Disabilities (See Public Notice located in the Student Handbook Supplement)

Policy IGBCA Programs for Homeless Students

Policy IGBCB Programs for Migrant Students

Policy IGBH Programs for English Language Learner

Policy JFG Interrogations, Interviews and Searches

Policy JHCD Administration of Medication to Students

Policy JHCF Student Allergy Prevention and Response

Policy JHDF Suicide Awareness and Prevention

Policy JO Student Records

Policy KKB Audio and Visual Recording

Policy KLA Public Concerns and Complaints (See Complaint Procedures on Pages 47-48)

NON-DISCRIMINATION

The Warrensburg R-VI School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Scouts BSA and other designated youth groups in accordance with federal law. See Policies AC, ACA and IGBA located at [warrensburgr6.org](https://www.warrensburgr6.org) under Policies and Regulations for additional information. The following person has been designated to handle Title IV inquiries regarding the non-discrimination policies:

Dr. John Finnane, Assistant Superintendent for Student Services
201 S. Holden St.
Warrensburg, MO 64093
(660) 747-7823

For further information on discrimination on the basis of race, color, national origin, sex, disability, or age, visit <https://ocracas.ed.gov/contact-ocr> for the address and phone number of the U.S. Department of Education, Office for Civil Rights enforcement office that serves your area, or call 1-800-421-3481.

NOTICE TO PROVIDE EDUCATION AND ASSISTANCE TO HOMELESS, MIGRATORY AND/OR ELL STUDENTS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the Executive Director for Special Programs at 660-747-7823.

I. GENERAL INFORMATION AND BUILDING PROCEDURES

ACADEMY

Academy is reserved as an academic period. Every Monday is a designated **Closed Academy**. In a Closed Academy, students must remain in their assigned academy, which provides time for teacher advocates to work with students on monthly themes, review students' grades, etc. Students may travel to other teachers for assistance the remainder of the week through the established **Draft** procedures and must arrive at their destination by the tardy bell.

ANNOUNCEMENTS/BULLETINS

Information for announcements must be approved by the class or club sponsor; announcements should be presented to the Principal's secretary each morning to be read via intercom and bulletin news provided to the Assistant Principals' Secretary. An online calendar may be accessed by logging onto the district home page and clicking on "All District Events". All general information, announcements, posters, etc. displayed in the school must be approved by the administration and removed immediately after the event. Additional school information can be found using the following Twitter handles: @wsbgprincipal, @WHS Counselor, @WHS_tigers_ Facebook: warrensbgr6tigers

ASBESTOS NOTIFICATION

Current asbestos status, as required by the Asbestos Hazard Emergency Response Act of 1986; may be found on the online Student Handbook Supplement, located at <https://whs.warrensbgr6.org/o/whs>.

BUILDING HOURS

Students may enter the building at 6:30 a.m. and remain in the commons area until 7:15. School starts at 7:30 a.m. and releases at 2:35 p.m. To remain in the building past 2:50 (12:45 on collaboration days), a student must be under the direct supervision of a faculty member, the district is not responsible supervising students outside the stated times. The assistant principal's offices are open during regular school days from 7:00 am to 3:30 pm. The main office is open from 6:30-3:00.

BUS TRANSPORTATION

Bus schedules are established yearly and are published in the local newspaper prior to the beginning of school. The bus driver is in charge of the students riding their bus and will report to the principal/administration any lack of cooperation. Bus rules are included in the student conduct section. Students will be transported by the district to and from extra-curricular events. Students may not travel to or from extra-curricular events by other means and be eligible to participate without prior administrative approval. Deviations will result in disciplinary consequences. First Student (747-6403).

CLOSED CAMPUS

Students are considered on campus when they step on the school bus or on to school property and are to remain in school for the rest of the school day. Permission from the attendance secretary and parents must be obtained before a student may leave the school grounds during the school day. Any student that does not check out through the office will be considered truant. Anyone who leaves the school building, including to and from WACC, or other classes, should use the most direct route. Students are not allowed in the parking lot areas without permission and must remain in the cafeteria the entire lunch period (designated juniors and seniors during 4th lunch shift on Early Dismissal/Collaboration days are exempt). Students are not to order or receive food deliveries during school hours. All exterior doors will be locked at 7:30 a.m. until school is released. Students arriving after 7:30 will need to enter through the North doors and check in through the attendance office. Any compromising of school security will be

considered insubordination. Students are not allowed to be in or around their vehicles during the school day without permission from the office.

COUNSELING DEPARTMENT

The comprehensive counseling program is an integral part of a school district's total educational program. It is developmental by design and includes sequential activities organized and implemented by professional school counselors with the active support of parents/guardians, teachers, administrators and the community. As a developmental program, it addresses the needs of all students by facilitating their academic, social emotional, and career development as well as helping create positive and safe learning climates in schools. At the same time, the program assists students as they face issues and resolve problems that may prevent their healthy development. The program is delivered through the following four program components: Counseling Curriculum, Individual Planning, Responsive Services, and System Support.

Follow us on X: [@WHScounsel](#) Facebook: [WarrensburgHighSchoolCounseling](#) and Instagram: [@whscounselingdept](#)

DELIVERIES

Deliveries from merchants to students at school are discouraged. Items will not be delivered by school personnel. The school accepts no responsibility for the item. Third party food or other delivery services (Grubhub, Doordash, etc.) are not allowed and will be considered insubordination

ELECTRONIC DEVICES

This building procedure applies to all students during instructional hours (7:30 a.m. to 2:35 p.m.), including Academy, In-School Suspension (ISS), passing periods between classes, mealtimes, and after-school detentions.

Permitted and Prohibited Use

- Students must keep all personal electronic devices—including cell phones, earbuds, headphones, smartwatches, and similar items—powered off and stored in backpacks, purses, pockets, or (on a limited check-out basis) lockers.
- Personal devices may not be used as a substitute for school-issued Chromebooks or laptops, even if a student forgets or fails to charge their Chromebook or laptop.
- Use of any camera or video-enabled device is strictly prohibited in locker rooms and restrooms at all times.
- Students enrolled and participating in a dual course administered in partnership with an institution of higher education may access their electronic communication device for the purpose of completing a two-step authentication for access to course materials. Once the student has completed the authentication process, they must either put their device away and/or relinquish their device to the facilitator, faculty member, or teacher. The student may not access their device at any other time during the classroom period.

Exceptions

- A student's use of a personal device during the school day is permitted only with prior approval from the building principal. Such approval may be granted for specific circumstances, including but not limited to compliance with an IEP or 504 Plan, or the need to monitor a documented medical condition.
- Teachers may be permitted to have students use their personal devices for educational purposes only with prior approval from the building principal.

Enforcement and Responsibility

Violations of this building procedure may result in disciplinary action:

- 1st offense (warning) - office referral, administration contacts parents/guardians, the device is left in the assistant principal's office for the remainder of the day, the student collects the device at the end of the day.
- 2nd offense - office referral, 90-minute detention, administration contacts parents/guardians, the device is left in the assistant principal's office for the remainder of the day, the student collects the device at the end of the day.
- 3rd offense - office referral, TES detention, the device is left in the assistant principal's office for the remainder of the day, parent/guardian conference to create a student phone plan.

- 4th offense - office referral, 3 days ISS, administration contacts parents/guardians, the device is left in the assistant principal's office for the remainder of the day, parent/guardian must collect the device at the end of the day.
- 5+ offense - office referral, 5-10 days ISS, administration contacts parents/guardians, the device is left in the assistant principal's office for the remainder of the day, parent/guardian must collect the device at the end of the day.

****Student Refusal in Office:** Administration will contact parents, and device check-in is a condition in order to return to class. If a student refuses to turn in their device to administration, WHS student handbook procedures for insubordination toward administration will be followed.

- Warrensburg High School is not responsible for lost, stolen, or damaged personal electronic devices.

Emergency Contact Protocol

In case of an emergency, parents or guardians should contact students through the WHS main office line at (660) 747-2262.

FINES, FEES, AND FUND-RAISING PROJECTS

Any fines, fees, or monies from fund-raising projects must be paid during the quarter they are incurred. All fund-raising activities must be approved in advance by administration. All money raised by high school students must be deposited in high school accounts and used for high school activities. *Students owing money to the school will not be eligible for extra-curricular activities until all bills have been paid or arrangements for payment have been made by the student.* Students will not participate in graduation ceremonies or receive their diploma upon graduation until all bills have been paid.

HALLWAY PASSES/SMART Pass

When it is necessary to leave the room during a class period, a student must receive permission from the teacher in charge and properly complete a pass designating their intended destination via SmartPass or have their ROAR ID displayed above the waist. Discipline procedures will be followed for students who fail to comply.

HEALTH SERVICES

Complete Health Services are available on the district website. The mission of the school health program is to promote optimal health and wellness for each student. The school will maintain an individual health record for each student.

In the case of serious illness or accidents, parents/guardians will be notified immediately.

- Students who become ill at school should report to the health room with a pass from the current hour's teacher. Any student leaving school early because of illness should check out through the health room.
- Student use of personal cell phones to contact parents/guardians during the school day regarding personal illness is discouraged.
- If a student is injured, the district will provide initial first aid until additional treatment can be secured by the parent/guardian and/or emergency responders.
- Any medical documentation, including activity restrictions and releases, should be filed with the health room. Activity restrictions should include the physician's contact information and an end date.

Immunizations: Students must be properly immunized against: Polio, Pertussis, Tetanus, Diphtheria, Measles, Mumps, Rubella, Hepatitis B, Varicella and Meningococcal conjugate. All immunizations must be up-to-date before any student will be permitted to enroll or attend school. It shall be the duty of the parents/guardians of every student entering the school district to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri law (Section 167.181.1). Satisfactory evidence of immunization shall be a certificate of record from a physician, or other recognized health agency/entity, verifying the type of vaccine and the day, month, and year of administration. The record must contain the student's full legal name and date of birth. See Policy JHCB and Procedure KB-AP1, located at www.warrensburg6.org under Policies and Regulations for additional information.

Communicable Disease: Missouri law requires that students with a contagious disease be excluded from school until medical clearance is received. Communicable disease guidelines are:

- Students must be fever free without the use of fever reducing medicine for 24 hours before returning to school.
- Students must be free of continuous coughing, sore throat or other signs of communicable disease.
- Students must remain at home until 24 hours after the last episode of vomiting or diarrhea.

- Students must remain at home for 24 hours after taking the first dose of antibiotics for an infection.
- Parents/Guardians are encouraged to report communicable illness when calling students in sick to the health room staff.

Students may be excluded from school if one or more of the following exists: vomiting, diarrhea, fever of 100.2 degrees or greater, nursing recommendation based upon physical condition, undiagnosed rash, or unvaccinated students in times of disease outbreaks. Missouri Statute 167.191

Health Screenings: The health screening programs of the Warrensburg R-VI School District are designed to examine the populations at highest risk at a time when early intervention has the most benefit. The following are a list of screenings conducted in the fall and/or as needed:

Vision: 10th grade, students will be screened using near, distance acuity and stereopsis techniques, as time permits.

New students will be screened using near, distance and stereopsis acuity, as time permits.

Dental: 10th grade students.

*If you do not wish for your child to be screened, you must **yearly** contact the health office of the building which your child attends.*

Special Health Care Needs: The parent/guardian of a student with special health care needs such as, diabetes, asthma, epilepsy, or life-threatening allergies, should meet with the school nurse prior to the student's first day of attendance. An appointment will be made with the school nurse to prepare an individualized healthcare plan (IHP) for the student. Individualized healthcare plans will be renewed annually.

Medication Administration: Medications should be given at home when possible, however, the Warrensburg R-VI School Board recognizes that some students will require medication(s) to be given at school through the school nurse or health aide. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Please reference these guidelines:

1. **All medication must be brought to the Health Room by the parent/guardian.**
2. **All medication must be in the original pharmacy labeled bottle.** This label will serve as the physician's order if it includes the student's full legal name, current date, name of medicine, exact dose to be given, and the time medicine is to be given.
3. **The parent/guardian must sign a request form asking the school district to comply with the physician's orders.** This may be done when the parent delivers the medication.
4. A physician's signature is necessary for all medicine not in a pharmacy labeled bottle (i.e. over-the-counter medicine).
5. A parent/guardian may sign an "as needed" permit, during annual registration, for up to 5 doses of either Tylenol (acetaminophen) or Ibuprofen to be per the standing order of Dr. Victor Lovell, M.D.
6. **The school nurse will not administer the first dose of any medication.**
7. Emergency/Rescue medication may be left in the Health Office for chronic or emergency situations. An IHP (Individualized Healthcare Plan) is required for any student with emergency/rescue medication.
8. Students found with prescription or over-the-counter medications may be in violation of inappropriate use of medicine. See Policy JHCD for additional information.

Medical Marijuana and Cannabidiol (CBD) Oil

The district does not permit the possession or administration of marijuana or marijuana-infused products on district property or at district events. Further information can be accessed at: https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/3618/Warrensburg/2915953/JHCD_-_Administration_of_Medication_to_Students.pdf

Children's Health Insurance Program (CHIP): The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. Please see our Student Handbook Supplement, located at www.warrensburgr6.org/whs for additional information.

IDENTIFICATION CARDS

All students will be issued a photo I.D. card to be used for the following: PowerLunch, admission to school when arriving after the school day begins, dances, check-out library materials, and free admission to regular season athletic events. Replacement cost for lost or stolen cards will be five dollars and may be purchased through the Library Media Center.

INTERNET ACCESS

Access to email and the Internet will enable students to explore databases, informational web pages, and exchange messages with users around the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. *Each student must complete an Internet User Agreement/Parent Permission Form to obtain independent use of school computers.* Inappropriate use of the Internet will result in consequences (See computer misuse page 31). For further information, see Policy EHB and EHBA located at www.warrensburgr6.org under Policies and Regulations.

LIBRARY MEDIA CENTER

The Warrensburg High School Library Media Center regularly opens at 7:00 a.m. and closes at 3:00 p.m. On occasion, these hours may be changed to accommodate zero hour classes or other activities. Resources not returned by the due date may result in a fine. For more information about the WHS Library Media Center, please visit: <https://sites.google.com/warrensburg6.org/whs-library/home>.

LOCAL COMPLIANCE PLAN

Notice describing the district's obligation to provide special education and related services to children ages three to twenty-one. Please refer to our online Student Handbook Supplement, located at <https://whs.warrensburg6.org/o/whs>.

LOCKERS

Lockers are not assigned to students. However, students may request a locker from the Assistant Principals' Secretary. Students are responsible for all damage to lockers. The school will not assume responsibility for lost or stolen items. Students are not to share or switch lockers. The district reserves the right to access lockers whenever appropriate.

LUNCH

Students/parents may pay for breakfast/lunch in advance through the drop box located outside of the cafeteria or on-line through K12Payment Center located at: <https://www.k12paymentcenter.com/>. Each student's account is debited at the lunch register. No money is exchanged in the lunch line. Students are prohibited from selling food items unless approved by administration.

PARKING

The parking lots (upper and lower) located on the north side of the building are designated as student parking. Vehicle registration with the assistant principals' office and a current school parking sticker are required to use the parking lot. Stickers should be purchased in the assistant principals' office. *The south parking lot is reserved for faculty/staff.* Designated Visitor Parking is located in the North parking lot and should not be used by students. WHS Senior drivers will have the opportunity to rent and paint/personalize a parking space in the Upper or Pit parking lot for the 2025-2026 school year. Parking spaces will be rented at a cost of \$40 in addition to \$10 for the parking pass (total \$50). This fee includes material costs for resurfacing spots at the end of the school year.

Students should enter the building as soon as their vehicles are properly parked.

Students are not allowed to be in or around their vehicles during the school day without permission from the office. Vehicles parked on school property are subject to search.

PLANNER/HANDBOOK

At the beginning of the school year or upon enrollment, each student will be provided information to access a student handbook and other essential documents via Canvas and is responsible for the policies, rules, and procedures contained therein. Students will sign an acknowledgement of having received the planner/handbook.

POWERSCHOOL

PowerSchool is a web-based program that allows guardians and students to check grades and e-mail teachers with concerns 24 hours a day. Access codes can be obtained through any office. The web address for PowerSchool is <http://ps.warrensburg6.org> PowerSchool is now available through your app store. Our school code is SBTT.

PROTECTION OF PUPIL RIGHTS AMENDMENT NOTIFICATION

Notice of rights pursuant to the Protection of Pupil Rights Amendment (PPRA), refer to our online Student Handbook Supplement, located at <https://whs.warrensburg6.org/o/whs> for additional information.

RECOGNIZING OUTSTANDING ACHIEVEMENT AND RESPONSIBILITY (ROAR PRIVILEGES)

This privilege system recognizes students for good grades and behavior. Students will have a yellow sticker placed on their I.D. card identifying privileges to which they are entitled. Students must wear the I.D. above their waist to exercise their privileges. Applications are available in the Assistant Principals office.

ROAR Privileges

1. Student-initiated travel during Academy.
2. Study groups in the commons during Academy.
3. Early release from school (after the end-of-day announcements are made), with teacher permission (student must leave campus).
4. Unlimited utilization of SmartPass, with teacher permission (Library, computer lab, restroom, etc.).

RECORDING BY STUDENTS

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the educational environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in policy KKB. Students may make audio and visual recordings on district property or at district activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from district activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other district rules regarding recording. For further information, see Policy KKB located at www.warrensburgr6.org under Policies and Regulations

SCHOOL CLOSING ANNOUNCEMENTS

When inclement weather is a possibility, the following media outlets provide information regarding school cancellations: KOKO1450 AM, KWKJ-98.5 FM, KMBC-Channel 9, Facebook, Twitter and www.warrensburgr6.org. All announcements and media releases with regard to the scheduling, cancellation and rescheduling will be authorized and distributed by the administration on a case by case basis. **NOTE: A schedule of Red and White days is published prior to the beginning of school. If school is cancelled, classes resume according to the pre-existing schedule.** When the district declares an Alternate Means of Instruction (AMI), teachers will post assignments by 8AM and students are expected to complete all work within a 24-hour period.

SCHOOL DIRECTORY/PUBLIC INFORMATION

All information contained in a student's educational record, except information designated as directory information by WHS, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. 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. This is notice to parents/guardians or eligible students regarding the categories of information it has designated as directory. Parents/guardians or eligible students who wish to inform WHS that designated directory information should not be released without the parent's or eligible student's prior consent should advise the school in writing within 10 school days from the start date of school. WHS directory information includes the following: student's name; parent's name; grade level; enrollment status (full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework 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. For further information, see Policy JO located at www.warrensburgr6.org under Policies and Regulations

SCHOOL ISSUED LAPTOP

Every student at WHS will receive a laptop and it is each student's responsibility to properly maintain the device and purchase device insurance each school year. Students are expected to bring laptops charged and ready for use each school day. *Failure to do so will be considered Insubordination.* **The website for device insurance is www.one2oneriskapp.com.** Please note that the loss or damage of a charger is not covered by the insurance and will result in a \$55 charge to the student's school account. All students, along with parents/guardian, will be required to sign the Acceptable Use Policy Form 6320. This form will be available and required annually. By taking possession of the District-owned device, the Warrensburg R-VI School District expects students to adhere to the following:

1. Use your device in an appropriate and safe manner.
2. Interact with others in a kind and respectful manner.
3. Treat your device in a responsible and gentle manner
4. Enhance your learning in an engaging and positive manner.

SCHOOL RESPONSIBILITY FOR STUDENTS

The Warrensburg School District assumes a responsibility for the safety and welfare of its students which extends from the time they depart home until they return home, consistent with using the most direct, timely or prescribed route to and from school. This responsibility encompasses those who walk, ride district transportation or student-driven private conveyance. Therefore, those who become involved in situations off school property which are contrary to district policy may have consequences imposed by school administrators for such actions. Some examples include trespassing on other school properties, incidents of intimidation, fighting or assaults, or other actions which generally are not acceptable by community standards.

SEXUAL ABUSE TRAINING

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on:

1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

Additional information may be found at: <https://dese.mo.gov/traumainformed>

STUDENT MEAL CHARGING

Students

1. Students may not charge à la carte items.
2. A student with money in hand will not be denied a meal even if the student has past due charges.
3. Students will not be identified, singled out, shamed or punished by the district for the failure of their Parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law. For further information, see Procedure EF-AP1 located at www.warrensburgr6.org under Policies and Regulations.

Interventions: After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor/social worker for intervention. The counselor/social worker will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor/social worker could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor/social worker may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians: To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Delinquent Debt: Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district.

STUDENT SEARCHES

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property, including vehicles parked on district property, or district property used by students. All searches will be conducted professionally and in accordance with law.

1. Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.
2. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
3. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.
4. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.
5. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

For further information, see Policy JFG and JFCI located at www.warrensburgr6.org under Policies and Regulations.

TEXTBOOKS

If a textbook (or other educational materials) is lost, stolen or damaged, the student is responsible for paying the replacement cost of the book – amount to be determined by school official. The student will be placed on the fines list until the replacement cost is paid. Students owing money to the school will not be eligible for extra-curricular activities until all bills have been paid or arrangements have been made for payment by the student. See Regulation 6231 for reporting procedures.

TIPLINE

WHS Tip-line gives students a safe and anonymous way to report to their school. Reports can be about anything from bullying to drugs, sexual harassment, discrimination, verbal harassment, threats, vandalism, or other non-emergency but dangerous behavior. The WHS Tip-line may be accessed from the Warrensburg High School webpage or this link: [WHS Tipline](#)

TRAUMA-INFORMED SCHOOLS

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative”. The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed. Additional information may be found at <https://dese.mo.gov/traumainformed>

TUTORING and HOMEWORK ROOM

Tutoring is offered during academy and after school on designated days from 2:40-3:40. See your academy teacher or counselor for the tutoring and homework room schedule.

VISITORS

The school accepts only those adult visitors who have legitimate business at school. Visitors are to report to the security office with proper identification and are expected to leave promptly when their business is complete. Students are not to have visitors at school.

II. ACADEMIC INFORMATION

Information regarding the following list can be obtained from the course description booklet that is located on the high school website or available on hard copy: graduation requirements, college entrance requirements, early graduation, senior awards program, honors classes, advanced placement, and dual credit classes.

A+ SCHOOLS PROGRAM

Warrensburg High School is an A+ school. Students who qualify will be able to receive tuition to any public community college or vocational/technical school, or certain private two-year vocational/technical schools in the state of Missouri, if funds are available. To qualify for this program a student needs to complete a signed Letter of Agreement and meet the following qualifications prior to graduation.

1. Students must be a U.S. Citizen or permanent resident.
2. Students must achieve Proficient or Advanced on the Algebra I EOC exam or higher level DESE approved end-of-course exam in the field of mathematics or meet the requirement through a combination of ACT Math score and GPA.
3. Maintain a 2.5 grade point average over 4 years and attend an A+ designated school for 2 years prior to graduation.
4. Complete 50 hours of tutoring/mentoring over 4 years.
5. Maintain a record of good citizenship* and avoid the use unlawful use of drugs and/or alcohol.
6. Maintain 95% attendance over four years.

*Refer to A+ "Good Citizenship Policy" found in the WHS Course Description Guide under Warrensburg A+ Schools Program

AWARDS AND HONORS

Diploma: A high school diploma is issued to those students who satisfactorily complete the prescribed course of study.

Honor Roll: The names of all students who have a semester grade average of 3.0 or higher with no grade below a C will be published in the local newspaper.

Academic Letter: To receive an academic letter a student must maintain a grade of B- or above in all subjects for both semesters during one school year. All academic letters will be awarded after the second semester of the current year as follows: 1st year, Chenille letter and Scholastic pin; each additional year, Service bars.

COLLEGE ENROLLMENT

A student taking any college class (on-line or not at WHS) is required to provide written documentation to the WHS Counselor of their final course grade. This grade must be provided promptly at the end of the semester in which that college class was completed in order to earn a "P" (pass) grade on the official transcript. If a college class is listed on the student's WHS schedule but the student fails to provide this written documentation of a final course grade, a grade of "F" (fail) will be entered for that class on the student's official high school transcript. If a student drops a college course without enrolling in a replacement course, they will earn a F for the dropped course on their high school transcript.

COMMENCEMENT EXERCISES

Graduates must wear caps and gowns to participate in commencement. According to board policy, graduation, with all attendant privileges, will be allowed any time after seven semesters of attendance, beginning with grade nine, and attainment of all requirements as set by the state and local school boards. Students must have completed all requirements in order to participate in the commencement exercise. Additional guidelines and expectations for participation in the commencement exercise will be distributed prior to graduation.

DROPPING AND ADDING CLASSES

Students must sign-up in the counseling office to drop or add classes *by the end of the second day of classes each semester*.

END OF COURSE EXAMS

The Warrensburg R-VI Board recognizes the importance of student achievement as reported through the Missouri Assessment Program (MAP) and End of Course Exams (EOC). Grades 9-12 will be taking the EOC assessment with the results potentially impacting the student's final semester grade. Final Exemptions may be earned by achieving Proficient or Advanced on an EOC or Accomplished or Distinguished on a PLTW EOC but must be used in the next consecutive school year. Transfer students must have taken a Missouri MAP/EOC to qualify. Exemptions are provided in the Fall to students currently enrolled. Testing occurs during class late April/early May, specific dates and schedule will be available during April. For further information, see Policy IL located at www.warrensburgr6.org under Policies and Regulations.

GRADES

WHS teachers use a standardized scale for grading. Each semester grade (1/2 credit) includes a final exam, which may not exceed **10%** of the total points for the semester. Grades are finalized and credits awarded at the end of each semester. Student GPA's are calculated using a 4.0 scale, and Honors and AP classes receive additional weighting. Parents have access to student grades through the PowerSchool website. The web address for PowerSchool is: <http://ps.warrensburgr6.org>. The access codes for individual students are available through any office.

The following scale ranges will be used by all teachers to assign the major grade divisions:

		REGULAR	HONORS/AP
A	100-95	4.0	5.0
A-	94-90	3.67	4.67
B+	89-87	3.34	4.34
B	86-83	3.0	4.0
B-	82-80	2.67	3.67
C+	79-77	2.34	3.34
C	76-73	2.0	3.0
C-	72-70	1.67	2.67
D+	69-67	1.34	2.34
D	66-63	1.0	2.0
D-	62-60	.67	1.67
F	59 & below	0.0	0.0

GRADUATION REQUIREMENTS

English Language Arts	4 credits	Practical Arts:	1 credit
Social Studies	3 credits	<i>Personal Finance</i>	0.5 credit
Mathematics	3 credits	Physical Education	1 credit
Science	3 credits	Elective	10 credits
Fine Arts	1 credit		
Health	0.5 credit	Total	27 credits

Students must also complete the Missouri Constitution Test, Citizenship Test, End of Course Exams, CPR coursework, and either the ASVAB or ACT to be eligible for graduation.

HONOR GRADUATES

The honor graduate designations (based on cumulative, weighted GPA calculations) are: Summa Cum Laude (4.20 and above), Magna Cum Laude (4.03-4.19) and Cum Laude (3.87-4.02)

MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM (MOCAP)

The mission of the Missouri Course Access and Virtual School Program (MOCAP) is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent (<https://mocap.mo.gov>). Local school districts may approve online providers if they can ensure that the statutory requirements have been met. Warrensburg R-VI is a member of LAUNCH which is operated and overseen by Springfield Public Schools and offers over 180 courses for students in grades K-12. For more information on MOCAP virtual education opportunities, please contact the Executive Director of Academic Services at 660-747-7823. If a student or parent chooses a MOCAP provider other than Launch, they will be transferring out of the Warrensburg School District. Even if a student or their parent/guardian pay the costs for a virtual course (other than a MOCAP provider), the student should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals. See policy IGCD, located at www.warrensburgr6.org under Policies and Regulations for additional information.

UCM INNOVATION TRACK

An exclusive Dual Credit program that allows high school students to take classes alongside college students at the University of Central Missouri campus, while paying the reduced dual credit tuition rate. To participate in this program, you must meet both WHS and UCM eligibility requirements. You will work closely with a UCM Dual Credit advisor and your counselor to ensure course work meets future degree plans, as well as high school graduation/activity requirements. Please see your counselor to get started on the Innovation Track!

WITHDRAWALS AND TRANSFERS

Students withdrawing from WHS to another district must obtain an appropriate form from the counseling office. This slip must be signed by all their assigned teachers as well as a librarian, counselor, and administrator. Students dropping or withdrawing from school will be required to attend a conference with counselor, parent, and an administrator to develop a contract for re-entry in the same school year. All fines and fees must be paid before withdrawing.

III. ATTENDANCE POLICY

ATTENDANCE PHILOSOPHY

The Warrensburg R-VI Board of Education, administration, certified and support staff are committed to the philosophy that every student should attend every class every day. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. The time lost due to absences can never be adequately replaced. See policy JED, located at www.warrensburgr6.org under Policies and Regulations for additional information.

ABSENCES

Absence Reporting Procedures:

- A parent/guardian should notify the school's attendance office by phone (660-747-2262) for each day of a student's absence. A phone call should be made between 7:00 am and 3:00 pm each day. However, it is requested that parents/guardians call the school before 9:00 am on the day of an absence.
- Absences will be classified as verified, unverified, or truant.
- Students who return to school without parent notification will be classified as truant and consequences will result.
- Students are not to leave school without permission. They must check out and sign in through the attendance office.
- A student who is late and misses 15 minutes or more of zero hour or first block, or 5 minutes or more of any other class, will be counted absent.
- In the event of an absence due to contagious illness (chicken pox, measles, mononucleosis, pink eye, etc.), students must present a doctor's release upon return to school.
- Since attendance is kept by minutes, even a late arrival may have an impact on a student's 9th – 12th grade A+ attendance. See "A+ School Programs."
- Excessive absences could result in a student's loss of academic credit. See "Excessive Absences."

Verified Absence

Verified absences are absences for personal illness, days of religious observance, death in the family and family emergencies that necessitate absence from school. A verified absence is coded with a "V" in PowerSchool. Students will pick up make-up work the first day back to class in case of an absence that was not planned or anticipated in advance.

Prearranged Absence

If a student has prior knowledge of an absence (ex. doctor/dental appointment, etc.), parents should notify the school and the student will complete a **pre-arranged absence form** available from the Attendance Secretary. Vacations, college visits (maximum of 4 per year), and other special trips may be approved by the principal if arrangements are made a week in advance. Appropriate documentation from colleges/universities is required for each college visit. Students will have one class period for each period missed to complete homework (maximum 5 class periods), or must make other arrangements with each teacher. It is the student's responsibility to request, complete, and submit all work.

Unverified Absence

An unverified absence is an absence that does not meet the qualifications for a verified absence. An unverified absence is coded "U" in PowerSchool. All make up work for unverified absences is due the first class after the absence. Unverified absences may result in consequences.

Truancy

Truancy is a willful absence from school or class without the parent/guardian or principal's permission/knowledge, or being in an unauthorized area without permission. Truancy is coded with a "K" in PowerSchool. Forged notes and faked phone calls will be considered acts of truancy and assessed at the appropriate disciplinary level. **NOTE:** Skip days will be classified as truancy regardless of parental awareness. Students are not to leave school without permission from an appropriate school authority. Students must check out and sign back in through the attendance office. Students not following this procedure may be classified as truant.

Unaccompanied Students

Students who do not live with their parents must secure a note from an appropriate source to verify their absence. Examples of this could be a note from a doctor or court. The administration may develop an alternative attendance plan that will govern the attendance procedures regarding that particular situation.

Excessive Absences

Excessive absences will be defined as six or more absences in any one class or six full school days within one semester. Excessive absences in any one class or block may lead to an administrative hearing and of not earning credit. These absences include both verified and unverified absences. After a student has missed six days, the student may be required to serve Thursday Extended School or Community Service (at administrators' discretion). A parent conference with an administrator may be initiated by the parents to discuss the situation. If the meeting is unsuccessful, the school may notify the proper state or county authorities. The school recognizes that there may be lengthy absences due to illness, disability, or family circumstances. The school administration will be glad to work with the students and parents to reach an equitable solution in those situations.

Time Limitations:

Absences and tardies accumulate on a semester basis.

Three Day Absence Reporting

When the student's absence from one or all classes reaches three per semester, the school will send a letter to the parents, regardless of prior notification by phone or conference. This letter serves as a reminder that the student may not be permitted to earn credit for absences in excess of five days.

Five Day Absence Reporting

When the student has reached five absences in one or all classes in one semester, the administration may request a parent meeting. The parents may also choose to initiate a hearing. As a result of the hearing, a committee may evaluate the days of absence and notify the parents and teachers of any absence(s) not to be included in the five days. Absences for consideration include:

- Illness, when sent home by a nurse (that day only) or as verified by a physician or other appropriate healthcare provider
- Disability, as defined by law
- Doctor's and dentist's excuses
- Four college visit days per year
- Death in immediate family

Those absences counted in the five days include but are not limited to illness not verified by a healthcare provider, oversleeping, being out of town, missing the bus, not picked up for a ride to school, court appearances, family vacations, poor weather, needed at home, personal reasons, and out-of-school suspensions.

Activity participation and attendance:

Students must attend the full day of school to be eligible to participate in any activity occurring on that day or have the absence prearranged and verified as required by this policy prior to the event (medical appointment, death in the immediate family, court appointment or approved by the activities director).

Therefore, a student who is late and misses 15 or more minutes of the student's first block or the first 5 minutes of any other class will be counted absent and will not be allowed to participate unless the absence is prearranged as required by this policy prior to the event. Saturday Participation - To be eligible for a weekend event, the student must attend school the day before the event or have any absence(s) verified prior to the event.

IV. STUDENT CONDUCT

ALL SCHOOL POLICIES WILL BE APPLIED AT SCHOOL-SPONSORED ACTIVITIES AND EVENTS. REFER TO THE "CONSEQUENCES" SECTION OF THIS HANDBOOK FOR A FULL EXPLANATION OF TERMS.

DISCIPLINE PHILOSOPHY

The Warrensburg R-VI School District believes discipline is a part of the education and growth process which requires the full cooperation of students, parents, school staff, Board of Education, and all agencies of the community that share responsibility for the welfare and development of our youth. Discipline will be practiced with fairness and consistency to ensure the safety and well-being of students and staff. The Warrensburg R-VI School District maintains a zero tolerance for acts of violence, possession or use of weapons and mind-altering substances, and acts that diminish human dignity. Through effective discipline, our goal is to provide an atmosphere that encourages students to become self-assured, self-disciplined, productive and responsible members of our community. This Code of Conduct is designed to foster student responsibility, create respect for the rights of others, and ensure the orderly operation of the school. **No code can be expected to list each and every offense which may result in disciplinary actions.** Examples used are not intended to be all inclusive, and these examples provided are to be used only as guidelines. However, it is the purpose of this code to list certain offenses which will result in specific penalties. Contact with parent/guardian will be made by telephone for offenses involving suspension. If telephone contact is not achieved, or if the offense involves suspension, a notice will be given to the student for delivery and an additional written notice mailed. Students found to be in serious violation of the Code of Conduct will be subject to suspension. The length of the suspension will be subject to the nature, severity and/or frequency of the offense. Suspensions will be classified as in-school (ISS) or out-of-school (OSS). ISS is designed to keep the student in a learning environment and is not considered an absence on the attendance record. OSS will be used for more serious offenses. OSS will apply when the student must be removed from the school setting for the safety of others. Uses of OSS include, but are not limited to, fighting, failure to be prepared for ISS per petition, threats or physical attacks on staff members or repeated violations. Any behavior or action which threatens the health, safety and welfare of the students and staff can result in suspension from school pending investigation to determine further action, such as long-term suspension, restitution, and report to legal authorities or expulsion. Occasionally, extenuating circumstances may warrant a lesser or more severe penalty than what may be expressed in the guidelines listed below.

Corporal Punishment: The Warrensburg R-VI District does not use corporal punishment.

Disciplining of Handicapped Students: The Warrensburg RVI School District engages in disciplinary actions related to handicapped students in compliance with federal and state laws and regulations. Any modification of the regular code of student conduct or disciplinary action is made through the Individual Education Program as developed or revised by IEP team members.

ABBREVIATIONS

CO – Central Office	LT – Long Term	PC – Parent Contact
ISS – In-School Suspension	OSS – Out-of-School Suspension	TES – Thursday Extended School
LA – Legal Authorities		

COMMUNITY SERVICE

Community Service may be used as a component to any modification of suspension or as an alternative consequence. The student is expected to arrange and perform community service for any charitable or governmental organization within a specified time period. This is through administrative approval.

DETENTIONS

Detentions are reminders for students to alter behavior and adjust to school procedures.

Detention Conduct: (a) Students are to bring written work to the assignment area; (b) Students are to sit as assigned by the person in charge of the detention; (c) At no time will students be allowed to talk; (d) Any student tardy to the detention assigned will receive an additional detention period; (e) No food or drink is to be brought to detention; (f) Students who fail to comply with the above rules may be subject to an additional detention period or suspension.

Office-Assigned Detentions: Assignments to detention will be made by a principal for students who are truant, tardy, sent to the office for misconduct, or have violated the Student Conduct section of the handbook. Detention will be served on the date assigned. Detention dates will not be moved to accommodate a student's work or practice schedule.

Teacher-Assigned Detentions: Assignments to serve a teacher detention will be made at teacher discretion.

Thursday Extended School: TES is designed as an alternative to suspension of students due to violation of school regulations. Students are assigned to Thursday Extended School by an administrator when their conduct in school is such that corrective action must be taken. When a student is assigned to TES parents will be contacted by phone or mail. The student must attend the extended school or they may be suspended for open defiance or insubordination. Students attending TES are expected to be quiet, busy and cooperative. Failure to cooperate will result in dismissal from the session and possible suspension for open defiance or insubordination.

SUSPENSION

In-School Suspension: *While serving in-school suspension, students are ineligible to participate in or attend school-sponsored activities.* While attending in-school suspension, **the student will have the opportunity to complete all assignments for full credit and will remain in ISS until all work is complete.** The student must bring materials to keep busy the entire day. If the student fails to follow the established rules and is not cooperative at all times, the student may be subject to out-of-school suspension. Non-attendance days do not account for ISS days served. A student may be assigned in-school suspension two times per semester or three times per year. Exceptions may be made by administrators when modifying suspensions.

Out-of-School Suspension: *Students are not to be within 1,000 feet of school grounds while suspended. Suspended students are ineligible to participate in or attend school sponsored activities. If a student is involved in activities or athletics, they may not participate until 1 full school day has been attended.* Tests, reports, papers, etc. (assignments other than daily work) may be completed for full credit upon return.

INFRACTIONS

ACADEMIC DISHONESTY

Students are expected to complete schoolwork according to the highest ethical standards. When students plagiarize work or cheat on an assignment (this includes copying another person's homework, exam or inappropriately aiding others), the following penalties will be imposed:

First Offense: Community service at administrators' discretion, opportunity for credit recovery during a 90-minute detention and PC.

Second Offense: Community service at administrators' discretion, up to 5 days suspension, opportunity for credit recovery, and PC.

Third and Subsequent Offenses: Community service at administrators' discretion, up to 10 days suspension, opportunity for credit recovery, and PC.

Artificial Intelligence

Artificial Intelligence (AI) tools may be used to support learning, increase engagement, and build students' digital literacy. Examples of appropriate use include, but are not limited to brainstorming ideas, summarizing text, rewording written work, generating practice questions, and organizing information. Students are expected to use AI responsibly and ethically. If necessary, AI must be cited and AI should never be used to complete major assignments or assessments unless specifically permitted by the classroom teacher. The teacher may also use AI to support lesson planning, grading, and material creation. Responsible use, accuracy, and student privacy will be emphasized as part of our classroom AI expectations. Parents or guardians who have questions or concerns about classroom AI use are encouraged to contact the classroom teacher.

Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful.

Submitting work for evaluation as one's own that was produced in material or substantial part through use of artificial intelligence tools or other tools that generate artificial content without permission from the instructor is also considered academic dishonesty. Students who use sites such as ChatGPT, Magic School, and similar programs improperly have an unfair advantage and are in turn committing academic dishonesty. WHS prohibits unauthorized use of artificially generated content which includes the use of artificial intelligence tools that generate artificial content in taking quizzes, tests, examinations, or other assessments without permission from the instructor.

ALCOHOL

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol. Disciplinary action may result for suspicion of being under the influence of alcohol. A breathalyzer may be utilized if there is suspicion.

First Offense: (For Use, Possession or Distribution) - up to 10 days OSS pending recommendation for long term suspension, PC, report to legal authorities, and visit to counselor at student expense. If not completed, possible long term suspension may result. Student could lose extra-curricular eligibility.

Second and Subsequent Offenses: (For Use, Possession or Distribution) - 10 days suspension pending recommendation for long term suspension or expulsion and report to legal authorities and PC.

ATTENDANCE POLICY VIOLATION

Violation of state, school district, or school policy relating to attendance.

Tardy: A tardy occurs when a student misses fewer than 15 minutes of zero hour or 1st block or fewer than five minutes of other blocks. Tardies are accumulated by semester. Students with a pass from an administrator or faculty member will not be marked tardy. Work that is collected while a student is not present due to tardiness may be considered late. Students who have accumulated **over eight tardies** for the semester will receive at least one office-assigned detention for each subsequent tardy. Additional consequences may be used for chronic tardiness.

Tardy 9-11 - 90 minute detentions, loss of hallway privileges.

Tardy 12-14 – TES, loss of hallway privileges.

Subsequent offenses – suspension, loss of hallway privileges.

Truancy: Truancy is a willful absence from school or class without the parent/guardian or principal's permission/knowledge, or being in an unauthorized area without permission. ***This includes leaving the premises after arriving at school even if you get back before school begins, and leaving the lunchroom.*** Forged notes and faked phone calls will be considered acts of truancy and assessed at the appropriate disciplinary level.

First Offense: Single block or partial day in the school setting (being in an unauthorized area without permission) - 2 days ISS or 1 TES. All day out of the school setting - 3 days ISS or 2 TES and PC.

Second Offense: Single block or partial day in the school setting- 3 days ISS OR 2 TES. All day out of the school setting- 4 days ISS and PC.

Third and Subsequent Offenses: Up to 10 days ISS and PC.

BATTERY (Physical attack/harm)

Touching or striking of another person against his or her will, or intentionally causing bodily harm to an individual.

Toward Students/Public:

First Offense: Up to 10 days OSS, PC to develop a plan for student's future at WHS, legal authorities contacted.

Second and Subsequent Offenses: Up to 10 days OSS pending recommendation for long term suspension and PC.

Toward Administration/Staff: Any aggressive physical contact with a staff member, including but not limited to pushing, striking, biting, clawing and kicking.

First Offense: 10 days OSS, PC to develop a plan for the student's future at WHS, possible recommendation for long term suspension or expulsion and report to legal authorities.

Second and Subsequent Offenses: 10 days OSS, student will be recommended for expulsion and reported to legal authorities, PC.

BUS MISCONDUCT

Students must cooperate with the bus driver at all times and observe the same conduct as in the classroom. Failure to follow bus rules will result in disciplinary actions. Students must ride their assigned bus. If they are to ride a different bus, parents must write a note and that note be presented to the office for a bus rider pass.

First Offense: A warning will be given with a misconduct report. This report must be signed by the parent and returned to the driver on the next school day. If the incident or any future incident is detrimental to good order and safety of persons on the bus, more severe disciplinary action will be taken by the building principal.

Second and Subsequent Offenses: Loss of bus riding privileges. This decision will be made by the bus supervisor and principal. A letter will be sent to the parents informing them of this action.

COMPUTER MISUSE

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. Network storage areas may be treated like school lockers with administrators reviewing files and correspondence. Inappropriate computer use is any action by a student that includes, but is not limited to, the following : (1) view, print, or distribute obscene or pornographic material, (2) trespass in another's folder, view/alter work, files or use another's password (3) damage computer systems and/or computer networks or tamper with hardware and/or software (4) download games, programs, music files, streaming music (5) violate copyright laws (6) intentionally waste resources (7) employ the network for commercial purposes and (8) bypass or attempt to bypass network filters.

First and Subsequent Offense: Conference with student and parent to develop a plan of future use of the computer systems, up to 10 days suspension and/or loss of privileges. If offense damages system or hardware, the student will be responsible for restitution. The entire policy may be referenced at board policy 6320, regulation 6320 or accessed through www.warrensburgr6.org

CYBERBULLYING (see Harassment)

DISORDERLY CONDUCT

Any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

Toward Staff/Students/Public:

First Offense: Detentions, TES or up to 10 days suspension and PC.

Second and Subsequent Offenses: Up to 10 days suspension and PC.

Toward Administration: When a student refuses to follow directives given by an administrator, he or she may be subject to the following consequences.

First Offense: Up to 10 days OSS, PC to develop a plan for student's future at WHS.

Second and Subsequent Offenses: 10 days OSS pending recommendation for long-term suspension and PC.

DRESS CODE VIOLATION

When a student's style of dress or appearance presents a clear and present danger to the student's health and safety or causes an interference with school work, or creates a classroom or school disorder, the student will be asked to correct the condition. Students who must be sent home will have an unexcused absence added to attendance. Examples of school dress that are not permissible include but are not limited to:

- (a) clothing and accessories that display offensive statements or pictures with alcohol, tobacco, other drugs, sexual innuendo, weapons or violent themes, inappropriate language, racial slogans or references (may include bandanas) or anything else that could infringe on the rights of others.
- (b) Students are prohibited from wearing or displaying non-clothing items to include, but not limited to: capes, flags and blankets.
- (c) mesh tops, backless/strapless tops, sports bras, bralettes, revealing tank tops and ripped or torn clothing which promotes inappropriate exposure, exposure of undergarment(s) or lack thereof. Appropriate coverage is necessary. Sheer tops must have appropriate school dress beneath.
- (d) sunglasses, unless specifically ordered by a physician

Certain exceptions could be made for school sponsored "dress up days", with the approval of the building administration. Refusal to comply will result in consequences. See insubordination.

See Policy JEDB, located at www.warrensburgr6.org under Policies and Regulations for additional information.

DRIVING AND PARKING VIOLATIONS

The privilege of driving motor vehicles on school property will be denied if driving becomes detrimental to the safety, or welfare of the school community. All state motor vehicle laws apply on campus. Students must adhere to regulations on the Student Parking Permit Application. Students must park in a designated student area. Vehicles may be searched by school officials at any time if there is reasonable suspicion the vehicle and/or its contents have been involved in any illegal activity.

First Offense: up to 3 detentions, possible loss of driving privileges.

Second Offense: TES, PC and possible loss of driving privileges.

Third and Subsequent Offenses: 3 days ISS, PC and loss of driving privileges as determined by administration.

DRUGS EXCLUDING ALCOHOL AND TOBACCO (Illegal drug possession, sale, use/under influence)

Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any prescription medications or controlled drugs (e.g., Demerol, morphine), narcotic substance, or anything represented to be drugs, and any paraphernalia used for such purposes.

First Offense: (For Use, Possession or Distribution)-up to 10 days OSS pending recommendation for long-term suspension, report to legal authorities, Drug/Alcohol screen and/or visit to counselor at student expense and PC. If not completed, possible long-term suspension. Student could lose extra-curricular eligibility.

Second and Subsequent Offenses: (For Use, Possession or Distribution)-10 days OSS pending recommendation for long term suspension or expulsion, PC and report to legal authorities.

FAILURE TO SERVE DETENTION

Students who fail to keep their office detentions will be subject to the following:

First Offense: TES.

Second Offense: Up to 3 days ISS.

Third and Subsequent Offenses: Up to 5 days suspension.

FAILURE TO SERVE TEACHER DETENTION/MANDATORY TUTORING

Students who fail to serve teacher-assigned detentions will be referred to the office for additional consequences.

First Offense: 90-minute detention

Second and Subsequent Offense: Detentions, TES or Suspensions

FAILURE TO SERVE TES

Students who fail to keep their assigned TES will be subject to the following:

First Offense: 3 days ISS and PC.
Second Offense: 5 days ISS and PC.
Third and Subsequent Offenses: Up to 5 days OSS and PC.

FIGHTING (Mutual altercation)

Mutual participation in an incident involving physical violence, where there is no major injury.

First Offense: Up to 10 days OSS, PC and legal authorities contacted.
Second and Subsequent Offenses: Up to 10 days OSS pending recommendation for long term suspension and report to legal authorities.

GANG RELATED ACTIVITIES

Gang-related activities may be characterized by the individual's admission to gang membership or by the exhibiting of a combination of clothing which is common to gang members. Such activity may also be identified by tattoos that indicate gang membership, admission to detailed knowledge of gang activity or use of a moniker (street name), or display of hairstyles, jewelry, or other paraphernalia common to gang members. Writing graffiti or gang symbols on notebooks or other items may also indicate potential activity.

First Offense: Up to 10 days ISS, PC, removal of gang identifying items and contact legal authorities.,
Second and Subsequent Offenses: Up to 10 day suspension, PC and contact legal authorities.

HARASSMENT, NONSEXUAL BULLYING, CYBERBULLYING (Physical, verbal or psychological)

Attacking or repeatedly annoying a student, group of students or other personnel which creates an intimidating or hostile educational or work environment, or causes a reasonable student to fear for their physical safety or property. If the educational environment is negatively affected, off-campus conduct could lead to discipline.

First Offense: Up to 10 days OSS, PC and contact legal authorities.
Second and Subsequent Offenses: Up to 10 days OSS, possible recommendation for long term suspension, PC and contact legal authorities.

HARASSMENT, SEXUAL HARASSMENT, CYBERBULLYING (Unwelcome sexual conduct)

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communicating of a sexual nature, including genderbased harassment that creates an intimidating, hostile, or offensive educational or work environment. If the educational environment is negatively affected, off-campus conduct could lead to discipline.

First Offense: Up to 10 days suspension, report to C.O, PC and contact legal authorities.
Second and Subsequent Offenses: Up to 10 days OSS, PC, possible recommendation for long term suspension and/or expulsion, report to C.O and contact legal authorities.

Warrensburg R-VI Bullying Policy: Policy JFCF

In order to promote a safe learning environment for all students, the Warrensburg R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by 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. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action.

Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion.

Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend. In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer- to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Principal as used in Policy JFCF includes Assistant Principals.

Warrensburg R-VI Harassment Policy: Policy AC

The Warrensburg R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Warrensburg R-VI School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Dr. John Finnane

Assistant Superintendent for Student Services

201 S. Holden St., Warrensburg, MO 64093

Phone: 660-747-7823 Fax: 660-747-9615 bwishard@warrensburg6.org

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Dr. Steve Ritter

Superintendent

201 S. Holden St., Warrensburg, MO 64093

Phone: 660-747-7823 Fax: 660-747-9615 sritter@warrensburg6.org

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Warrensburg R-VI School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Warrensburg R-VI School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations. Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.
2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.
3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation. The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

HAZING

Student hazing is expressly prohibited by Board of Education policy 2920. Hazing is defined as willful conduct directed at another student, whether occurring on or off school property, for purposes of initiation or admission to

any school related activity or athletic team. Conduct prohibited by this policy includes, but is not limited to threats of physical harm and infliction of physical or mental harm or humiliation. Non-students who participate or enable the hazing of students may be excluded from attendance at school activities and school athletic events.

First and Subsequent Offenses: Up to 10 days suspension pending recommendation for long-term suspension, removal or suspension from activity participation and PC.

INAPPROPRIATE USE OF MEDICINE

Prescription or over-the-counter drugs, including any represented to be drugs, and any paraphernalia used for such purposes, are prohibited on or in school property or at school activities or events, or in any vehicle while being used to transport students for the school district. If in violation of this, the student may be under the jurisdiction of the "Good Citizenship Policy" of the district.

Warning: *Students should be aware that distribution of prescription medication to a person for whom the medication has not been prescribed may constitute a misdemeanor, even if the medication is not a "controlled substance," as that term is defined by law.*

First Offense: (For Use, Possession or Distribution of over-the-counter drugs) –Up to 10 days suspension and PC. Student could lose extra-curricular eligibility.

Second and Subsequent Offenses: (For Use, Possession or Distribution) –Up to 10 days suspension and PC. Student could lose extra-curricular eligibility.

First Offense: (For Use or Possession of student's own prescription drugs) –Up to 10 days suspension pending recommendation for long term suspension, PC, report to legal authorities, and/or counselor visit at student expense. If not completed, possible long-term suspension. Student could lose extra-curricular eligibility.

Second and Subsequent Offenses: (For Use, Possession or Distribution) –10 days suspension pending recommendation for long-term suspension, or expulsion, PC and report to legal authorities.

INSUBORDINATION (Disobedience)

Unwillingness to submit to authority, refusal to respond to a reasonable request, or other situations in which a student is disobedient.

Toward Staff/Public:

First Offense: Detentions, TES or up to 10 days suspension and PC.

Second and Subsequent Offenses: Up to 10 days suspension and PC.

Toward Administration:

When a student refuses to follow directives given by an administrator, he or she may be subject to the following consequences.

First Offense: Up to 10 days OSS, PC to develop a plan for student's future at WHS.

Second and Subsequent Offenses: PC and 10 days OSS pending recommendation for long-term suspension.

OBSCENE BEHAVIOR

Language or actions, written or oral, physical or electronic, in violation of community or school standards.

Toward Staff:

First Offense: Up to 10 days OSS, possible contact LA, possible recommendation for long-term suspension and PC.

Second and Subsequent Offenses: Up to 10 days OSS, contact LA, possible recommendation for long-term suspension and PC. Possible contact to legal authorities.

Toward Public:

First Offense: TES(s), up to 10 days suspension and PC.

Second and Subsequent Offenses: Up to 10 days OSS, possible recommendation for long-term suspension and PC. Possible contact to legal authorities.

PHYSICAL ALTERCATION (Physically endangering behavior)

Confrontation, tussle, or physical aggression that does not result in injury.

First Offense: Up to 3 days suspension and PC.

Second Offense: Up to 5 days suspension and PC.

Third and Subsequent Offenses: up to 10 days suspension and PC.

PUBLIC DISPLAY OF AFFECTION

All relationships in and around the school are expected to be kept at the highest social level. In providing a definite judgment clarification, **any physical contact other than hand holding** is to be regarded as insubordination. Any student who fails to use good judgment regarding this behavior during the school day will be dealt with accordingly by any staff member observing the violation.

First Offense: Warning

Second Offense: 90-minute detention

Third and Subsequent Offenses: TES

SCHOOL THREAT (Threat of destruction or harm)

Any threat (verbal, written, or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff, setting off alarm when there is no cause to do so, including fire alarms, 911 calls, and bomb threats, or other acts causing evacuation of the building which endangers the welfare of students.

First and Subsequent Offenses: Up to 10 days suspension, PC, possible recommendation for long-term suspension/expulsion, contact legal authorities.

THEFT (Stealing personal or school property)

The unlawful taking of property belonging to another person without threat, violence, or bodily harm (including electronic and ID theft).

First and Subsequent Offenses: Up to 10 days suspension, possible recommendation for long-term suspension, PC, restitution and possible contact of legal authorities. May require counseling at student expense. If arrangements cannot be made for replacement or return of items, the case will be turned over to law enforcement officials. ID theft will automatically be turned over to law enforcement.

THREAT/INTIMIDATION (Causing fear or harm)

Physical, verbal, written, or electronic action which immediately creates fear or harm, without displaying a weapon and without subjecting the victim to actual physical attack.

Toward Staff:

First Offense: Up to 10 days OSS, PC, contact legal authorities, possible recommendation for long-term suspension.

Second and Subsequent Offenses: 10 days OSS, possible recommendation for long-term suspension, PC, referral to legal authorities.

Toward Public:

First Offense and Subsequent Offences: Up to 10 days suspension, PC, conference w/student, contact legal authorities, possible recommendations for long-term suspension.

TOBACCO

Possession, use, distribution, or sale of tobacco products. Products may include but are not limited to cigarettes, cigars, chewing tobacco, snuff, nicotine pouches, matches, lighters, vaping products, electronic cigarettes, or similar items, and look-alike items.

First Offense: Confiscation of product, up to 3 days suspension, PC.

Second and Subsequent Offenses: Confiscation of product, up to 10 days suspension, PC to develop a plan for the student's future at WHS.

VANDALISM (Damage to school or personal property)

Willful destruction or defacement (including attempts) of school or personal property.

NOTE: Damage to school property as a result of a student's conduct, regardless of their intent, is subject to restitution and or replacement.

First and Subsequent Offenses: Up to 10 days suspension, PC, students (parents) assume cost and/or labor of repair, community service, possible recommendation for long-term suspension, or expulsion. Contact legal authorities.

WEAPONS

A weapon is any firearm whether loaded or unloaded; any chemical substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike horror, or cause bodily harm or death.

Category I Weapons: All firearms including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others, etc.; knives, switchblades or automatically opening blades, daggers, swords, razors, etc.; artificial knuckles or other objects designed to be worn over the fist or knuckle, etc.; blackjacks, clubs, bows and arrows, slingshots, etc.; any other device or instrument used to intimidate, threaten or inflict harm.

Category II Weapons: Nunchucks, throwing stars (shurikuns), explosives, poisons, chemicals, or other devices that could be used as a weapon to threaten others.

Category III Weapons: Fireworks, firecrackers and smoke bombs, throwing darts, nuisance items and toys, unauthorized tools, laser pointers (use only), and mace (no use on school grounds).

Policy: All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zones, except for educational purposes as authorized in advance by the building principal or their designee. These environments include but are not limited to district-owned buildings, leased or rented facilities, school-sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during, and after school.

Administrative Discretion:

1. Discretion may be used in interpreting use and intent of Category II weapons.
2. A student who finds a weapon on the way to school, on school property or in the school building and takes the weapon to the principal's office immediately shall not be considered in possession of a weapon.
3. Exceptions, pursuant to Missouri Statutes, are granted to:
 - Law enforcement or military officials performing official duties.
 - School district approved firearm safety courses.
 - School district approved possession by ceremonial color guard.
 - School district approved gun or knife shows.
 - School district approved possession and use of starter guns for athletic contests.
 - Possession of a dangerous weapon with prior written permission from the principal.

First & Subsequent Offenses:

Category I - Firearm (Loaded or unloaded)—Use, Attempted Use or Possession

Contact LA, confiscate weapon, notify superintendent, PC, 10 days suspension pending recommendation for long-term suspension, or expulsion.

Category I - Non-Firearm (Use, Attempted Use or Possession)

Contact LA, confiscate weapon, conference w/student, PC, 10 day suspension pending recommendation for long-term suspension, or expulsion.

Category II - (Use or Attempted Use)

Confiscate weapon, PC, up to 10 day suspension, recommendation for long-term suspension or expulsion, contact LA.

Category II - (Possession)

Confiscate weapon, PC, up to 10 day suspension and contact LA.

Category III - (Possession or Use)

Confiscate object, PC, up to 10 day suspension and contact LA.

V. ACTIVITIES AND ATHLETICS

Students are strongly encouraged to get involved in some type of school activity but are reminded that it is a privilege and not a right. A program of interscholastic athletics is sponsored by the high school. Participation in these programs provides valuable opportunities for students in the areas of leadership, sportsmanship and teamwork. The primary objective of activities is to develop learning experiences which will enrich the school's academic program for the student body. Students are urged to participate in the activities of their choice. A current list of all activities and sports is available in the main office. **Student athletes, cheerleaders, and pom-poms must have a physical and proof of medical insurance before participating in practices, events or games. Participants must abide by the rules of the Missouri State High School Activities Association.** (See Director of Activities for full information on eligibility of the MSHSAA.)

MSHSAA INTERSCHOLASTIC ACTIVITIES:

Baseball, Basketball, Cheerleading, Cross-country, Football, Golf, Instrumental Music, Poms, Soccer, Softball, Speech & Debate, Scholar Bowl, Swimming, Tennis, Track, Vocal Music, Volleyball, and Wrestling.

OTHER ACTIVITIES INCLUDE (BUT NOT LIMITED TO):

Art Club, Band, Drama Club, Cheerleading, Color Guard, Concert Choir, Creative Writing Club, DECA, Environmental Club, FBLA, FCA, FCCLA, FFA, French Club, FTA, Girls Show Choir, Math Relays, NFL, NHS, One-Act, Quiz Bowl, Robotics, School Musical/Play, Science Olympiad, Show Choir, Spanish Club, Student 2 Student, Student Council, Winter Drumline and Winter Guard

NOTE: Any students with outstanding fees, fines, or other obligations for equipment or supplies will not be eligible to participate in any extra-curricular activity. Coaches and sponsors will be furnished a list of such individuals and will not issue them equipment or permit them to practice.

ACADEMIC ELIGIBILITY

Eligibility is determined at the conclusion of each semester. Students must earn 3.5 credits toward graduation the previous semester and currently be enrolled in 3.5 credits. Non-Traditional 2 (Homeschool) students must enroll and attend two classes (1.0 credit) at Warrensburg High School each continuous semester. Pursuant to MSHSAA By-Law 2.34.C

ATTENDANCE

See "ATTENDANCE POLICY: Activity participation and attendance"

CITIZENSHIP

When students participate in activities at Warrensburg High School, we expect them to act responsibly and set a good example for others. In addition to school, coach/sponsor, and MSHSAA regulations, the following citizenship policy will apply for participants in extra or co-curricular programs. Application of this policy will be based on felonies, misdemeanors or other violations of law, becoming known via:

1. Formal charges or arrest of a student or advisement by law enforcement officials that a student has been involved in a violation of criminal law MSHSAA by law 2.2 supersedes all school assessed penalties. MSHSAA Bylaw 2.2
 - A. Law Enforcement: A Student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.
 - B. Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect their 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.
2. Personal observation, photographs or knowledge of the student being present where an unlawful act took place. Examples include but not limited to drugs, alcohol, tobacco, theft and vandalism. This type of violation could result in dismissal from extra or co-curricular activities.
3. Admission by the student or parent(s).

Application of the Citizenship Policy: The activities director will review each case and take appropriate action which, depending on the circumstances, may include a percentage assessment penalty or suspension from participation when applicable.

CITIZENSHIP "Procedural Clarification":

The penalty provisions of the Citizenship Policy are considered minimum consequences. The Director of Activities or coach may assess additional penalties as appropriate.

- A. **Assessment period:** If a student has satisfied all penalties assessed against him/her during a given school year, prior offenses will not carry over from one year to the next. Students who have not fulfilled the assessment penalty can receive a clean slate for the next year when previous assessment penalties have been satisfied. **NOTE:** For clarification purposes, each new school year will begin on the first date after classes are dismissed for summer vacation.
- B. **Recurring violations:** Any subsequent violations regardless of category (substance abuse or unlawful acts) during a given assessment period are cumulative and assessed at the appropriate level.
- C. **Percentage assessment:** The 40% penalty against the total average matches or contests played during tournaments shall be counted the same as individual matches or contests. For example: If the tennis team plays an average of 26 matches or contests, including tournaments, then $.40 \times 26$ would be 9.4 matches/contests. Since all decimals are rounded off, the total number of matches/contests missed would be 9. The actual penalty may be greater in an individual sport where tournament advancement requires preceding wins. In the event that the number of contests remaining does not permit the assessed percentage penalty to occur, then the athlete would complete the remaining portion of the assessed penalty during the next season the student participates.
NOTE: *Percentages apply to each sport participated in during any single season.
- D. **Parent Conference:** In all circumstances that necessitate counseling or community service, the student and parent will be required to meet with the activities director to discuss the intervention plan.
- E. **School policies and coaches' policies:** If school policies and coaches' policies are violated, the procedures and penalties of those policies may take precedence over or be in addition to those prescribed in the above policy. Expectations and violations include, but are not limited to, the following categories:

Substance Abuse

During the school year or during the off-season (to include summer months), regardless of the quantity, a student shall not have in possession or use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as an illegal controlled substance. This might also include photographs of students with alcohol or other illegal substances. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor (as long as they abide by Health Room policies). It is a violation to be in possession of a drug prescribed to another and be in possession of or receive an unknown pill/substance from another.

Alcoholic Beverages

First Violation Penalty: The student shall lose eligibility for a minimum of 40% of the competitive season. The student must meet all other team obligations.

Second Violation Penalty: The student shall lose eligibility for the equivalent of one complete semester beginning the date of the violation.

Third Violation Penalty: Eligibility revoked for 365 days, from the date of violation.

Mood-Altering Chemicals

First Violation Penalty: The student shall lose eligibility for a minimum of 40% of the competitive season. The student must meet all other team obligations.

Second Violation Penalty: The student shall lose eligibility for 365 days, from the date of the violation.

Tobacco Substances

First Violation Penalty: Coaches suspension.

Second Violation Penalty: The student shall lose eligibility for a minimum of 20% of the competitive season. The student must meet all other team obligations.

Third Violation Penalty: Eligibility revoked for Remainder of season.

Unlawful Acts

Students shall obey the law at all times and meet the "creditable citizen" criteria outlined by the MSHSAA. Law violations (felonies and misdemeanors) which can be verified by school officials will be dealt with according to the following procedure:

Misdemeanors: Unlawful acts of behavior other than alcohol and drug-related incidents

First Violation Penalty: The student shall lose eligibility for a minimum of 20% of the season.

Restitution will be required in all cases involving theft or vandalism. When restitution is a component of the penalty, a written plan will be developed to insure the timely satisfaction of this obligation. Restitution should be completed before the student will be eligible for further competition. The student should also complete 10 hours of community service before they can resume participation in school sanctioned activities.

Second Violation Penalty: The student shall lose eligibility for a minimum of 40% of the season. The student must meet all other team obligations. Also, the student must complete 10 hours counseling with law enforcement officials and 10 hours of community service before the student can resume participation in school sanctioned activities. Restitution will be required in all cases involving theft or vandalism. When restitution is a component of the penalty, a written plan will be developed to insure the timely satisfaction of the obligation. Restitution should be completed before the student will be eligible for further competition.

Third Violation Penalty: The student shall lose eligibility for 365 days, beginning with the date of violation.

Felonies: All felony violations will be reviewed by the Eligibility and Participation Advisory Committee: The advisory committee may invoke penalties ranging from percentage reductions in participation to exclusion from extra-curricular programs for the remainder of that school year; or in severe cases, a possible recommendation will be made to the Board of Education for exclusion for the remainder of the high school enrollment. The committee and activities director will ensure that any penalty for violations involving felonies is equal to or greater than the penalty for any other category.

NOTE: Honesty provision-Students who admit a violation on their own free will prior to school knowledge will have penalties reduced by one-half. This applies to first time offenses only. The student must notify school officials within 24 hours (or before 9:00 a. m. on the next school day, whichever is later) following an incident to ensure entitlement to this provision. The administration may already have been informed of the incident by reports of a staff member or legal authorities. If the administration has prior knowledge, the above time lines will be used to determine if the "honesty policy" is nullified.

CITIZENSHIP "Appeal Process"

1. Upon request, the Eligibility and Participation Advisory Committee will review the Activities Director's decision and may recommend to the superintendent that the:
 - A. Suspension is sustained.
 - B. Penalty be modified.
 - C. Penalty be reduced.
2. A student and their parents may appeal the decision of the Eligibility and Participation Committee to the superintendent and ultimately to the Board of Education.

CODE OF CONDUCT

Participation in school activities and MSHSAA sponsored activities is a privilege. Students are expected to abide by all school attendance and behavior guidelines. **If a student is involved in activities or athletics and receive OSS, they may not participate until 1 full school day has been attended.** Students that are removed from class, placed in ISS or OSS for disciplinary reasons, or miss school time due to unverified absences during the season of participation will be dealt with according to the following procedures:

1. **Code of Conduct Violations Which Result in Detentions or Thursday Extended School.**
 - A. First Offense: The student will meet with the Coach/Sponsor and finalize the consequence.
 - B. Second Offense: The student will meet with the Activities Director and Coach/Sponsor to finalize the consequence.
 - C. Third and Subsequent Offenses: The student will miss the next scheduled contest or event.
2. **Code of Conduct Violations Involving Truancy and Multiple Unverified Absences.**
 - A. First Offense: The student will meet with the Coach/Sponsor to finalize the consequence.
 - B. Second Offense: The student will meet with the Activities Director and Coach/Sponsor to finalize the consequence.
 - C. Third and Subsequent Offenses: The student will miss the next scheduled contest or event.
3. **Code of Conduct Violation in Which Consequences Result in Suspension (ISS or OSS)**
 - A. First Offense: The student will meet with the Coach/Sponsor and Activities Director to finalize the consequence.
 - B. Second Offense: The student will miss the next scheduled contest or event.
 - C. Third and Subsequent Offenses: The student will miss the remaining contests or events of the season.

CONFLICTS FOR ACTIVITIES AND ATHLETICS CONTESTS

Should a conflict arise between contests that fall on the same day, State MSHSAA sponsored contests will always take precedent over a regular season or tournament contest. Student/athletes that choose not to participate in the State MSHSAA event will not be allowed to participate in any contest. Any regular season contest or tournament will take precedent over a practice of another school sponsored activity. Every effort will be made to avoid conflicts. Coaches and sponsors will communicate to try and work out any conflicts. The Director of Activities will make any final decision as needed. Participation in activities and athletics is a privilege at WHS. Students must meet



Warrensburg R-VI School District

District Office
201 S. Holden St., P. O. Box 636
Warrensburg, MO 64093

Phone: (660) 747-7823
Fax: (660) 747-9615
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Dr. Steve Ritter, District Superintendent

Ms. Shelby Dalton, Executive Director of Special Programs

Ms. Susan Crooks, Executive Director of Academic Services

Dr. Troy Marholtz, Assistant Superintendent

Dr. John Finnane, Assistant Superintendent

August 2025

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to 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 status 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 child is provided services by paraprofessionals and, if so, their qualifications.

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

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

If you have any questions please call Dr. John Finnane, Assistant Superintendent for Student Services or Ms. Shelby Dalton, Executive Director of Special Programs at 660-747-7823.

Thank you.

Sincerely,

John Finnane

Dr. John Finnane
Assistant Superintendent for Student Services

Shelby Dalton

Ms. Shelby Dalton
Executive Director of Special Programs

"Believe, Achieve, Succeed"
est. 1868

minimum standards regarding **Academics, Sportsmanship, School Conduct, and Citizenship** to participate in activities.

DANCES

To attend a dance, **students should be prepared to show WHS identification.** Some dances may require admission or pre-purchased tickets for entrance. All school policies will be followed at these events and appropriate consequences will result for violations. **Students may not be readmitted to a dance after leaving the assigned area.** Students will not be admitted after an event is one-half complete unless prior arrangements were made with the administration at least the day before the event. Guests other than students currently enrolled at WHS must be registered in the office during the week prior to the occasion. All guests must be 9th grade or older but not exceeding 20 years of age. Students owing money to the school will not be eligible to attend dances until all bills have been paid or arrangements for payment have been made by the student. A breathalyzer may be utilized if there is suspicion of alcohol consumption.

Dress Code:

1. Students will comply with the school dress code at all dances, excluding dances where formal attire is suggested.
2. At formal dances where the school dress code does not apply, such as Prom, students are expected to exercise good judgment selecting sensible clothing. Students who do not comply or correct the problem will be asked to leave.

Dance Code:

1. Dancing which implies sexual activities, including extensive physical contact or is considered offensive will not be allowed.
2. Dancing which poses a danger to any other person is prohibited.

First Offense: Warning

Second and Subsequent Offenses: The student will be asked to leave the dance and parents may be contacted.

Repeated incidences could lead to a student being banned from dances for the remainder of the school year.

LETTER AWARDS

Letters are awarded for all varsity level sports, dramatics, speech and debate, vocal and instrumental music, cheerleading, and pom-poms. The criteria are established by the head coach or sponsor. Students earning a letter will be given one chenille "W," which is used to display emblems.

NON-STUDENT CONDUCT

Unlawful responses by parents/guardians, in a school setting, which step over the line of "disagreement" with decisions made by school officials in discipline matters, will not be tolerated. This includes the excessive use of profanity, the use of threats or intimidation, or uncivil behavior. Such actions will be sufficient grounds to seek law enforcement intervention.

SPORTSMANSHIP

The mission of Warrensburg High School is to encourage good sportsmanship. Spectators and participants are expected to encourage sportsmanship by displaying positive attitudes, cooperation, team responsibility and respect among all involved. *A breathalyzer will be utilized if there is suspicion of alcohol consumption.* Violations may lead to disciplinary actions.

TRANSPORTATION

Certain academic, co-curricular and extracurricular activities take place away from the WHS campus at other locations within the community. Examples include but are not limited to before and after school athletic/activity practices and contests, A+ tutoring, UCM courses, instrumental and vocal music, speech and debate, yearbook, newspaper, and video broadcasting. Students who choose to participate in such activities are responsible for arranging personal transportation, unless notified otherwise by the coach or sponsor. District transportation will be provided to out of town activities.

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

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

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

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, 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 Warrensburg R-VI School 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 Warrensburg R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Warrensburg R-VI School District assures that personally identifiable information collected, used, or maintained by the agency 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 Warrensburg R-VI School 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 at the district's Central Office, 201 S. Holden St., Monday through Friday 8:00 AM to 4:00 PM.

This notice will be provided in native languages as appropriate.

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