

**Windsor Elementary School 2022-2023  
Student Handbook  
Henry County R-1 School District**

**"Home of the Greyhounds"**



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**1.0 Legal Notifications**

**1.1 Notice of Non-Discrimination**

The Henry County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Henry County R-I School district is an equal opportunity employer. The following person has been designated to handle the inquiries regarding the non-discrimination policies: Mr. Brad Hunter, Superintendent of Schools.

**1.2 Special Education**

**1.2.1 Free and Appropriate Public Education Notice**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Henry County R-1 School District assures that to comply with the full educational opportunity goal, service for students three (3) through twenty-one (21) has been fully implemented. Disabilities include: learning disabilities, intellectual disability, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf, blind, autism, early childhood special education, and traumatic brain injury. Henry County R-1 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's First Steps Program. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the US 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). Parents may contact their local district, if they wish to review the requirements provided in FERPA.

Henry County R-1 School District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in the plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34CFR76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name, address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If a parent/guardian has a child with a disability or knows of a child with a disability who is not attending the public school, they may contact the Director of Special Services at 660-647-3721. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

**1.3 Student Records**

**1.3.1 Notification of Parent Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. According to FERPA, a parent/guardian has the following rights:

- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Henry Co R-1 School District to comply with the requirements of FERPA.

- The right to obtain a copy of the District’s student records policy. You can obtain a copy of the policy from the principal’s office in each school within the District.

### 1.3.2 Disclosure of Education Records

The Henry County R-1 District will disclose information from a student’s education records only with the written consent of the parent or eligible student, except that the District may disclose without consent when the disclosure meets the following guidelines:

1. To school officials who have a legitimate educational interest in the records. A school official is defined as a person employed by the district as an administrator, supervisor, or support staff member, including health or medical staff, or a person elected to the School Board, or a person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or by a contract agreement.
  - Performing a task related to the discipline of a student.
  - Performing a task related to a student’s education.
  - Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.
  - Maintaining the safety and security of the campus.
  - To officials of another school, upon request, in which a student seeks or intends to enroll.
2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
3. In connection with a student’s request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
4. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
5. To organizations conducting certain studies for or on behalf of the District.
6. To accrediting organizations to carry out their functions.
7. To parents of an eligible student if the student is a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. To individuals requesting directory information so designated by the District.

### 1.3.3 Record of Requests for Disclosure

The Henry County R-1 School District will maintain a record of all requests for and/or disclosures of information from a student’s educational records. The record will indicate the name of the party making the request, any additional party to whom the information may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The parents or eligible student may review the record.

### 1.3.4 Directory Information

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The Henry County R-1 School District designates the following items as directory information: students name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or student notifies the district in writing as directed. The district may disclose any of the following items without consent, unless notified by parents/guardians in writing to the contrary within 10 school days after the first day of attendance every school year.

### 1.4 Every Child Succeeds Act

The District is required to inform a parent or guardian of certain information, according to The Every Student Succeeds Act. Upon parent/guardian request the district is required to provide in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each state academic assessments as required under this part.
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

See complaint procedures on page 35

### **1.5 Parental Information and Resource Center (PIRC)**

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. The Henry County R-I School District receives Title I.A funding and as such will assist parents in gathering information about PIRCs. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools. Missouri has two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website.

### **1.6 Surrogate Parent Program**

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person-the person responsible for the district's special education program.

### **1.7 Sexual Harassment**

Sexual harassment of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Henry County R-I School District. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a person to another person when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

- Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The complaint procedure is available in BOE Policy AC.

### **1.8 Firearms**

Possession of firearms or other dangerous weapons on school property is a serious offense, and by federal law, may subject the student to a one-year suspension. Persons of any age are prohibited by Board Policy from bringing firearms onto school property, including licensed concealed weapons. The possession or use of a weapon, except where authorized by law, is prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. (Weapons Free Schools Act of 1994)

### **1.9 Sexual Offenders**

Sexual offenders can neither be on school property nor within 500 feet of school property. Only those who are parents/guardians may request written permission from the superintendent for specific exemption.

## **2.0 General Information**

### **2.1 Mission Statement**

In partnership with the community, we educate our youth to maximize their unique capabilities by providing a safe and challenging environment where standards are high, learning is the priority, and civic responsibility is instilled.

### **2.2 Vision Statement**

The high performance of this school is achieved through the partnership of the community, parents, students, and faculty. This partnership results in all students excelling in all possible endeavors to become lifelong learners, critical thinkers, and productive citizens.

### **2.3 District Goals**

The updated CSIP plan can be found on our website [www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us)

### **2.4 Admission**

The school district admits and educates all students who are residents of the district. Proof of residency must be provided upon enrollment (renter's agreement, utility billing statement, tax statement, etc.) The district does not accept privately paid tuition-paying students from other districts. The Board of Education shall provide free public education to all students who are residents of the school district and are between the ages of (5) and twenty-one years and who otherwise qualify for admission under Missouri Law unless otherwise required by federal law. Students enrolling in this district must meet all Board requirements for enrolling.

### **2.5 Change of Address or Phone Number**

When a student moves and changes his/her address during the school year, the Principal's office must be informed so that records can be updated. The office also needs to be informed of the working phone number of parents and all emergency contacts.

### **2.6 Withdrawals**

If it becomes necessary for a student to withdraw from school, the parent should inform the Counselor, the school office, and the student's teacher as soon as possible telling them the expected withdrawal date. All books and equipment must be in good condition and be returned to the teachers. A fee will be assessed for damaged or lost district materials. Students will be marked absent until records requests are made from the transferring school and/or the parent/guardian completes the Letter of Intent to Home School. This letter is available in the school office.



## 2.7 District Tobacco Policy

All tobacco use is banned not only in the buildings and on buses, but also on all school grounds. This will include the areas outside the buildings, the sidewalks, grassy areas, playground, and parking lots. This Tobacco-Free policy will benefit our children, our employees, our visitors, and the community in general. This policy includes this use of electronic cigarettes, or other nicotine-delivery products.

## 2.8 Current Year Meal Prices and Fees

Elementary Breakfast	\$1.95
Elementary Reduced Breakfast	\$0.30
Elementary Lunch	\$2.45
Elementary Reduced Lunch	\$0.40
Extra Milk	\$0.40
Adult Breakfast	\$2.70
Adult Lunch	\$3.25

## 2.9 Meal Accounts – Payment Matters

Parents are encouraged to pay for student meals on either a weekly or monthly basis. Accounts should always have a positive balance of money in them against which daily charges can be subtracted. Charges of more than 10 unpaid meals will result in the loss of charging privileges. Several attempts will be made to inform parents when the child's account has no money in it. If the account reaches 10 meal charges, and if you do not provide a sack lunch for your child, he or she will be served an alternate meal. The alternate lunch consists of a sandwich and milk at a cost of \$1.60 that will be applied against your child's account. It is the responsibility of the parent/guardian to keep money in student meal accounts.

Applications for free/reduced meals are available all year in the office and may be filled out at any time throughout the school year.

**2.10 Daily Schedule - Students should not arrive at school before 7:30. No supervision is provided before that time, and doors are not open.** Students who are eating breakfast will go directly to the cafeteria. Students who are not eating breakfast will go directly to their classroom.

Building Open	7:30 AM
Breakfast Served	7:30 AM
Breakfast Line Closes/First Bell	7:50 AM
Tardy Bell/School Begins	7:50 AM
Car Riders Dismissed	3:30 PM
Bus Riders Dismissed	3:30 PM
Walkers Dismissed	3:35 PM

## 2.11 Building Access

The school building will normally be open from 7:30 to 3:30. During the day, all doors will remain locked, except the front door during drop-off hours of 7:30-8:00. Students are supervised at school until loaded on the buses or dismissed at the door as walkers/car riders. No supervision is provided outside of these hours unless prior arrangements have been made. Students and parents will not have access to classrooms after school hours, unless accompanied by the principal or a designee arranged through the principal.

## 2.12 Parent Involvement/Visitors

Parental involvement is critical to the success of our students and our school, and we welcome your participation. However, we request that parents/guardians make an appointment to see the teacher, principal, or counselor. This will enable us to set aside a specific time for discussion.

### **2.13 Parking**

*No parking* is allowed in the circle drive itself, not even for a quick trip inside. Please park on Washington St. or in one of the available visitor parking spaces in one of our school parking lots. There is a small parking space available in the corner of the right side of the circle drive for “quick trips” into the office. Please do not use the staff parking lot at the front for student drop-off. This is a safety issue as there is not enough space for staff to pull in as parents are trying to drop-off students and exit the lot.

### **2.14 Emergency Procedures and Drills**

The procedures are posted in each classroom. Drills are performed periodically throughout the school year.

## **3.0 Communication**

### **3.1 Phone Numbers**

Administrative Telephone Numbers

- Superintendent 647-3533
- Elementary Principal 647-5621
- Elementary Asst Principal 647-5621
- Elementary Counselor 647-5621
- Director of Special Services 647-3721
- Director of Transportation 647-5732 (Bus Barn)

### **3.2 Website**

The school’s website address is: [www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us)

### **3.3 School Messenger – Emergency Alert System**

The district will make notifications through School Messenger of school closings and other emergency changes in scheduling. These are made through phone, text, and email messaging. We will also send messages for other reasons such as: special events, assemblies, No School and Early Out reminders.

### **3.4 Email**

Each teacher has their own email account. Your child’s teacher will send home information about his/her email address. The email address consists of the teacher’s last name and the first initial. This is followed by @henrycountyr1.k12.mo.us. For example, the Principal’s address is evansk@henrycountyr1.k12.mo.us.

### **3.5 Use of School Telephones**

The school telephones are for use by school personnel only. Messages will be delivered to students. Please do not ask that we call your child to the phone. Students should make personal plans before or after school hours. If an emergency arises during the school day, the Principal may grant a student permission to use a district phone or a cell phone to contact a parent/guardian. The call will be made from the office, not a classroom or other location. Only the Principal can grant this permission.

### **3.6 Newsletters**

The WES elementary office sends home newsletters from the Elementary Principal and Counselor, with student information and upcoming dates of importance. If you do not receive one, please contact the school office or your child’s teacher. These newsletters are also available online at our Henry County R1 School website.

### **3.7 Windsor Review Articles**

School staff members regularly contribute articles to the *Windsor Review*. Look for them under the heading Windsor School News or as specific articles.

### **3.8 Parent Conferences**

Parent/teacher conferences are held at the end of the first quarter and again in February at mid-term of the third quarter. During the planned conference days, elementary conferences are scheduled by the teacher. We encourage all parents to come and visit with the teacher about their child's progress. Additional conferences are available any time upon parent request.

### **3.9 Parent Organizations**

The staff of Windsor Schools encourages parents to be actively involved in their children's education. The following organization is available for your participation:

- Elementary PTO (Parent Teacher Organization)

In addition, some programs have advisory committees which invite parental participation.

### **3.10 Grade Reports**

Grade Cards are sent home at the end of each quarter. Parents are expected to review the grade card, sign it, and return the grade card to school.

### **3.11 Progress Reports/Midterms**

Progress/Midterm reports will be sent home to all students at about five to six weeks into each quarter. These reports will show student grades in all core classes. Please contact your child's teacher any time you have concerns or questions. Appointments for conferences would be appreciated.

### **3.12 School Closings**

In the event of severe weather or mechanical breakdown, school may be closed. School closings and other emergency changes in scheduling are announced on School Messenger, and school closings are announced on the following radio stations: KDKD-Clinton (1280 AM; 95.3 FM); KSDL-Sedalia (92.3 FM); KXKX-Sedalia (105.7 FM); KMZU-Carrollton (100.7 FM); KOKO Warrensburg (1450 AM); **and** on T.V. Channel 5-Kansas City and T.V. Channel 13 - Springfield. These sources of notification have been used because of their consistent and timely ability to provide the information to district patrons. Our school website will also have any closing posted. It may be accessed at: [www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us)

### **3.13 Parent Portal**

The Henry County R1 School District provides parents/guardians with online access to each child's grades, attendance, lunch accounts, current contact information and other important information regarding the child. Once your email is supplied, usernames and passwords to access your child's secure information are automatically generated to you online within 24 hours. Parents are encouraged to contact the elementary office with any questions.

## **4.0 Academics**

### **4.1 Library Media Centers**

Students are encouraged to make full use of the library facilities. The library is open from 7:50 to 3:30 each day. All library materials will be checked out before being taken from the library media center. Each student is responsible for all library materials checked out in his/her name. Books are due back to the library media center two weeks after the checkout date.

Students with overdue materials will be notified. Library materials that are missing for over a month will be considered "lost" and a fine will be assessed. The fine will be the replacement cost of the item.

Students with overdue materials or outstanding fines will not be allowed to check out library materials. They may use the materials only in the library. If a book is returned to the library during the same school year that it was lost and the parent paid the fine for the missing book, the school will return the fine.

If library materials are defaced intentionally or by neglect of reasonable care, a fine will be assessed. The fine will be the replacement cost of the item.

#### **4.2 Computer/Internet Usage**

The use of the computer network is a privilege that must be used in accordance with the educational goals and objectives of our district. Any non-educational use is prohibited.

The network is intended for the exclusive use of registered students. Students may only access the computer under their own login. Not all accessible material is appropriate for students. Any misuse will result in disciplinary action and/or loss of computer privileges. Damage caused by deliberate misuse of the computers will be the responsibility of the student and/or parent/guardian and a loss of computer privileges will result. Students are responsible for whatever is contained in files assigned to them. The Henry County R-1 School District reserves the right to access any material stored in student files and will edit or remove any objectionable material. Files, programs, graphics, etc. that are inappropriate should not be deliberately opened, printed or distributed. If opened unintentionally they should be closed immediately.

The use of the network and Internet is a privilege that may be revoked by any district representative anytime for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, hacking, unauthorized disclosure of personal information, downloading programs, using sites that allow access to blocked sites, and the use of student's access to obtain, view, download, or otherwise gain access to objectionable material. Student use of chat lines or email over the Internet will not be allowed. Computer access will be given only after the student and his/her parent/guardian sign and return the computer use agreement.

The Internet is an association of diverse communication and information networks. It provides many educational opportunities and despite the fact that the district maintains a filtering system, it is possible for a student to run across areas of adult content and material that is objectionable. Students will not be allowed access to the Internet except when supervised by a staff member.

#### **4.3 Testing**

In addition to classroom tests for progress and comprehension of grade-level material, standardized tests are given in the spring. The MAP test is given to all 3<sup>rd</sup>-6<sup>th</sup> grade students. The results of your child's performance on these tests are available to you and will become part of your child's file. Students in grades K-6 are given formative and progress monitoring tests in Math and ELA. Any student who is referred for special services also takes additional tests as necessary.

#### **4.4 Special Services**

The Henry County R-1 School District provides special services to individuals from the age of three to twenty-one who meet the eligibility criteria for services as outlined in the Missouri State Plan for Special Education. Direct and related services are provided to those individuals who meet the eligibility criteria for autism, emotional disturbance, hearing impairment/deafness, intellectually disabled, multiple disabilities, orthopedic impairment, other health impaired, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with developmental delay. For further information regarding the special education process, contact your child's teacher, counselor, or the Director of Special Services.

#### 4.5 Grading Scale for Elementary Grades

Kindergarten through Grade 3 – Standards Based Grading;  
Grades 4 through 6:

<i>Grade</i>	<i>Percentage</i>	<i>Grade</i>	<i>Percentage</i>
<i>A</i>	<i>95-100</i>	<i>D-</i>	<i>60-63</i>
<i>A-</i>	<i>90-94</i>	<i>F</i>	<i>59 or below</i>
<i>B+</i>	<i>87-89</i>	<i>S+</i>	<i>100</i>
<i>B</i>	<i>84-86</i>	<i>S</i>	<i>90-99</i>
<i>B-</i>	<i>80-83</i>	<i>S-</i>	<i>80-89</i>
<i>C+</i>	<i>77-79</i>	<i>N+</i>	<i>70-79</i>
<i>C</i>	<i>74-76</i>	<i>N</i>	<i>60-69</i>
<i>C-</i>	<i>70-73</i>	<i>N-</i>	<i>50-59</i>
<i>D+</i>	<i>67-69</i>	<i>U</i>	<i>59 or below</i>
<i>D</i>	<i>64-66</i>	<i>P</i>	<i>Passing</i>

#### 4.6 Retention in Grade

To retain a student in a grade is a very important decision and must be made based on the student's performance and what is educationally best for the student. Social reasons are never sufficient grounds to promote a student. Retention decisions will be made on a case-by-case basis in consultation with parents, administration, and school staff. The student's grades and school assessment data will be considered in making the decision. The ultimate decision will rest with the administration.

#### 4.7 Homework/Late Work Policies

##### ZAP Plan

Purpose: The purpose of this plan is to reduce the number of missing and incomplete assignments and to reduce the number of failing students at WES. The ZAP (Zeros Aren't Permissible) Plan applies to all students at WES. All students will be responsible for completing all in class or homework assignments (unless adapted or modified by an IEP). A ZAP is the notice of a beginning step of a process to hold all students accountable for all academic assignments they are missing or are incomplete.

Procedure:

1. Students will be provided a ZAP notice when an assignment is not turned in or is incomplete.
2. When a student receives a ZAP notice they will be required to return the assignment or the signed ZAP notice to the teacher by 8:00 am the following morning. Student work will be accepted at this time for up to 90% credit.
3. If a student fails to return the ZAP or complete the assignment, they will be required to stay after school to complete the assigned ZAP as originally scheduled. Student work completed during a ZAP will be accepted for up to 90% credit.
4. If the student fails to serve the ZAP or complete the assignment, a detention will be assigned for the following day.
5. Students that do not serve the assigned detention or fail to complete the work will be referred to the principal. Students will then be assigned additional consequences which will require the student to complete work for up to 80% credit and may include a double detention, ISS or OSS for defiance of authority.
6. Regular abuse of the ZAP policy could lead to out of school suspension (OSS) assigned by the principal.
7. Any assignment not completed as described above, and after principal intervention, may be posted as partial credit for the portion that was completed or a ZERO in the grade book.
8. Unfinished homework may still result in loss of recess and/or privileges until work is completed.

Certified teachers will cover after school ZAP time from 3:30 to 4:30 Tuesday, Wednesday, and Thursday. Students are expected to stay for the full ZAP time on a designated date unless other arrangements have been made between the teacher and parent(s).

#### **4.8 Awards and Recognitions**

##### **4.8.1 Recognitions**

Fourth through sixth graders will participate in the Principal's Honor Roll and the Honor Roll, which will be recognized each quarter. Quarterly awards of "Perfect Attendance" and "Citizenship" will be given to all grades. Students are encouraged to work toward the Presidential Academic Award that is awarded during his/her sixth grade year.

##### **4.8.2 Honor Roll**

The names of those who make the Honor Roll will be published and/or posted each quarter and semester.

- To make the Principal's Honor Roll a student must have earned no grade lower than an "A-" in every class.
- To make the Honor Roll a student must have earned no grade lower than a "B-" in every class.

### **5.0 School Attendance**

The Board of Education, staff, and administration of the Henry County R-1 Schools believe regular attendance in school is of extreme importance to a student's success. Absences for whatever reason are missed learning opportunities, and make up work can replace only some of the day's learning. Research has shown that those students who have good attendance records do better in school. Students are required by law (167.031, RSMo.) to be in attendance every day. If a student is not going to be at school a parent/guardian should call and let the school know as soon as possible. Any student that is absent without parent/guardian knowledge will be considered truant. Attendance is the responsibility of the parent.

#### **5.0.1 Make-up Work**

Students are given one day to do make-up work for every day they are absent.

#### **5.1 Absences**

When a student is absent please notify the school before 8:30. Students who are absent twelve (12) days or more during the year may be referred to outside agencies. Excessive absences will have an effect on grades. Students who are not present at school the entire day will not be able to participate in any after school activities. Students who have served school disciplinary action (ISS or OSS) on a given day will not be allowed to participate in any after school activities on that particular day. Special circumstances may be considered, but prior arrangements must be made with the administration.

Attendance in early grades is crucial to later academic development. In addition, attendance habits are formed in early grades, and many later attendance problems can be averted with intensive family and student interventions in early grades. For this reason building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. Absences will be classified as "documented" or "undocumented". Documented absences include: death in the immediate family, doctor or dental appointments with a note from the doctor required, any absence caused by the school nurse sending your child home, to attend a school-sponsored activity, to observe required religious holidays, mandated court or juvenile appearances, documented WIC appointments, family emergency or prearranged absences as approved by the principal.
2. **All other absences will be classified as undocumented.** Excessive absences will be defined as twelve (12) undocumented absences. The district may contact the Children's Division of the Department of Social Services or file an absentee referral with the local Juvenile Office where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect

on the part of the parent or that parents are in violation of the compulsory attendance law. The principal may contact parents for a conference to discuss why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from parents about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance.

3. Parents will receive a letter from the principal's office when a student has reached his/her 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> undocumented absence.
4. When a student has accumulated 12 absences, the district will determine whether there is reason to suspect educational neglect and whether the parent is violating the compulsory attendance laws. (See #2 above for referral to outside agencies.)
5. When a student has accumulated 12 absences (either documented &/or undocumented) he/she may be a candidate for retention.

In cases where the district is aware that a student must be absent for an extended period of time, the district will arrange for the student to receive instruction by other appropriate means.

## **5.2 Tardiness**

It is important that a student, no matter how young, learns responsibility. Getting to school on time is usually the first lesson of responsibility we try to teach and enforce. If a student arrives at school after 8:00, **the parent should come in to sign-in the student.**

After a student receives three (3) undocumented tardies in each quarter, a letter will be sent home by the office. After six (6) undocumented tardies, another letter will be sent home by the office. Tardy counts begin again each quarter.

## **5.3 Release of Students after School**

All students are supervised inside and as they leave the building. We do not, however, see that each child that is a walker actually heads toward home. If this level of supervision is desired, please meet your child outside the cafeteria doors. No parking is allowed in the circle drive except in designated parking spaces. In consideration of all parents and others who do business with the school, we ask parents picking up children after school to follow the dismissal procedures and not wait in parking lots. Student safety comes first at WES! We appreciate your patience and cooperation with our dismissal procedure expectations. Of course the first few days of school will take a bit more time, but it will get faster as we train our students in the process.

**5.3.1 Bus Riders-** Bus riders are dismissed after car riders. Kindergarten students are walked to their bus by a teacher.

### **5.3.2 Pay to Ride**

The Henry County R-I School District will provide bus transportation to students currently ineligible because of state law and district policy for a fee based on the following guidelines:

Students approved to ride the bus must agree to a minimum of one semester. The fee may be paid in two or nine equal installments.

1. A student may be approved only on a space-available basis.
2. A student must board the bus at the nearest designated bus stop.
3. A student's parent or legal guardian will be required to sign a form that states the policy that the last rider accepted will be the first student to lose riding provisions if space is not available.
4. A student must ride the bus on a regular basis; a student cannot choose to ride only on special occasions.
5. The fee to be charged is based on the average per-pupil cost of transporting students in our district for the preceding year.
6. Students will pay these fees in the superintendent's office.
7. Upon payment of fees, the transportation director will assign the student to the proper bus.
8. The transportation department will keep a separate roster for paid riders.

Per Henry County R1 School District Board of Education policy provided above (EEA-AP (2)), students of HCR1 that live within one (1) mile of the school building they attend will be eligible to ride the bus to and from school for a fee. Parents/Guardians will need to meet with First-Student Transportation directors Jennifer Mersman and/or Robin Reysack to coordinate stops for drop-off and pick-up. All fees will be paid ahead of time in the district's superintendent's office. Dues will be set based upon the average per-pupil cost based on last year's transportation costs. (\$47.42 per month). Dues can be paid on a monthly basis or yearly. If you pay for the entire year upfront, you will receive a 20% discount. Your year payment will total \$341.43. Additional stops will not be added to routes. Pay-to-ride students will be picked up and dropped off at the nearest regular bus stop that is on the planned routes. In the event a bus becomes full from new students being added during the course of a school year, the newest pay-to-ride student will lose riding privileges and payments will cease accordingly. Scheduling calls and questions should be directed to Jennifer Mersman and/or Robin Reysack. Please call the bus barn at: 660-647-5732. All questions and concerns should be directed to Mr. Brad Hunter, Superintendent of Schools. [hunterb@henrycountyr1.k12.mo.us](mailto:hunterb@henrycountyr1.k12.mo.us) or call: 660-647-3533.

**5.3.3 Walkers-** All students who are dismissed as walkers will exit the building through the cafeteria doors. Students who walk to and from school are expected to stay on the sidewalks. Students who need to cross Main Street should do so at the flashing light where the crossing guard is on duty. Parents and other adults are also asked to follow this procedure.

**5.3.4 Car Riders-** All students who dismiss as a car rider will gather in the back hall with the adults that are on duty. Students will remain inside, and will be loaded in the back parking lot of the school. Parents of car riders should remain in their vehicles and form a line along Washington Street and then around the back parking lot. Please do not form a line in the back lot until 3:15 or after. The first car will load at the end of the sidewalk and closest to the exit door. Parents or the adult picking up the child must have the student name card so that their student's name can be called. At that time they will come out to the sidewalk/cone to be loaded with assistance from a staff member on duty. We will be loading 6-8 cars at a time. **\*The DQ parking lot is for customers. They ask that you do not use their lot for student pick-up.**

#### **5.4 Other than Normal Release**

If your child is to go anywhere other than his or her normal location after school, parents must send a note to school. Almost all after-school problems result when students believe they are to go someplace different but have no note. Please help us get your child where he or she belongs. Phone calls are acceptable when plans change during the day. These arrangements may be made through the school secretary.

If you must phone a change of plans to the secretary, please do so by 2:30 pm so that we can ensure that your child understands how he/she is getting home.

#### **5.5 Student Release during the School Day**

Any student who leaves school during the school day must be signed out by a parent/guardian. Students entering school while school is in session will be signed in by a parent/guardian in the elementary office. Once on school grounds, students are expected to remain at school until dismissal time, unless signed out by their parents.

Reasonable efforts are made to ensure that students are released only to appropriate persons. If you have specific concerns regarding access to your child, please contact the elementary principal. Parents/guardians are to enter the school building only through the front door. Please check in at the office and the secretary will call for your child to be brought to you.

#### **5.6 Early School Dismissal/School Cancellation**

We hope that school will not be dismissed early without previous notification of parents; however, weather conditions will sometimes cause this to happen. Please be certain that both your child and his/her teacher know what the student is to do when he/she leaves school under these circumstances. Clinton, Sedalia and Warrensburg radio stations report early school dismissal to the public. See section 3.12.



## 5.7 Crosswalk

Students who walk to and from school are expected to stay on the sidewalks. Students who need to cross Main Street should do so at the flashing light where the crossing guard is on duty. Parents and other adults are also asked to follow this procedure.

## 5.8 Traffic and Parking

**Cars may drive through the circle drive only after 7:25 a.m. to drop off students.** Please pull all the way to the flagpole when releasing students to allow for better traffic flow in and out of the driveway. The entrance to the circle driveway is near Washington Street and the exit is opposite the Dairy Queen. **We ask that you do not release your child into either parking lot due to the possibility of a dangerous situation occurring with vehicles entering and exiting the parking lots.** **\*The DQ parking lot is for customers. They ask that you do not use their lot for student pick-up or drop-off.**

The front entrance doors are open every morning for student access to the building. No parking is allowed in the circle drive itself, not even for a quick trip inside. Please park on Washington St. or in one of the available visitor parking spaces in one of our school parking lots. There is a small parking space available on the right side of the circle drive for “quick trips” into the office.

## 6.0 Student Services

### 6.1 Food Service

#### 6.1.1 Closed Lunch Hour

Our lunch hour is closed. No students may leave school grounds. All students are expected to eat lunch at school, either eating the hot lunch served by the school or bringing lunch from home. Students who bring lunch from home will eat in the cafeteria and may buy milk.

#### 6.1.2 Breakfast and Lunch Program

The Henry County R-1 School District operates the elementary cafeteria for breakfast and lunch. Menus are sent home at the beginning of each month. Weekly menus are printed in the *Windsor Review* and on the school website.

Substitutions or omissions may be made only with a doctor’s statement. Parents should discuss this with the Student Services Department, School Nurse and/or the head cook.

#### 6.1.3 Meal Prices and Payment

See General Information section for current prices and payment information (Section 2.8).

#### 6.1.4 Lunch Visitors

Per our re-entry plan, we will not have lunch visitors this school year.

#### 6.1.5 Home Baked Goods

No home baked goods will be brought to school for distribution during school hours. Only items from licensed businesses are acceptable. This policy does not include students with Individual Education Plans (IEP’s and 504’s) who may bring items from home as written in their individual plans.

## 6.2 Health Services

### 6.2.1

The purpose of the district health services program is to help each student attend school in optimum health, to benefit from the school experience. A school health professional is on duty in the district from 7:20 – 3:50 daily. Your child will be given first aid when minor illnesses or accidents occur at school. If your child becomes ill or is involved in a more serious accident, every effort will be made to contact the parent as soon as possible. If the parent cannot be reached, the emergency number listed on the student’s emergency contact form will be called. In the event of a significant injury or illness, appropriate medical aid will be summoned.

### 6.2.2 Illness

No student shall attend the public schools of this district while affected with any contagious or infectious disease, or when liable to transmit such disease after having been exposed to it. The Principal shall have the authority to require any child to be examined by a nurse or doctor. All students shall be subject to examination by a nurse, dentist, or doctor whenever such examination is deemed necessary.

Please notify the school when your child is ill, especially if he/she has contracted a contagious disease. Following an absence, please send a note giving the reason for the absence.

1. **Fever: 100 Degrees or Greater:** A child should be fever free for 24 hours **without fever reducing medication** before returning to school.
2. **Vomiting or Diarrhea:** No vomiting or diarrhea for 24 hours before returning to school.
3. **Strep Throat or a sore throat that is accompanied by fever and enlarged nodules in the neck.** Your child may return to school 24 hours after beginning antibiotic treatment and being fever free.
4. **Rash of Unknown Cause:** Your child should remain home until the cause is determined. If the rash is due to chicken pox, the child should remain home until all the lesions are scabbed.
5. **Conjunctivitis/Pinkeye:** A reddening of the white of the eye and inner eyelids is noted along with drainage, itching, pain and matting of the eyes. Your child should not attend school until medical attention has determined if it is conjunctivitis (for which medication is required for at least 24 hours), allergies, or a cold.
6. **Head lice:** Your child may return to school 24 hours after proper treatment. Until checked by the school nurse, your child will not be allowed to use school transportation (bus) or return to class. Students will not be rechecked within the same school day, but will after 24 hours after discovery of live head lice.

### 6.2.3 Contagious Diseases and Conditions

Our district follows the control measures issued by the MISSOURI PUBLIC HEALTH MANUAL (June, 2016). No student may return to school before the recommended time without written permission from his/her doctor.

<b>Condition:</b>	<b>Recommendation:</b>
Pediculosis (head lice)	Isolation until effective insecticide treatment of scalp, skin and clothing.
Insects (bed bugs, roaches, fleas, etc.)	If insects are found on students or on students' belongings – backpacks, coats, and other miscellaneous items will be bagged up until day's end if possible and parents will be notified. Chronic problems may result in DFS notification.
<b>Disease:</b>	<b>Recommendation:</b>
Chicken Pox	Isolation; exclusion from school for 6 days after the appearance of rash, and scabs have formed.
Impetigo	Isolation; exclusion until lesions are healed or child is under adequate and continuous medical treatment.
Ringworm	Areas of infection should be covered and under adequate medical supervision and treatment.
Strep infection	Isolation; May return to school 24 hours after beginning antibiotic treatment <u>and</u> being fever free.
Conjunctivitis (pink eye)	Children may return to school after seeking medical attention and 24 hours treatment of medication.

### 6.2.4 Medication – See Board Policy JHCD-AP(1)

School personnel will give no prescription medications unless prescribed or ordered by a doctor. If a child needs to take any medication, the parent/guardian must come to the school health office and complete a medication administration request along with the necessary medication in the original container. **NO medication should be sent to school on the**

**school bus or in the possession of the student.** Over the counter (OTC) medications can be given at school with written permission from Parent/Guardian. Those medications must be provided from home and brought to school in original packaging by the parent. If a parent requests a dosage different from the OTC label, a doctor's note will be required.

### **6.2.5 Immunizations**

All students, including transfer students, must present proof of compliance with state immunization requirements to attend school. Current immunization requirements are available from the school health office.

### **6.2.6 Health Screenings**

Students will occasionally be given screenings to identify potential problems in vision, hearing, speech, and/or dental health. Parents will receive a written notice if any problems are found which interfere or tend to interfere with the child's progress in school. Follow up with a physician is recommended.

### **6.2.7 Student Health Insurance**

Students may purchase insurance that is made available through an independent agency working with the Henry County R-I School District. Applications are available in the health office.

### **6.2.8 Medical Modifications**

All students needing modification including diet or activity restrictions are required to have medical documentation supporting the need for modifications lasting more than three consecutive days.

## **6.3 School Counselor**

### **6.3.1 Counseling Services**

All students will learn valuable life and relationship skills through the bimonthly classroom presentations based on the Missouri Guidance Curriculum. They will also benefit from our monthly Character Education program which teaches and celebrates valuable character traits. All students are also welcome to visit with the counselor about life concerns or participate in peer mediation. Sometimes students need a little extra support. Throughout the year students may be invited to participate in small group or individual counseling as they work through various life circumstances such as divorce recovery, friendship issues, grief, transitioning to a new school, self-regulation or family member deployment. Contact the school counselor for more information about the support available for your child.

## **6.4 Transportation**

### **6.4.1 Eligible Riders**

Students who live farther than one mile from the school are transported to and from school under the district's student transportation program. The Board of Education has also designated students living in certain areas of town as eligible for free transportation based on safety. These areas typically are along highways and main roads and have no sidewalks. Contact the Director of Transportation to determine if you live in one of these areas.

### **6.4.2 Ineligible Riders**

Students who live within one mile of the elementary are not eligible for transportation services. Questions regarding eligibility should be directed to the Superintendent's Office, the Principal, or Transportation Department at 660-647-5732.

### **6.4.3 School Bus Rules and Regulations**

Classroom conduct is to be observed by the students while riding on the bus, except for ordinary conversation. At no time shall there be excessive noise or yelling. If such a condition arises, the driver has been instructed to stop the bus until it is quiet enough for safe conditions. Students are held accountable to the WES Discipline Policy, and any students behaving improperly on a bus can also be suspended from riding the bus for a specified period of time. The following additional regulations for bus passengers are to be observed on the buses at all times:

- Drivers are in charge of the passengers and the bus.
- Students must be on time, as the bus cannot wait beyond its regular schedule.
- The driver may assign seats if he/she so desires.
- Students should never stand in the roadway while waiting for the bus.
- Students who must cross the road after leaving the bus or to board the bus shall cross in front of the bus and only upon the signal given by the driver. Students must observe a 10 feet clearance in front of the bus.
- Students are to remain seated while the bus is moving – Nose and toes facing forward.
- Students must not try to get on or off the bus, or move around inside the bus while the bus is in motion.
- Gum, Food, Soda pop, or other bottled items are not to be consumed aboard buses.
- Waste paper is to be deposited in a box provided by the driver.
- The use of any tobacco product is prohibited.
- Unnecessary conversation with the driver is prohibited.
- Students must not extend their arms, head or any object out of the bus windows at any time. Students must observe the directions of the drivers/supervisors when exiting the bus.
- Any damage to the bus must be reported to the driver.

#### Bus Rider Expectations

1. Follow the driver’s instructions promptly
2. Stay seated and face the front of the bus
3. Show respect for everyone on the bus
4. Improper language or gestures will not be tolerated
5. Keep hands, feet, and belongings to yourself and inside the bus at all times
6. Eating, drinking and tobacco products are not allowed on the bus
7. Fighting, causing property damage, disobeying the driver or not obeying any of the above rules are cause for suspension from bus riding privileges.

#### **6.4.5 Bicycles**

Students may ride bicycles to school. Bicycles are to be walked on school grounds and parked in the bicycle racks provided.

### **7.0 Student Activities**

#### **7.1 Code of Conduct**

All school rules apply at all school sponsored activities and athletic events, whether on school grounds or away. Elementary students are not allowed at high school events without parental supervision.

#### **7.2 Permission Slips**

Most activities that take a student off campus will require that a parent/guardian sign a permission slip. The permission slip must be returned to the teacher before the student can participate.

#### **7.3 School Trips**

Field trips are a privilege provided to our students. All trips shall be planned by teachers, parents notified well in advance, and adequately chaperoned. Students and chaperones that represent Windsor schools on school trips (class, extra-curricular, or organizational) are expected to comply with the school's conduct policy and the teacher's instructions as would be expected at school. Consequences are noted in the Student Conduct section. Bus travel to a destination must be by school provided transportation and driven by school employees. Parents must drive their own vehicles on elementary field trips; only students, teachers will ride buses. A student may ride home with his/her parent/guardian if the parent/guardian personally signs the student out with the teacher (including athletic sponsor). The teacher/coach will provide a dated class roster for sign out. Under special circumstances with prior written approval a student may ride home with another parent. Only parents, guardians, and grandparents are to chaperone students on field trips; any other special circumstances must be approved by administration prior to the field trip. \*Any parent/guardian who would like to volunteer or chaperone a trip must have a background check on file with the district. These forms will be sent home at the beginning of each school year with information about how to complete the background check. Background

checks are done, at your own expense, by an outside agency and can take up to 4 weeks to complete. You only need to complete the background check once during your child's time in Windsor. Our system monitors and updates routinely so there is no need to resubmit annually.

## 8.0 Discipline Code

### 8.1 Student Conduct

Students are to conduct themselves as responsible citizens within the school community. Responsible behavior can be summed up in one word - **RESPECT**. Students are to act respectfully toward all persons (including themselves) and property (school property, property of others, and their own property). Students should be aware that disciplinary action will be taken against any student who takes unacceptable actions and/or displays unacceptable conduct toward any school employee whether on or off school property. Any student who commits or threatens to commit physical attack upon school personnel will face disciplinary measures as written in this handbook. Legal action may also be taken by the personnel involved. Verbal, written, or gestured profanity to any school personnel by a student will result in disciplinary action. Certain disciplinary issues fall under the Safe Schools Act, and the district will comply with all provisions of this Act found in Section 167 of the Revised Statutes of Missouri.

### 8.2 Dress Code

The type of clothing worn to school can be distracting and can impact the learning atmosphere. The dress or grooming of students shall not disrupt the educational process or draw undue attention to the individual student. We expect all students to make every effort to present a neat, clean appearance and be properly dressed each day, and we appreciate the cooperation of all parents as they help their children select appropriate school clothing.

If a student's clothing is determined to be inappropriate, parents will be notified to provide a change of clothes. The appropriateness of student dress will ultimately be determined by the Principal.

Clothes must cover and conceal all undergarments. No undergarments (tights, tanks, boxers, etc.) are to be worn as outer clothing. Very short skirts or shorts, bare midriff tops, open-sided blouses/shirts, halter tops, swimwear, and mesh or see-through shirts should not be worn to school. Appropriate, "recess friendly", outside footwear is required. Clothing bearing profanity or references to profanity, references to tobacco, alcohol, drugs, gangs, other prohibited activities, or sex are not considered appropriate for school. No chains, hats, do-rags, bandanas, caps, and sunglasses are to be worn. *Hats, do-rags, bandanas, sunglasses, and caps are acceptable for Spirit Week only.*

Students go outside for recess whenever possible. In cold weather, we carefully watch the temperature, and go outside when it is no lower than 20 degrees (including the wind chill factor). Guidelines set by Children's Mercy Hospital suggest that children play outside in temperatures from 20-32 degrees for no more than 15 minutes, so we are currently following these guidelines. *Please be sure that students have appropriate cold weather clothing (a hoodie is not considered a coat).* Outer wear such as coats, hats, and gloves should be marked with the child's name or initials. If your child is in need of a warm coat please let our Counselor or Principal's office know as we do have access to the local clothes closet where free clothes are always available.

### 8.3 Discipline

#### 8.3.1 Purpose

District, school, and classroom rules, procedures, and policies are in place to help ensure a safe and orderly environment. A high level of mutual respect is expected from all who are learning and working in Windsor schools. Learning self-discipline is a part of the educational process and is a characteristic of a good citizen. Our school also follows a set of school procedures to promote consistency in the way routines are handled throughout the building. Correct behaviors are taught and reinforced by all WES staff. Disciplinary actions are taken for the purpose of maintaining an appropriate learning environment that is safe and free from disruptions to the learning process. The intent is to assist students in identifying unacceptable behaviors and learning appropriate behaviors. Progressive consequences occur based on the seriousness of the offense.

### **8.3.2 Reporting Requirements of Principals – (167.117, RSMo.)**

Certain disciplinary issues fall under the Safe Schools Act and the district will comply with all provisions of this Act found in section 167 of the Revised Statutes of Missouri. That may include notification of Law Enforcement and documentation in the student's permanent record. The principal, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF. It is the policy of the Henry County R-I School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with the law. A list of crimes the district is required to report is included in Board Policy JGF.

The principal shall notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than 10 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **8.3.3 Searches by School Personnel (See Board Policy JFG)**

School lockers, desks and other district property are provided for the convenience of students and as such are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

### **8.3.4 School Jurisdiction**

Once a student boards a bus or enters the school grounds, he/she is under the jurisdiction of the school. In order to leave, the student must have permission from the Principal's office. Students *may* be subject to the school discipline code and subsequent consequences while off school grounds or at the bus stop if involved in unacceptable behavior.

### **8.3.5 Staff Authority**

Teachers and administrators stand in the place of the parents during the time students are subject to their supervision. Teachers, administrators, and support staff have the responsibility and authority to maintain proper discipline in the classrooms and the school at large as well as in specific areas of duty assigned by the Principal. Time of supervision shall be continuous from the opening of school in the morning until dismissed in the afternoon and includes all school-sponsored activities. Any teacher who sees any act of sub-standard or improper conduct by any student is expected to take corrective action immediately. Students are expected to accept the instruction from the teacher and to make whatever amends or apologies the teacher deems necessary.

### **8.4 Students with IEPs (See Board Policy JGE)**

Students with IEPs (Individual Education Plans) will be subject to the standard expectations and consequences except as noted in the student's IEP. Student rights regarding change of placement issues are hereby recognized.

### **8.5 Electronic Devices**

Personal Computers, Cell Phones, Electronic Readers, Notebooks, I-Pads, Surfaces, Kindles, etc. may be used at school, **with teacher permission only**. If a student is asked to bring an electronic device to school for a school project, or on a given day, the student must take the device to the teacher's classroom *prior* to the beginning of first hour. **Teachers will send home permission slips (BYOD – Bring Your Own Device) for parent authorization of student usage of his/her device at school.** The school is not responsible for lost, stolen, or damaged items; it is the student's responsibility to maintain safe possession of his or her electronic device inside the classroom. **No electronic devices should be in use at school without specific teacher permission for educational purposes.** Educational purposes are defined as use under the supervision of the classroom teacher during a classroom lesson or unit to enhance learning or use as a research tool.

This does not include the use of searching the internet, playing games, texting, etc. after work is completed. If requested, the student must make the electronic device available to the teacher to store during class. Any use of electronic devices for inappropriate behavior will be dealt with in accordance with the regular school discipline policy and may result in confiscation of the device. Failure to surrender the device to administration will result in further disciplinary action. Cell phones brought to school (only with parental permission and necessary for parental contact in an emergency) should be OFF and OUT OF SIGHT during the school day.

### **8.6 Elementary Behavior Plan**

Windsor Elementary implements a proactive approach to school wide discipline. This approach is meant to reinforce the positive behaviors of students doing what is expected of them as well as supporting students who need extra assistance to reach the school wide expectations of being Ready, Safe, Responsible, and Respectful Learners. To keep our discipline referrals low, we are consistently defining, teaching, reinforcing, and monitoring positive behaviors.

### **8.7 Expulsion**

The general policy of the Windsor Elementary School is that repeated suspensions for serious offenses or of a nature that causes continued disruption to the learning environment will be cause for expelling a student from school and will require a meeting with the board of education. Any time that a student and his/her parents or guardians are required to meet with the board of education, the student's complete school record will be considered.

### **8.8 Out-of-School Suspension (OSS)**

While under OSS, students are prohibited from being on the school grounds. At no time during suspension will a student be allowed on campus without administrative approval. The parent/guardian must request and pick up work without the presence of the suspended student. A student returning from serving OSS must turn in all homework on the day the student is scheduled to return. Zeros will be given for any work not turned in on the first day back. Students will receive a maximum of 80% on work completed while on OSS. All tests must be made up by the second day the student has returned. Parents will be notified either by telephone or email when an Out-of-School Suspension takes effect. While serving OSS the student may not participate or attend any school-sponsored activity whether home or away. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if the student is not suspended or expelled from school. Likewise a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. The district administration reserves the right to make these decisions based on what is in the best interest of the educational process of the district. In accordance with law, any student who is suspended for any offenses listed in §160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed within 1,000 feet of any district property or activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

- The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on the district property.
- The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
- The student resides within 1,000 feet of a public school in the district and is on the property of his/her own residence.

If a student violates the prohibitions in this section, he/she may be suspended or expelled in accordance with the offence, "Failure to Meet the Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **8.9 In-School-Suspension (ISS)**

Students given ISS will be placed in isolation in the Student Success Room for the day and will be required to work on assignments. When in ISS, the student will receive a maximum of 90% on work completed in ISS. Parents/guardians will be notified if their student receives ISS as a disciplinary action. **Students are restricted from attending/participating in school activities for the entire day that they are in ISS. Students will be allowed to attend after-school practice, but not**

**participate in extra-curricular/co-curricular activities. Any student removed from ISS because of behavior issues will be sent home to serve the remainder of his/her ISS time on OSS.** This restriction begins on the date that the student is to serve the ISS. Students may not participate in any activities until school starts the day after the last day of ISS is served.

### **Impact on Grades**

As with any absence, absences due to out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absence.

### **8.10 Detention**

Sixty minutes in length. Sufficient notice within 24 hours will be given by either a phone call or email before the detention is served. The student is also responsible for notifying the parent/guardian. Failure to attend detention will result in ISS or OSS.

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R1, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

### **Application**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.



Unusual situations not covered in this policy will be handled as deemed appropriate by the building level administrators or referred to the Superintendent of Schools as the circumstance may warrant in order maintaining general school discipline for the educational benefit of all students. A student’s prior history of discipline incidents, attitude and length of time since the last occurrence will be considered when determining the appropriateness of discipline consequences. Students who show evidence of being chronic repeat offenders may be subject to more severe disciplinary consequences including out-of-school suspension. ***First time occurrences of such severity of behaviors that involve violence, threats of violence, sexual misconduct, weapons, or other infractions that are considered Major Infractions will be disciplined at the individual discretion of the building level/or district level administrators. Depending on the severity of disciplinary infraction increased disciplinary action may be required.***

**Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Minor Infractions**

These infractions are things that can occur in the classroom and are typically managed by the classroom teacher or staff member that is supervising students at the time. Minor infractions may include, but are not limited to:

- Failure to follow or comply with classroom rules such as working and following directions
- Classroom disruptions that inhibit the teaching process such as: disturbing neighbors, out of seat, and talking
- Out of assigned areas
- Running in the classroom or building
- Put downs/teasing
- Inappropriate Writing or Drawing
- Horseplay
- Tantrums
- Deliberate Spitting

First Offense	Second Offense	Third Offense	Subsequent Offense
<ul style="list-style-type: none"> <li>● Verbal Correction</li> <li>● Redirection</li> </ul>	<ul style="list-style-type: none"> <li>● Safe Seat/Buddy Room</li> <li>● Loss of recess time</li> <li>● Note to parents</li> </ul>	<ul style="list-style-type: none"> <li>● Student Success Room</li> <li>● Phone call to parents</li> </ul>	<ul style="list-style-type: none"> <li>● Referral to Office</li> <li>● Student Success Room and/or Detention</li> <li>● Parent Contact</li> </ul>

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense	Second Offense	Third Offense	Subsequent Offense
<ul style="list-style-type: none"> <li>● No credit for work</li> <li>● Replacement Assignment</li> <li>● Detention</li> </ul>	<ul style="list-style-type: none"> <li>● No credit for work</li> <li>● Additional Detention</li> <li>● Or, 1-3 days ISS</li> </ul>	<ul style="list-style-type: none"> <li>● No credit for work</li> <li>● 1-3 days ISS or OSS</li> <li>● No involvement in extracurricular activities</li> </ul>	

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

<b>First Offense – All Levels</b>			
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<ul style="list-style-type: none"> <li>• 1-180 days of OSS</li> <li>• Restitution if appropriate</li> <li>• Refer to Superintendent</li> </ul>			
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**Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-10 days ISS	5-10 days OSS	10 days OSS, Refer to Superintendent	Expulsion

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense – All Levels			
Refer to Superintendent for expulsion			

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; 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 is 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.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 10 days ISS	Up to 5 days OSS	Up to 10 days OSS	Refer to Superintendent for long term suspension

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First Offense	Second Offense	Third Offense	Subsequent Offense
Detention, Nullification of forged document	Up to 5 days ISS, Nullification of forged document	Up to 10 days ISS, Nullification of forged document	

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of

district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	Second Offense	Third Offense	Subsequent Offense
Detention	Up to 5 days ISS/OSS	Up to 10 days OSS	

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 10 days OSS, drug evaluation	1-180 days OSS, drug evaluation	Expulsion	

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 10 days OSS, drug evaluation	1-180 days OSS, drug evaluation	Expulsion	

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 10 days OSS, drug evaluation	1-180 days OSS, drug evaluation	Expulsion	

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense	Second Offense	Third Offense	Subsequent Offense
Detention	1-10 days ISS	10 days OSS, possible referral to Superintendent	

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-5 days ISS	Up to 5 days ISS	Up to 10 days ISS	

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any

district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

First Offense	Second Offense	Third Offense	Subsequent Offense
1-5 days OSS	6-10 days OSS	10 days OSS	Refer to Superintendent for long term suspension

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-5 days OSS	6-10 days OSS	Refer to Superintendent for long term suspension	Expulsion

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-3 days OSS	Up to 5 days OSS	Up to 10 days OSS, Refer to Superintendent	Expulsion or long term suspension

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense	Second Offense	Third Offense	Subsequent Offense
Detention	Up to 5 days ISS, loss of privileges	Up to 10 days OSS, loss of privileges	

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-10 days ISS/OSS	10 days OSS, Possible Refer to Superintendent for further Suspension	10 days OSS, Refer to Superintendent for long term suspension	Expulsion

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense	Second Offense	Third Offense	Subsequent Offense

Up to 10 days OSS, Contact appropriate law enforcement agencies	10 days OSS, refer to Supt, Contact appropriate law enforcement agencies	Expulsion	
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**Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-10 days ISS	Up to 10 days OSS	10 days OSS, Refer to Superintendent	Expulsion

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 5 days ISS	Up to 5 days OSS	Up to 10 days OSS, Possible referral to Superintendent	Expulsion

**Insubordination/Defiance or Disrespect** – All students who attend WES are expected to recognize the importance of cooperation with officials of the school system. Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of authority of the principal, teacher, bus driver, or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning. Any threats and/or physical aggression toward a school employee will be grounds for expulsion. Administrative discretion exists to handle all situations separately depending on the severity and nature of the offense.

First Offense	Second Offense	Third Offense	Subsequent Offense
Detention	Up to 5 days ISS	5-10 days ISS/OSS, Possible referral to Superintendent	

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense	Second Offense	Third Offense	Subsequent Offense
Confiscation of item, Warning	Confiscation of item, Detention	1-5 days ISS	1-10 days OSS

**Profane and/or Inappropriate Language** – All students have a right to attend school without having to hear profane and/or inappropriate language. Obscenities, or name-calling disparaging and demeaning nature do not show respect for the rights of others.

First Offense	Second Offense	Third Offense	Subsequent Offense
Detention	Up to 5 days ISS	5-10 days ISS/OSS, Possible referral to Superintendent	

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense	Second Offense	Third Offense	Subsequent Offense
1 day ISS	2-5 days ISS	6-10 days ISS	3-5 days OSS

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	Second Offense	Third Offense	Subsequent Offense
Confiscation, up to 10 days ISS	Confiscation, Up to 10 days OSS	10 Days OSS, Possible referral to Superintendent	Expulsion

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 30 days OSS	Referral to Superintendent	Expulsion	

**Student Dress Code Violations** – The type of clothing worn to school can be distracting and can impact the learning atmosphere. The dress or grooming of students shall not disrupt the educational process or draw undue attention to the individual.

First Offense	Second Offense	Third Offense	Subsequent Offense
Conference w/administrator, Change of clothing, Parent contact	Change of clothing, Detention, Parent contact	Change of clothing, 1-5 days ISS, Parent contact	1-5 days OSS

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense	Second Offense	Third Offense	Subsequent Offense
Suspension of privileges, 1-5 days ISS, restitution	5-10 days ISS, loss of privileges, restitution	1-10 days OSS, loss of privileges, restitution, refer to Superintendent	Expulsion

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Any cell phone seen, used or heard during school hours (8:00 a.m. until 3:00

p.m.) will be confiscated and kept 30 calendar days. Parents/Guardians may not pick up the confiscated item until the 30 calendar days are completed.

First Offense	Second Offense	Third Offense	Subsequent Offense
Confiscation 1 day, return to parent	Confiscation 30 days, 1-3 days ISS	Confiscation 30 days, 1-5 days OSS	

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense	Second Offense	Third Offense	Subsequent Offense
Suspension of privileges, 1-3 days ISS, restitution	Suspension of privileges, 1-3 days OSS, restitution	1-10 days OSS, loss of privileges, restitution, refer to Superintendent	

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-5 days ISS	5+ days ISS	Up to 10 days OSS	Refer to Superintendent

**Theft** – Theft, attempted theft or knowing possession of stolen property.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-5 days ISS, restitution	1-5 days OSS, restitution	1-10 days OSS, restitution	Restitution, Refer to Superintendent

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 5 days ISS	Up to 5 days OSS	10 days OSS, referral to Superintendent	Expulsion

**Tobacco**

1. Possession of any tobacco products, any smokeless tobacco products or tobacco-like substances or device, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-3 days ISS, Confiscation of product	3-5 days ISS, Confiscation of product	Up to 10 days ISS, Confiscation of product	Up to 10 days OSS, Confiscation of product

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense	Second Offense	Third Offense	Subsequent Offense
3-5 days ISS, Confiscation of product	5-10 days ISS, Confiscation of product	Up to 10 days OSS, Confiscation of product	10 days OSS, Confiscation of product

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

**Truancy:**

First Offense	Second Offense	Third Offense	Subsequent Offense
1 day ISS	3 days ISS	3 days OSS	5+ days OSS

**Tardiness:**

First Offense (3 tardies)	Second Offense (6 tardies)	Third Offense (7 more tardies)	Subsequent Offense (13+ tardies)
Parent Contact, student warning letter	Parent Contact, student warning letter	Meeting with Parent and Student	Meeting with Parent and Student

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense	Second Offense	Third Offense	Subsequent Offense
Up to 5 days ISS	Up to 5 days OSS	Up to 10 days OSS, Referral to Superintendent	Expulsion

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-5 days ISS, restitution	5-10 days ISS, restitution	Up to 10 days OSS, restitution	Restitution, Expulsion

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense	Second Offense	Third Offense	Subsequent Offense
Confiscation, Up to 5 days ISS	Confiscation, Up to 10 days ISS/OSS	Confiscation, 10 days OSS, Referral to Superintendent	Confiscation, Expulsion

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense – All Levels			



Confiscation, 1 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the Superintendent			
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3. Possession or use of ammunition or a component of a weapon.

<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Subsequent Offense</b>
Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS, Referral to Superintendent	Expulsion

## Complaint Procedure

The following procedures should be followed when filing a complaint with the local school district:

1. Complaints on behalf of individual students should be first addressed to the teacher.
2. Unsettled matters from above (1), or problems and questions concerning individual schools, should be directed to the principal of the school.
3. Unsettled matters from above (2), or problems and questions concerning the school district, should be directed to the Superintendent.
4. If the matter cannot be settled satisfactorily by the Superintendent, it would be brought to the Board of Education. These procedures are available in the Superintendent's office.

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

Superintendent of Schools  
210 North Street  
Windsor, MO 65360  
Ph.: (660) 647-3106

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in Henry County R-I School District.
3. Serve as the districts designated Title IX, Section 504 and American's with Disabilities Act (ADA) Coordinator, as well as contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy
8. 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 and harassment.
9. Perform other duties as assigned by the Board of Education.





**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.

# Henry County R-I School District SCHOOL-PARENT-STUDENT COMPACT

We, the teachers and staff at Windsor Elementary will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**  
*Windsor Elementary has adopted a balanced literacy approach to teaching reading, along with providing interventions in reading and math.*
- 2. Hold parent-teacher conferences at least annually during which this compact will be discussed as it relates to the individual child's achievement.**  
Specifically, those conferences will be held:  
*Parent-teacher conferences are held in the fall after 1<sup>st</sup> quarter, and in February before the end of third quarter. Additional conferences are available upon request.*
- 3. Provide parents with frequent reports on their children's progress.**  
Specifically, the school will provide reports as follows:  
*Parents will receive mid-term progress reports four times a year and report cards every quarter. Henry County R-I also provides parents access to each child's grades and other important information through the online parent portal.*
- 4. Provide parents reasonable access to staff.**  
Specifically, staff will be available for consultation with parents as follows:  
*Each staff member has his/her own voice mail for messages. Messages will be returned during a staff member's plan period. Staff members also have his/her own e-mail account. A list of the addresses can be found on the school website:  
[www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us)*
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**  
*Visits from parents are encouraged during classroom parties or at lunch. Parents are encouraged to contact the child's teacher to arrange for a visit to the classroom. All visitors are required to check in at the office and wear a Visitor's Pass during their time in the building.*

\_\_\_\_\_  
Teacher Signature

*Ms. Kim Evans*

\_\_\_\_\_  
Principal Signature

We, as parents, will support our children's learning in the following ways:

- **Monitoring attendance.**
- **Making sure that homework is completed.**
- **Volunteering in my child's classroom.**
- **Participating, as appropriate, in decisions relating to my children's education.**
- **Promoting positive use of my child's extracurricular time.**
- **Monitoring the amount of television my children watch.**
- **Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.**

\_\_\_\_\_  
Parent Signature

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- **Do my homework every day and ask for help when I need it.**
- **Read as much as possible every day outside of school time.**
- **Give all notices and information that I receive from my school to my parents, or the adult who is responsible for my education, every day.**

\_\_\_\_\_  
Student Signature