

# **Henry Co. R-1 School District**



## **Junior High and High School Student Parent Handbook**

**Adopted by the Board of Education: August 14, 2025**



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### Mission C-110-S

The mission of the Henry County R-I School District is: Our school and community empower students to be competent, productive, responsible and caring citizens.

### Vision

The Henry County R-I Board of Education believes that:

1. All students have inherent value and our district provides an environment where students know they are valued.
2. Communication skills, critical thinking and problem solving are required for student success.
3. Accountability at all levels impacts student achievement/success.
4. Education should take place in a safe, nurturing and challenging environment in adequate facilities.
5. All children are individuals and learn at different rates through diverse learning opportunities.
6. Technological advancement is an integral component in preparing our children for the future.

### Purposes & Objectives

- ◆ Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
- ◆ Recruit, attract, develop, and retain qualified staff to carry out the District's mission, goals and objectives.
- ◆ Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
- ◆ Promote, facilitate, and enhance parent, student and community involvement in District educational programs.
- ◆ Govern the District in an efficient and effective manner providing leadership and representation to benefit the students, staff and patrons of the district.
- ◆ To encourage good attendance and punctuality as characteristics necessary for their future responsibilities.

### Educational Philosophy

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district. We believe that all students can learn. All students however are individuals, possessing unique interests and abilities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capabilities. We believe in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a

productive, responsible member of our society. Strong emphasis must be placed on democratic values, which are important for an effective and satisfying personal and social life and help to contribute to a positive attitude and build self-esteem.

We believe that in an ever-shrinking world, a student must be prepared to take his or her place in this global community. In order to do this education must provide the student with an appreciation for cultural differences as well as a cooperative spirit. We believe that a student cannot be given all the information in his or her thirteen years of school to be able to cope with all that life offers. So it is essential that every student be given the tools to be a problem solver and lifelong learner.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading and oral and written communication. It is therefore, the mission of Henry County R-1 School District to provide an educational environment for the children of this district that is safe, nurturing, and will foster and accelerate their intellectual, physical, social and career development.

*Henry County R-1 School District  
Proud home of the Windsor Greyhounds  
Imagine, Inspire, and Innovate...Road to Greyhound Greatness*

#### School Board Members G-100-S

Mr. Jason Heany, President  
Mrs. Jennifer Pipal, Vice President  
Dr. Jamie Burkhart, Member  
Mr. Jake Drenon, Member  
Mr. Scott Swigert, Member  
Mr. Andy Burkhart, Member  
Mr. Ryan Hoffman, Member

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

#### School Building Information and Contact Information

Justin Wells, JH/HS Principal  
Brad Forrest, JH/HS Assistant Principal  
210 North Street, Windsor, MO 65360  
High School: 660-647-3106

Director of Transportation: 647-5732

High School Counselor: 647-3106 ext. 327  
Director of Special Services: 647-3721  
Director of Activities/Athletics: 647-3106 ext. 342

*Staff List*

Administrative Assistant, Tracy Barnes  
Athletic/Activities Director, Erik Logan, Logan Speer  
Nurse, Julie Brown  
Mathematics, Stephanie Harp  
Mathematics, Tim Murphy  
Mathematics, Ken Brand  
Counselor, Sherry Foster  
Music, Michal Brooks  
Special Services Director, Whitney Bowers  
Paraprofessional, Lynn West  
504 Coordinator, ~~TBD~~  
Paraprofessional, Tammy Crawford  
Technology Coordinator, Donnie Mayes  
Physical Education, Bethany Moss  
Librarian, Nancy Rhoads  
Physical Education, Chuck Speer  
Science, Pamella Mullen  
Technology Assistant, Austin Holt  
Science, Shawn Duensing  
Agriculture Education, Corey Harp  
ISS, Logan Speer  
Art, Yuliya Kirts  
Science, Christina Orrick  
Business, Mattea Barnes  
Social Studies, Amy Moser  
Business, Jack Daugherty  
Social Studies, Shawn Bigler  
Communication Arts, Felicia Melton  
Social Studies, Will McKnight  
Communication Arts, Elizabeth Bigler  
Special Services Jennifer McKnight  
Communication Arts, Valerie Hunt  
Special Services, Kara Henslee  
FACS, Jamie Woods  
SPED, Stan Henderson  
Paraprofessional, Johnna Swisher

Each teacher has a school email account and will send home his/her email address.  
Teacher, administration and staff members' email addresses include the employee's last name, plus the first letter of the first name followed by hcr1.org  
Example: John Doe: [doej@hcr1.org](mailto:doej@hcr1.org)



Parent Portal: The Henry County R-1 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. Parents/guardians may contact the Henry County R-1 School District's Central Office to obtain the needed password for secure access to their child's information.

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

Superintendent Information

Brad Hunter, Superintendent

210 North Street, Windsor, MO 65360

High School: 660-647-3533

District website: [www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us)

# Academic Calendar I-100-S

## JULY

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

## AUGUST

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

## SEPTEMBER

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

## OCTOBER

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

## NOVEMBER

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

## DECEMBER

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

## Henry County R-1 School District

### 2025-2026 Academic Calendar

WES Start/End Time: 7:50 AM-3:35 PM

WHS Start/End Time: 7:45 AM-3:25 PM

August 8	New Teacher Orientation
August 11-15	Professional Development
August 14	Open House
	WES 5 pm-7 pm/WHS 6 pm-8 pm
August 15	Kay. Conference PD Day 8 am-12 pm
August 19	School Begins
September 22	Professional Development—No School
October 10	End of First Quarter
October 13	Professional Development—No School
October 14	Start of 2nd Quarter
October 20	Parent Teacher Conferences
	WES 11 am—6:30 pm
	WHS 12 pm—7:30 pm
November 24-December 1	Thanksgiving Break—No School
December 8	Professional Development—No School
December 19	Early Dismissal WHS 1 pm/WES 1:10 pm
December 22-January 5	Christmas Break—No School
January 5	Professional Development—No School
January 6	Beginning of 3rd Quarter/2nd Semester
February 9	Professional Development—No School
March 13	End of 3rd Quarter
March 16	Professional Development—No School
March 17	Beginning of 4th Quarter
April 1-7	Easter Break—No School
April 20	Professional Development—No School
May 11	Professional Development—No School
May 17	High School Graduation
May 20	Early Dismissal WHS 1 pm WES 1:10 pm

### Snow days will be made up in this order:

January 26, February 2, March 2, March 9, April 13,

April 27, May 4, May 21, May 22

Days per Month	QTR	SEM	QTR Ends
1st Qtr	33	33	Oct 10
2nd Qtr	38	71	Dec 19
3rd Qtr	41	112	March 13
4th Qtr	38	150	May 20

Total Student Days 150 = 1080 hours

Total Staff Days 164

\*Summer School Start and End Dates TBD

Adopted ~

## JANUARY

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

## FEBRUARY

Su	Mo	Tu	We	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## MARCH

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

## APRIL

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

## MAY

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

## JUNE

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



Professional Development/No School



No School



Early Dismissal

## Attendance and Absence Procedures S-115-S

### *Expectations for Attendance*

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

### *Attendance Award*

Those students reaching and continuing to have 90% attendance will receive recognition and rewards throughout the year. These reward activities will allow the district the opportunity to support those students who make every effort to be in attendance on a daily basis.

### *Procedures for Reporting an Absence*

Students are required to be in attendance every day. If a student is not going to be at school a parent/guardian must call and let the school know as soon as possible. The parent/guardian will be contacted if the absence is not reported. Upon returning to school students shall furnish a written explanation from the student's parent, guardian, custodian, or doctor stating the date and reason for each absence within 2 school days. This must be brought to the office to be kept in the student's file.

### *Documented and Undocumented Absences*

Absences will be classified as "documented" or "undocumented". Documented absences include

1. Death in the immediate family (immediate family is defined as grandparents, parents/custodians, guardians, siblings, aunts, uncles, cousins),
2. Prearranged absences as approved by principal or assistant principal.
3. Doctor or dental appointments with a note from the doctor required. The written excuse must be presented with the doctor's/dentist's stamp or signature.
4. Any absence to attend a school-sponsored activity
5. Absences to observe required religious holidays
6. Mandated court or juvenile appearances with documentation
7. Documented WIC appointments

All other absences will be classified as undocumented. This allows for the occasional illness which does not require a doctor's visit, unavoidable activities which may take place during the day, and family trips. Students are allowed seven (7) undocumented absences per semester without any consequences. This should provide for the normal loss of school for undocumented reasons. All students must be in attendance the entire school day to be eligible to participate or attend any school-sponsored event that day unless approval is granted by the administration before the absence.

### *Late Arrival/Tardiness*

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

If a student is not in his/her classroom when the tardy bell rings he/she is considered tardy unless the student has a note from another teacher or the office. This includes those in the hallways: getting drinks, going to the bathroom, going to the locker, or stopping by the office, the library, the counselor, or the nurse and thus not returning by the tardy bell. The goal is to eliminate repeated tardies and disruptions to the classroom. Tardies will follow a tiered system as indicated below starting with a student's 3<sup>rd</sup> tardy. Tardies will be counted per class period.

1. 3<sup>rd</sup> Tardy Parent Contact by teacher.
2. 4<sup>th</sup> Tardy 30 minute detention along with Parent contact by teacher.
3. 5<sup>th</sup> Tardy 1 hour detention along with Parent contact by teacher.
4. 6<sup>th</sup> Tardy Office referral and Parent contact by administration.
5. 7<sup>th</sup> and above will result in office referral.

Tardiness (not in the classroom when the bell rings, returning to the locker for items required for class, etc.) will be counted on a quarterly basis. Student tardy records will start over each quarter. Failure to serve detention will result in an office referral with a day of ISS and the initial detention will be served.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher and consistent with the Make-Up Work section below. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### *Student Release During the School Day*

All students, including those who are 18, who leave school during the school day, must be signed out by a parent/guardian in the office. Students entering school while school is in session will be signed in by a parent/guardian in the office. Once on school grounds, students are expected to remain at school until dismissal time, unless signed out by their parents. Any student leaving the school grounds without permission will be considered truant and face disciplinary action. 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 principal. All visitors must sign in at the central office and wear a Visitor's pass if they go beyond the office/entrance area. Visitor entrance to the building will be through the front door only, in order to maintain a secure environment.

### *Make-Up Work*

Students are responsible for completing all class work when they are absent. Each student is allowed 1 school day per day absent to make up their work. It is the student's responsibility to make arrangements with the teachers to make up any work missed while absent from class. If the student takes no action once he/she returns to school, a zero will be recorded. Longstanding due dates are to be recognized; if a student is absent the day of a longstanding assignment, then it is due upon their arrival. No late work will be accepted after the end of a quarter.

### *Excessive Absences*

Students who are absent more than 10 days may not receive credit for courses or may be retained in the same grade. Excessive absences will be defined as ten or more absences (documented or undocumented) in any one class or ten full days for one semester. Because of the strong correlation between attendance and learning, a student may not receive credit for courses in which he/she has been absent 10 days or more during a semester. When a student reaches this point his/her attendance record will be reviewed. If the record includes more than 7 undocumented absences then the credit for that class may be withheld. The parent may, at that time, request a hearing from the attendance committee to review the student's case and possibly waive absences. For GPA purposes, these courses will receive a weight of zero.

### *Notification of Excessive Absences*

Parent/guardian/custodian will be contacted when a student has excessive absences from any class. The principal or his/her designee (school counselor) will make contact. The parent/guardian will be informed of the need for regular school attendance. Additional contacts related to absences must be documented and made by phone, mail or personal contact. Contacts will be made at the following absence (documented or undocumented-this is just a notification letter of absences) intervals:

1. At five (5) days absent in any given class, an attendance warning letter will be mailed to the parent and student.
2. At eight (8) days absent in any given class, a letter will be sent informing the parent that the student may not receive credit if they reach ten (10) absences in a given class.
3. At ten (10) days absent in any given class, a letter will be sent informing the parent and student that they may no longer be eligible to receive credit for those classes in which the student has 10 absences. The district may contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

### *Attendance Committee*

An attendance committee will be established for the purpose of conducting hearings on credit issues. Students may be offered the opportunity to make up attendance hours after school or in some cases during summer school if approved by school administration.

### *Hearing Process*

A hearing before the attendance committee is made when a student has been notified in writing that the district does not intend to grant credit due to the student's absence from academic instruction. The student must abide by and meet any and all date deadlines established by the Henry County R-1 School District as they pertain to hearings on credit.

### *Hearing Procedure Timeline*

1. When a student reaches the 10 day non-credit status in a class per semester a letter will be mailed home to notify the student and parent of the student's in-eligibility to receive credit and of the availability of a hearing. Parents will be notified if the student is eligible to make-up attendance hours.
2. A "Student Hearing Request Form" will be mailed with the ten (10) day absence letter. The parent/guardian and student will have the responsibility to complete the form and explain in writing the reason(s) for the absences.
3. The student and parent/guardian have five (5) business days from receipt of the "Student Hearing Request Form" to return it to the office secretary.
4. Upon receipt of the "Student Hearing Request Form" a hearing will be scheduled prior to the end of the semester.
5. The student must have a parent/guardian involved in the hearing process unless the student is 18 years of age or emancipated.
6. All relevant documentation will be reviewed during the hearing. This includes all documented and undocumented absences.
7. The parent/guardian and student will be notified of the decision within five (5) school days after the hearing.

### *Hearing Outcomes*

The attendance committee may decide to impose the following:

1. Complete loss of credit for the semester in question for courses which exceed 10 absences.
2. Attendance probation: students will be given a semester to improve attendance and will be monitored closely.
3. Students may be required to attend school after regular school hours to make up days missed.
4. Staff may report student absences to the Division of Family Services.
5. Waive any consequences due to extenuating circumstances.

## OTHER FACTORS THAT THE COMMITTEE MAY CONSIDER FOR THE PURPOSE OF DETERMINING CREDIT STATUS

1. Number of documented absences related to the total number of absences.
2. Number of previous semesters the student has exceeded the attendance policy.
3. Grades at the time of the hearing.
4. Student's disciplinary record.

### Dress Code S-180-S

Every student is expected to dress and be groomed in accordance with acceptable standards of cleanliness and modesty. The basic tenant of the dress code is that each student should dress for classes at Windsor High School as if the primary purpose for attending is to get the best possible education with the least amount of distraction, both for himself/herself and for others. All students should be neat in their dress, personal hygiene, and grooming for the purpose of building personal pride and giving the school a desirable image. Students may wear dresses, blouses, shirts, or any other type of clothing that does not violate the dress code.

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

### *Dress Code Expectations and Prohibitions*

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

1. Dresses, skirts, and shorts shall extend below the fingertips with arms placed at sides.
2. Boys and girls may not wear shirts with the sleeves cut off.
3. All shirts and tops will have at least two inches of material covering the shoulders and small arm openings or sleeves. The neck opening should be modest and show no cleavage.
4. Shirts must be long enough to stay tucked in while standing or sitting.
5. Clothes must cover and conceal undergarments. No undergarments (undershirts, tanks, boxers, etc.) are to be worn as outer clothing.
6. Outdoor footwear must be worn at all times.
7. Articles of clothing are to be worn according to the intent of the original design.
8. Any garment not considered in good taste by administration will be unacceptable.
9. Body piercing and tattoos deemed to be distracting must be covered.
10. Clothing or other articles with chains or spikes are not allowed.

11. No gang affiliated clothing may be worn.
12. If a student chooses to wear leggings he/she must wear tops long enough to cover his/her entire waist line. No skin can be showing.

#### *Additional Dress Code Information*

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

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

The following items may not be worn in the school except with special permission: sunglasses, head coverings, large chains, or garments with inappropriate writing or graphics including alcohol, drugs, tobacco, gangs, sexual content, or other prohibited activities.

These guidelines are for all school functions: during school, after school, all games and activities on school grounds, while a visitor at other schools, or on field trips to other places. Exceptions are made when the outfit may not follow the above guidelines but is appropriate to the activity, such as track uniforms and prom gowns. Consequences for violations of the dress code are found in the Discipline Code.

#### Food Service Program F-285-S

##### *Breakfast and Lunch*

The Henry County R-1 School District has contracted with OPAA to provide service for high school meals. Menus are posted on the District website and printed in the Windsor Review.

High School Breakfast \$2.45

High School Lunch \$2.85

Elementary Breakfast \$2.35

Elementary Lunch \$2.75

Adult Breakfast \$3.20

Adult Lunch \$4.20

Meal Prices: Extra Milk .40

High School Reduced Breakfast \$0.30

High School Reduced Lunch \$0.40

Elementary Reduced Breakfast \$0.30

Elementary Reduced Lunch \$0.40



Soda pop, food and snacks are to be consumed only in the commons area. A student may carry a closed bottle of water to the classroom. Opened containers of soda, juice, and food are not to be in the hallways, classrooms or lockers.

The lunch hour is closed. All students are encouraged to eat the hot lunch served by the school or bring a lunch from home. All students will eat in the cafeteria. Any outside food brought to a student must be brought to the office first and can only be brought by the student's parents, guardians, and/or grandparents. Students are to remain in the commons area for the duration of their lunch period.

### *Students*

1. The Henry County R-1 School District uses a computerized accounting system for all student meals. Each student has his/her own food service account into which payments are deposited and withdrawals are made whenever a meal is eaten. Students are encouraged to pay weekly through the school office, although students may pay by the month or even for the whole year.
2. Charging meals will be limited to ten days of meals. A charge is defined as using a food service product when the student has no money in a student's account. As soon as a deposit is made into the student's account, the student may resume participation in the food service program.
3. If there is no money in the student's account, the student can purchase a meal or a la carte items on a cash basis only.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay or provide meals, and the district will not withhold student records in violation of law.

### *Alternative Meals*

If the District's meal service line is designed to collect payment prior to receiving students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Alternative meals, consisting of milk and a sandwich, will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

### *Interventions*

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

The **counselor** will:

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

### *Working with Parents*

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

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

### *Free and Reduced Lunch Application*

This application is available in the Enrollment Packet, at Open House, and in the front office.

### *Adult Visitors for Lunch*

Parents/guardians/grandparents are the only visitors allowed to visit with students at lunch. Prior arrangement and payment is required. Cost for all non-students will be the current adult meal price. All visitors must sign in at the office before attending the desired lunch shift. All visitors are required to check in at the front door and follow entry directions accordingly.

### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine, Narcan, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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

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

### *Individual Approaches*

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

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

### Health Services S-215-S

Health services are provided under the direction of a school nurse. A school nurse is on duty in the district from 7:00am until 3:30pm each day. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on

call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

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 or doctor whenever such examination is deemed necessary. A child who has an elevated temperature (100 degrees or higher) or shows signs of illness should be kept at home. A child should be fever free for 24 hours and be in normal health before returning to school. The school should be notified when a child is ill, especially if he/she has contracted a contagious disease. Following an absence, the parent/guardian should send a note giving the reason for the absence.

A child will be given first aid when minor illnesses or accidents occur at school. If the 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.

### *Health Screenings*

Students will occasionally be given screenings to identify 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.

### *Head Lice/ Parasitic Infestations/Ringworm*

Students with live lice, parasites, or their eggs will report to the school nurse. Siblings will be checked by the nurse. All infected students will be removed from school. If lice or nits are found again upon their return to school they will be excluded from school again for 24 hours & the process will continue until such time the student is lice/nit free.

In keeping with the Henry County R-I School District's policy of avoiding the unnecessary exclusion of students from school, the District will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.

2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.
7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

Any student found to have ringworm must cover the infected area and be getting adequate medical supervision and treatment for the infection.

#### *Health Office*

If you have any questions, please contact Julie Brown, WHS School Nurse. 210 North St. Windsor, MO 65360. 660-647-3106.

#### Administration of Medication S-135-S

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

*Non-Prescription Medication* – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be

given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

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

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know basis. Please contact Julie Brown, WHS School Nurse. 210 North St. Windsor, MO 65360. 660-647-3106.

#### Communicable Diseases F-245-S

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

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

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

#### *Immunizations and Vaccinations*

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

### Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The District complies with the inspection office.

A copy of the Management Plan and inspection reports are available for review at the Central Office, located at 210 North St., Windsor, MO 65360 as well as each school office. Questions regarding asbestos or the management plan may be directed to the Superintendent, Brad Hunter at 660-647-3533 ext. 303.

### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

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

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

### Student Records S-125-S

#### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school



officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Military and Higher Education Access*

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

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form by contacting Julie Brown, WHS Nurse. 210 North St., Windsor, MO 65360 or by calling 660-647-3106.

### *Notice*

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

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

### Personnel Records E-190-S

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

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

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

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

This information may be requested by contacting: Mr. Justin Wells, High School Principal. [wellsj@hcr1.org](mailto:wellsj@hcr1.org) or 660-647-3106.

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

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

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.

4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be accessed online through the DESE website available [here](#) and by following these instructions.

- Click “ePeGS – Public”
- Select Henry Co. R-1 from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s school

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

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

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

Name:	Sherry Foster, High School Counselor
Phone #:	660-647-3106
Email Address:	<a href="mailto:fosters@hcr1.org">fosters@hcr1.org</a>

#### English Language Learners I-150-S

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

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

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages.

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

Name: Sherry Foster, High School Counselor  
Phone #: 660-647-3106  
Email Address: [fosters@hcr1.org](mailto:fosters@hcr1.org)

#### Visitor Procedures C-155-S

Parent involvement is critical to the success of our students and our school. 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.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit three (3) days in advance.

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. Visitors will enter the building through the front door only. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office. Office personnel will deliver items and messages to students in their classrooms at times that will not disrupt instruction in the building. Students are not permitted to have other students come to school with them during the school day.

#### Transportation Services F-260-S

Transportation Coordinator: Jennifer Mersman. 660-647-5732 or [mersmanj@hcr1.org](mailto:mersmanj@hcr1.org)

#### *Bus Passes*

A bus pass must be used if a student desires to ride a different bus or get off at a different stop. Bus drivers are not to make unscheduled stops without a bus pass. To get a bus pass, a student must submit a note from his or her parent or guardian to the office personnel who will issue the pass. The bus pass is to be given to the appropriate bus driver by the student.

#### *School Bus Procedures 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 behaving improperly on a bus can 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:

1. Observe the same conduct as in the classroom. Bullying will not be tolerated.
2. Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
3. Students should be at their assigned bus stop five minutes before the scheduled pick-up time.
4. Students transported to school shall be under the authority of, and be responsible directly to the driver of the bus. Students will board, depart and cross the roadway as per instructions from the driver.
5. Students must remain in their seat. The aisle must be clear. Keep head, hands, and feet inside the bus.
6. Parents and unauthorized persons are not allowed to board the school bus.
7. Bus drivers are authorized to assign seats and make changes at their discretion.
8. Video surveillance shall be used to promote order, safety, and security of students, staff, and property.
9. Be courteous, use no profane language.
10. Keep the bus clean; do not eat or drink. The use of aerosol sprays, perfumes, etc. is prohibited.
11. Students will not throw any item in or out of the bus. This behavior can lead to serious safety consequences. Parents/students will be charged for repair to damage of the interior/exterior of the school bus: minimum charge is \$65.00.
12. Backpack size is limited to one the students can pick up and hold in their lap.
13. Large band instruments are not allowed on the school bus.
14. Live animals are not allowed on the school bus.
15. Students may not use electronic devices, including cell phones, cameras, iPods/MP3 players CD/DVD players, etc. on the school bus.
16. Smoking and the use of any tobacco product on a school bus are prohibited.
17. All school rules apply to bus riders at all times.

### Student Discipline S-170-S

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 the 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.

Miscellaneous guidelines:

1. In the hallway students should conduct themselves in a civilized manner. Running, pushing, yelling, whistling, etc. is unacceptable.
2. An atmosphere conducive to study must be maintained in classrooms at all times. Students are to go to their lockers between classes, so that they can arrive in the classroom and be seated with their books and supplies when the bell rings.
3. Lockers are the property of the school and are made available to the students without charge with the understanding that either the student or the school can

make access at any time. Students are not to write on or damage their lockers. Students who are caught doing so will be required to clean, fix, or pay for the damage to the locker.

4. Lockers are subject to search by administration at any time. Cars on school property are also subject to search by administration at any time.
5. Board policy also allows the administration to search students' personal effects if the administrator has a reasonable suspicion that a rule has been or may be violated.
6. At athletic events, and co-curricular events all students (including elementary students) are to conduct themselves properly - no running around, no scuffling, no throwing objects, etc.

### *Student Code of Conduct*

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

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

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

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the Principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student

may be on the property of his or her residence without direct adult supervision.

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

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

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

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

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

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

#### *Standards of Conduct and Consequences*

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

## *District Policy for Discipline*

### *Definitions*

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

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

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity. Thirty minutes in length and are held in the classroom of the assigning teacher. Teacher detentions are usually held from 3:50 P.M. to 4:20 P.M., but may vary according to individual circumstances. Sufficient notice of within 24 hours will be given either by a phone call or email before the detention is served. The student is also responsible for notifying the parent/guardian.

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

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time. Students given ISS will be placed in isolation in the school building for the day and will be required to work on assignments. If a student is in ISS and violates any ISS discipline policies, the student will be removed from ISS and placed on OSS for the remainder of his/her ISS time. 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 until their ISS term is finished. Students will be allowed to attend after-school practice, but not participate in extra-curricular/ co-curricular competitions. 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.

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

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are



entitled to due process rights. 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.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

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

*Serious violation of the District’s Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>1<sup>st</sup> Offense</b>	<b>Subsequent Offense</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

	<p>for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.</p>		
Arson	Starting or attempting to start a fire or causing or attempting to	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

	cause an explosion.	Restitution if appropriate.	
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.	10-180 days out-of-school suspension or expulsion.	Expulsion.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

	contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.		
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.	Suspension or revocation of parking privileges, detention, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be	Detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

	<p>repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.</p> <p>"Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an</p>		
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	<p>electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.</p> <p>Students will not be disciplined for speech in situations where the speech is protected by law.</p>		
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	Revocation of bus privileges for a set period of time and consequences applicable to the prohibited conduct.	Revocation of bus privileges for a set period of time and consequences applicable to the prohibited conduct.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	<p>Nullification of forged document.</p> <p>Principal/Student conference, detention, or in-school suspension.</p>	<p>Nullification of forged document.</p> <p>Detention, in-school suspension, or 1-180 days out-of-school suspension.</p>
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

	<p>offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.</p>	<p>Profane or Inappropriate Language: 1-5 days ISS</p> <p>Toward Faculty/Staff: 1-5 ISS or 1-5 OSS</p>	<p>Profane or Inappropriate Language, 2<sup>nd</sup> Offense: Up to 10 days ISS</p> <p>Profane or Inappropriate Language, 3<sup>rd</sup> Offense: Up to 10 days OSS</p> <p>Toward Faculty/Staff, 2<sup>nd</sup> Offense: 5-10 OSS</p> <p>Toward Faculty/Staff, 3<sup>rd</sup> Offense: 10 Days OSS/Possible Referral to Superintendent for further suspension.</p> <p>Toward Faculty/Staff, Subsequent Offense: Expulsion</p>
Defiance or Disrespect/Insubordination	<p>Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of authority of the principal, assistant principal,</p>	<p>1-5 days ISS</p>	<p>2<sup>nd</sup> Offense: Up to 10 days ISS</p> <p>3<sup>rd</sup> Offense: Up to 10 days OSS</p>

	teacher, bus driver, or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning.		
Dress Code Violation	Violation of <a href="#">S-180-S</a>	Conference w/administrator – Change Clothing	2 <sup>nd</sup> Offense: Change – 1-5 days ISS  3 <sup>rd</sup> Offense: Change 1-3 days OSS
Drugs/Alcohol/Tobacco/ E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs,	In-school suspension or 1-180 days out-of-school suspension.  Tobacco: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension, or 1-3 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.  Tobacco: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.



	<p>counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>		
Electronic Device Misuse	<p>Possession or use of prohibited electronic devices that are not authorized for educational purposes. Failure to surrender the electronic device will result in additional out of school suspension.</p>	<p>If an electronic device is misused, the device will be confiscated and will need to be picked up by the parent/guardians of the student. This will also result in 1-3 days ISS/OSS and the filing of appropriate other discipline (harassment, bullying, defiant behavior)</p>	<p>Device will be confiscated-and returned to the parent. Any misuse for harassment, bullying, illegal videotaping, etc. will be dealt with on an individual basis. The administrator may assign additional disciplinary consequences</p>

			based on this misuse. 3-10 days of ISS/OSS.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Fighting	A conflict: verbal, physical, or both, between two or more people.	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Weapons and Firearms	A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a> , or any	A) One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the	A) Expulsion B) 1-180 days out-of-school suspension or expulsion.

	<p>instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon</p>	<p>superintendent .</p> <p>B) In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>C) In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>	<p>1-180 days out-of-school suspension or expulsion .</p> <p>C) 1-180 days out-of-school suspension or expulsion .</p> <p>D) suspension or expulsion .</p>
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	accessories, or tactical gear.		
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	Confiscation. Warning, principal/student conference, detention, or 1-10 days of in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Principal/Student conference, loss of privileges, detention, or 1-10 days of in-school suspension.	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  Unwelcome physical contact of a sexual nature or that is based on any characteristic	In-school suspension, 1-180 days out-of-school suspension, or expulsion.  Unwelcome physical contact of a sexual nature or that is based on any characteristic protected by

	Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	protected by law: In-school suspension, 1-180 days out-of-school suspension, or expulsion.	law: 1-180 days out-of-school suspension or expulsion.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
Leaving Class Without Permission	Leaving the classroom without permission of the teacher or adult in charge.	1 day ISS	2nd Offense: 2-5 days ISS 3rd Offense: 6-10 days ISS 4 <sup>th</sup> Offense: 3-5 days OSS

Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Confiscation. Warning, principal/student conference, detention, or 1-10 days of in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	Principal/Student conference, detention, or in-school suspension.	Principal/Student conference, detention, or in-school suspension.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography,	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Detention, in-school suspension, 1-180 days out-of-school

	<p>nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.</p>		suspension, or expulsion.
Sexual Activity	<p>Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.</p>	<p>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.</p>	<p>Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>
Tardiness or Truancy	<p>A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to</p>	<p>Truancy: Principal/Student conference, detention, 01-3 days in-school suspension.</p> <p>Tardiness (3<sup>rd</sup> tardy): Parent contact, student warning</p>	<p>Truancy: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.</p> <p>Tardiness (4<sup>th</sup> tardy): Parent contact, 30 minute detention</p>

	skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.		Tardiness (5 <sup>th</sup> tardy): Parent Contact, 1 hour detention  Tardiness (6 <sup>th</sup> tardy and above): ISS
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	Restitution or Confiscation, Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution or Confiscation, Principal/Student conference, Loss of user privileges, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.



Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
Vandalism	Deliberate destruction of or damage to property belonging to the District,	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

	employees, or students.	suspension, or expulsion.	
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Behavior Matrix	All Settings	Classroom	Hallways/ Lockers	Cafeteria/ Commons Area	Bathroom	Assemblies	Bus
<b>Responsible</b>	<p>Follow School expectations</p> <p>Follow safety procedures</p> <p>Follow dress code</p> <p>Clean up after self</p> <p>Always represent your school in a positive manner</p> <p>Follow cell phone policy</p> <p>Inform staff of all problems and/or issues immediately</p>	<p>Be prepared for class by the bell</p> <p>Stay in supervised and designated areas</p> <p>Work the entire class period as directed</p> <p>Fulfill your responsibility in groups</p> <p>Seek out assistance when needed</p> <p>Turn in all work on time</p>	<p>Watch for and report bullying of any type</p> <p>Keep hallways &amp; lockers clean</p> <p>Do not put up any writings or posters without administrative approval</p> <p>Keep all hands to ourselves</p>	<p>Follow cafeteria expectations</p> <p>Visit with your fellow classmates, but do so in a quiet manner as to not disrupt the learning process of others in classes</p> <p>Do not leave the cafeteria until the bell or without permission of the staff member on supervision duty</p>	<p>Report problems and vandalism</p> <p>Keep it clean</p> <p>Wash hands</p> <p>Do not write anything on the wall or the stalls</p>	<p>Enter and exit in an orderly manner</p> <p>Stay seated in the appropriate area</p> <p>Report to the appropriate designated area</p>	<p>Keep hands, feet and other objects to yourself inside the bus</p>
	<p>Follow adult direction the 1st time</p> <p>Treat others the way you want to be treated</p>	<p>Listen actively to designated speaker</p> <p>Relate discussion to</p>	<p>Be respectful to fellow students and faculty members in the hallways</p>	<p>Use polite behavior while waiting in the single-file line</p>	<p>Request to use the restroom</p> <p>Return to class promptly</p>	<p>Be polite to peers and adults</p> <p>Listen actively</p>	<p>Stay in your seat facing forward</p> <p>Follow bus rules</p>

<b>Respectful</b>	Use school appropriate language and tone  Respect others personal space and property  Treat school property with respect  Keep your hands, feet, objects, and unkind words to yourself	classroom topic  Honor classroom, work area, and materials  Be respectful of all classroom policies	Do not touch others locker or property without their permission  Please do not push, shove, or trip any other student	Use good manners  Be polite to cafeteria personnel  Eat only off your tray  Please dispose of all trash properly. You are responsible for cleaning only after yourself	Flush after using the toilet  Dispose of paper towels properly	Be respectful to those seated around you  Inappropriate conduct will not be tolerated at assemblies	Be respectful to the bus driver
<b>Ready</b>	Arrive to school on time every day  Be a positive participant  Listen actively to designated speaker	Be in classroom when bell rings  Get out needed materials  Stay on task  Keep walkways clear	Bring all materials you need for class  Move to class on time  Walk at all times	Have money and/or card ready  Please be polite to the cashier and they are expected to be polite to you	Have your signed agenda/hall pass	Wait patiently for program to begin  Focus on the topic  Wait for an administrator to dismiss students	Follow adult direction the 1 <sup>st</sup> time with approval of the bus driver  Be on time for the bus

### Bullying, Hazing, and Cyberbullying S-185-S

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

#### *Definitions*

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

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

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

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Brad Forrest and can be reached at 660-647-3106.

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

#### *Reporting Bullying or Cyberbullying*

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

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

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

#### *Investigation*

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

### *Retaliation*

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

### *Consequences of Bullying, Cyberbullying, or Retaliation*

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

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

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

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the

student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.

4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

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

#### *Report Form*

The bullying report form is available at the end of this handbook.

#### Complaints or Concerns C-120-S

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

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

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

Name:	Justin Wells, High School Principal
Phone #:	660-647-3533
Email Address:	<a href="mailto:wellsj@hcr1.org">wellsj@hcr1.org</a>

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

Name: Brad Hunter, Superintendent  
 Phone #: 660-647-3533  
 Email Address: [hunterb@hcr1.org](mailto:hunterb@hcr1.org)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

### Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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

### **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary

Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

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

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

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

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

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

The following activities will occur in the investigation:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.



- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

#### **9. How will appeals to the Department be investigated?**

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

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

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

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

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

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment

and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Justin Wells, High School Principal  
Phone #: 660-647-3533  
Email Address: [wellsj@hcr1.org](mailto:wellsj@hcr1.org)

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

Name: Brad Hunter, Superintendent  
Phone #: 660-647-3533  
Email Address: [hunterb@hcr1.org](mailto:hunterb@hcr1.org)

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

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

#### Title IX C-131-S

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

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

Name or Title: Justin Wells, High School Principal  
Address: 210 North Street, Windsor, MO 65360  
Email Address: [wellsj@hcr1.org](mailto:wellsj@hcr1.org)  
Phone #: 660-647-3533

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

non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

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

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

#### Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. For the safety of students and staff, random drug searches will occur throughout the school year using specially trained drug-sniffing dogs. These animals will be used to conduct periodic random searches of student lockers and campus vehicle parking areas.

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

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

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

#### Student Alcohol/Drug Abuse S-195-S

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

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

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

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the Superintendent.

#### Weapons in School S-200-S

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

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

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

#### Instruction

##### *A+ Program S-130-S*

##### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several

four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

#### *A+ Program Requirements*

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

More information about the A+ program may be accessed through the high school counselor, and/or the District A+ Coordinator Sherry Foster.

#### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website.

#### *Achievement Testing*

Achievement tests are given at each grade level during the school year. The results of a student's performance on these tests are available to parents/guardians and will become part of the child's file. Any test given to a grade level will be mandatory and not optional. It is of great importance that students do their best on each of these.

#### *Teaching About Human Sexuality I-120-S*

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

### *Teaching About Computer Science I-123-S*

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

### *Junior High Promotion*

To be promoted to the 7th, 8th, or 9th grade a student must:

1. Pass 5.5 credits per year
2. Fail no more than 1 unit of credit in core classes. Core classes are Mathematics, English, Social Studies, Science.
3. Receive credit in health and physical education.

### *Graduation Requirements I-190-S*

#### *Missouri State Graduation Requirements*

Students are required to earn a minimum of 26 units of credit to be eligible to receive a high school diploma. Accumulation of credits begins with the ninth grade year.

Specific credit requirements are:

Language Arts (3 must be English).....	4
Social Studies - 3 total must be earned, including the following specific courses:	
U.S. History .....	1
World History.....	1
Social Studies elective .....	1/2
Government .....	1/2
Mathematics.....	3
Science (1 credit must be a biological science & 1 credit must be a physical science) .....	3
Fine Arts .....	1
Practical Arts .....	1
Physical Education.....	1
Health .....	1/2
Personal Finance .....	1/2
Electives .....	9
TOTAL MINIMUM CREDITS .....	26

In addition, students must meet the following criteria:

- ◆ Each student must take and pass the Civics, Missouri and U.S. Constitution tests.
- ◆ In certain instances, correspondence credit from an approved institution may be counted toward graduation. Prior approval of the high school principal/counselor

is required before enrolling in correspondence courses. Three credits are the maximum number of allowable correspondence credits. Courses may be taken in order to recover credit.

- ◆ To be eligible for graduation honors, Valedictorian or Salutatorian, a student must be in residence in an accredited high school eight full semesters; one full year of which must be in Henry County R-I High School. If there is a tie for Valedictorian, there will be Co-Valedictorians and no Salutatorian. All students earning honor graduate status will be recognized during the graduation service.
- ◆ Top 10 students will receive a gold cord. Honor graduates must meet the following criteria:
  - Earn a minimum of seven credits (or six if a vocational student or office aide) their senior year.
  - Earn a 3.3 cumulative grade point average.
  - The Valedictorian and Salutatorian honors are based on GPA.
- ◆ Students may be awarded a diploma if approved for the MO-Options Program and pass all final exams prior to graduation.
- ◆ Students that are within 1 credit to graduate after eight semesters may participate in graduation ceremonies if they show their intent and ability to earn the missing credit during summer school/credit recovery class.
- ◆ In order to participate in graduation ceremonies, students must:
  - Be eligible to receive a diploma from Windsor High School;
  - Wear a school-approved cap and gown;
  - Be enrolled before the last week of school for seniors (except early graduates);
  - Be in attendance the last week of school (or be excused in advance by the principal); and
  - Be in attendance for graduation practice. (unless excused in advance by the principal)
  - Be in good standing. A student is not in good standing if he/she
    - owes attendance hours (making up attendance hours must be approved by counselor and principal during summer school)
    - owes any fines or fees
    - has not completed disciplinary actions
    - has been arrested and/or charged with a crime. This only includes charges or arrests which are outstanding.

- ◆ Students who attend the Clinton Technical School will be required to earn one less elective credit per year they attend technical school due to travel time.

#### *Fines and Fees*

Students owing outstanding fees, fines or dues will not be allowed to participate in graduation ceremonies. Please take care of any unpaid balances so that problems do not arise.

#### *Honor Graduates*

All students earning honor graduate status will be recognized during the graduation service. Top 10 students will be wearing Gold Cords. Honor graduates must meet the following criteria:

1. Earn a minimum of seven credits (or 6 if a vocational student or office aide) their senior year.
2. Earn a 3.3 cumulative grade point average.

#### *Students Eligible for Services under the IDEA*

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

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

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

#### **High Demand Occupations**

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

#### *Early Graduation*

A student may discontinue attendance when he/she has met the required number of credits. To do so a student must put his/her intentions in writing to the principal no later than Nov. 1 of that school year and include:



1. Appropriate supporting information to indicate that early graduation is in the best interest of the student with parent's approval being given in writing to the school counselor;
2. Recommendation of the student's counselor that early graduation is in the best interest of the student and that all requirements can be met.

Early graduates will have the option of participating in commencement exercises with their graduating class. The student shall forfeit remaining eligibility and/or participation in all other curricular and extracurricular activities. A student's decision to graduate early will become final when approved by the Board of Education and all graduation requirements are met.

Diplomas are awarded at the end of the second semester. Early graduates wishing to attend Prom must sign the guest list and be approved by the building principal.

#### *Section 504 I-125-S*

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed Monday – Friday (7:00 am – 4:00 pm) in the office of the Tyler Narron, 210 North Street, Windsor, MO 65360, 660-647-5621. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the

ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

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

This plan may be reviewed Monday – Friday (7:00 am – 4:00 pm) in the office of Whitney Bowers, 210 North Street, Windsor, MO 65360, 660-647-3533. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

Any Student who fails two or more quarter classes within one year will not be eligible for online classes. This include Launch, Dual Credit, and other forms of online instruction. This does not apply to Credit Recovery courses during the summer. Students who have failed two quarter classes but need an online course for graduation requirements will have to appeal to the administration team for approval.

Students taking online courses may work from home for that specific class period but are required to report on time for their next scheduled in-person class.

Students may only take one Credit Recovery course unless they receive prior approval from the administration.

Students who do not complete or fail their online Credit Recovery course or credit acquisitions will not be eligible to take any further online offerings for that school year.

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

### *Library Media Center*

Students are encouraged to make full use of the library facilities. The library is open from 7:45-3:50 and by arrangement. All library materials shall 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 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 including any shipping and/or handling fees incurred. Students must have a hall pass from a teacher to be in the library or be with a class that is using the library or lab.

### Technology F-265-S

#### *Policy on Student Display or Use of Electronic Personal Communications Devices*

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

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

### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

### **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct.

### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

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

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

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

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

#### *Electronic Device Guidelines*

All other forms of electronic devices will only be used in a classroom sitting at the direction and supervision of a staff member. Any use of the electronic device for inappropriate behavior such as harassing others, bullying, video-taping, searching inappropriate sites, etc. will be dealt with in accordance with the regular school discipline policy. The use of electronic devices may be used for educational purposes in the classroom at the discretion of the classroom teacher. Occasionally a student may need to utilize their own laptop for Dual Credit class. This may be due to software needed by the class that is not compatible with our own devices. If this occurs, the student will need to check in their device in the Principal's Office before school and retrieve it prior to the start of their dual credit hour they need it for. The student should be running updated Anti-Virus software and be subject to having our Firewall filter client installed on their system. Prior to connecting to our network, it will need to be scanned by the I.T. Dept. for any applications that allow them to bypass Henry County's Firewall. (e.g., VPN, IP spoofing applications). If any are found after passing the initial inspection the device may be blacklisted from the network. Administration reserves the right to amend the electronic device policy if deemed necessary in order to maintain a safe, secure educational learning environment.

#### *Technology Devices and Acceptable Use Policy*

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

#### *Greyhound Technology Guide*

All students and parents must review the Greyhound Technology Guide and sign the Student Technology Agreement.

### *Acceptable Use*

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

### *Unacceptable Use*

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

### *User Agreements*

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

### *Safety and Cybersecurity*

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

## Building Information

### *Greyhound Time*

Greyhound time is a 21 minute session daily. This session is used for advisory programs, assemblies, meetings, office referrals, and individual or small-group instruction. All certified staff will be assigned an intervention group to them during greyhound time. All students will participate in greyhound time if they are on a full-day schedule.

### *Homework Policy*

Homework is an important part of the educational process and is used to reinforce what the students learn in the classroom. Students who turn homework in on time will receive 100% of their grade. Students who turn their homework in late will receive 10% off per day the work is late up until the 4th day. After the 4th day the student is only eligible to receive 50% for the work.

### *Long-Term Assignments*

One of the purposes of assigning a long term project is to learn the importance of meeting deadlines. Major class assignments such as term papers, research papers or any other long term project will be due by the date assigned. The teacher will give notice to the students on the date the assignment was made as to the period of time that the project may be turned in. Students who miss the deadline may petition the teacher to accept the project late for a reduced grade. This will be up to the discretion of the teacher. Students are encouraged to make arrangements for their assignment to be delivered on the day it is due.

### *High School Course Credit Requirements*

To receive credit for any class a student must meet these two requirements:

- ◆ Receive a passing grade for the course work in the class.
- ◆ Attend the course class period by meeting attendance requirements

The District will accept courses offered through MOCAP (MO Course Access & Virtual School Program) as units of credit meeting state and local graduation requirements. (See school guidance counselor for information about this program).

### *Grading and Reporting System*

Non-weighted scale

Teachers in different subject areas may use diverse criteria in evaluation of student progress. All students will receive a letter grade for each quarter and semester. The following system is used in grading subject matter:

- A      4.00 100-95%
- A-     3.66 94-90%

B+	3.33	89-87%
B	3.00	86-84%
B-	2.66	83-80%
C+	2.33	79-77%
C	2.00	76-74%
C-	1.66	73-70%
D+	1.33	69-67%
D	1.00	66-64%
D-	0.66	63-60%
F	0.00	59-0%

Weighted Scale: Advanced courses which are designed to prepare a student for college curriculum, will hold a higher weight than regular courses. Please refer to the course Planning Guide on the school website for information concerning weighted classes or visit with the school counselor for any clarification concerning weighted classes.

A=	5.0
A- =	4.58
B+=	4.17
B=	3.75
B- =	3.33
C+=	2.92
C=	2.25
C- =	2.08
D+=	1.67
D=	1.25
D- =	1.0

A student's grade point average (GPA) will be determined by the cumulative total of all graded courses (includes all dual-credit). A plus or minus may be added to each letter, except that a plus will not be added to an "A" or "F". A four point system is used for Grade Point Average and the Honor Roll. Semester letter grades will be computed using percentages of total points on quarter grades and semester finals. These percentages will then be converted to a letter grade. Semester finals/projects will constitute at least 10% of the semester grade.

Progress reports for all classes will be sent home to all students approximately five weeks into each quarter. Please contact the child's teacher any time with concerns or questions. Appointments assure availability. Parents are invited to review their student's grades, attendance, lunch fees, and discipline on the SIS parent portal link on our website.

Grade cards may be sent home, picked up or emailed at the end of each nine-week grading period.

### *Academic Probation*

Extracurricular and co-curricular activities and athletics are viewed as an extension of the classroom because they provide an opportunity to teach responsibility, respect, readiness, teamwork, sportsmanship, and proper conduct in public. Being a member of a WHS extracurricular and co-curricular team/organization is considered a privilege and with that privilege, comes with certain expectations and responsibilities. For the purpose of this policy, participation includes but is not limited to, games, contests, and activities. In addition to the MSHSAA rules (listed below) and regulations governing student participation, Windsor High School adds the following guidelines:

A student that receives a failing grade at any quarter or semester will be ineligible until the next mid-quarter grading period. (Extracurricular and co-curricular activities are defined as any activity occurring outside of the regular school day, such as dances, parties, cheerleading, athletic teams or competition, contest, work at concession stands, etc. Students will be allowed to practice. Academic ineligibility for students will begin on the first day following the distribution of grade cards)

### *Class Standing*

To stay on track for graduation a student must earn a minimum number of credits each school year. The following number of credits will determine a student's placement in a particular graduating class.

Senior 19-26

Junior 12-18

Sophomore 5-11

Freshmen 0-4

Classification is only determined at the beginning of the school year. A student will not advance in classification during the school year. Seniors that are not within four credits of graduation after the fall semester will not graduate, participate in senior class events, or be in the yearbook as a senior. They can choose to be listed with the juniors.

### *Honor Roll*

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

To make the "A" Honor Roll a student must have earned an "A" in every class.



To make the “A & B” Honor Roll a student must have earned an “A” or “B” in every class.

#### *Academic Letter*

Academic letters are awarded to recognize students who perform well academically and to motivate students to continue their academic success. To be eligible to receive an academic letter, a student must:

1. Be classified as a secondary student (grades 9-12);
2. Be enrolled the entire school year. Transfer students must have been enrolled the last three quarters and have transferred in with at least a “3.33” cumulative grade point average.
3. Have earned a minimum of seven units of credit per academic year; Vo-tech students need to have earned 6 credits their junior or senior year.
4. Have earned a cumulative grade point average of “3.33” or higher for the entire academic year.

First year letter winners will receive an academic letter, a bar, and a certificate. Students will receive a bar and a certificate for each additional year that they letter. The letter is to be worn on the right side of a letter jacket.

#### *National Honor Society*

This nationally recognized group is sponsored by the National Association of Secondary School Principals. Members are considered to be superior in Scholarship, Leadership, Character, and Service. Members are selected by a faculty committee with input from other staff members. To be considered, a student must be a sophomore, junior or senior with a cumulative G.P.A. of 3.33 or above. Students must submit an application showing their qualifications in the areas of leadership and service and a faculty committee will select the inductees.

#### *Clinton Technical School*

Some classes are offered through the Clinton Technical School. Due to travel time, a student who attends technical school will only have the opportunity to receive six credits instead of seven for the school year. Students who choose these classes must ride the bus provided by the district. Administration must approve other transportation. Since district schedules are not always the same, students are to go to school at Clinton when they are in session and come to classes here when Windsor is in session. After technical school, a student attending technical school must be enrolled for three classes at Windsor High School. Upon arriving at school, students are to come directly to the commons and wait until their lunch shift. Students are NOT allowed to go to their vehicles or other classrooms other than their own after returning from Vo-tech for any reason. Any student caught going to their vehicle can face disciplinary actions. Students need to bring a change of clothes with them daily if they attend a Vo-tech class that would cause them to get dirty, burn their clothing, or cause any other damage to their clothing for the day. Students who attend Clinton Technical School and earn a failing

grade (F) will be responsible for reimbursing the Henry County R1 School District for the tuition cost of attending CTS. The student will also not be allowed to attend Clinton Technical School in the future.

### *Parent Conferences*

Parent/teacher conferences are held in October and February. These planned conferences at the high school are on a drop-in basis. All parents are encouraged to visit with the teachers about their child's progress. Additional conferences are available upon parent request. Please contact the teacher or the principal if and when any concerns arise to schedule an appointment.

### *Parent Organizations*

The staff of Windsor Schools encourages parents to be actively involved in their children's education. The following organizations are available for their participation: Athletic Boosters, Music Boosters, and Facility Committee. In addition, some programs have advisory committees which invite parental participation. Please contact the sponsor for additional information.

### *Missouri State High School Activities Association (MSHSAA) Activities*

All students who wish to participate in activities, including MSHSAA activities, must review and abide by the Athletic/Activities Handbook.

The athletic program includes the sports of football, volleyball, wrestling, e-sports, cross country, basketball, baseball, softball, track and golf. Other sports may be offered through cooperative agreements approved by MSHSAA. At Windsor High School, we believe in the concept of "participation to win" and that the welfare of the student-athlete is our uppermost concern. Athletics teaches the values of teamwork, the uniting effort to achieve a common goal, personal sacrifice for the common good, optimum physical fitness, pride and graciousness in achievement and sportsmanship, acceptance of defeat without recrimination or loss of motivation, fellowship with others possessing similar goals, and friendship and admiration for opponents.

Eligibility to represent Windsor High School in interscholastic activities and co-curricular activities is a privilege students may earn by meeting the standards of eligibility established by MSHSAA member schools and the Henry County R-1 Board of Education. School Athletic Handbooks, as well as the Student Handbooks are available in the high school office. Eligibility is not a student's right by law, and precedent-setting legal cases have affirmed this. Violations of Windsor student attendance policies may jeopardize athletic eligibility, as well as co-curricular participation in events scheduled with other participating schools. Athletes are to be in school all day on the day of an athletic event in order to participate or attend an event, unless otherwise pre-approved by a school administrator. Any athlete who is absent without the principal's permission or is truant shall not practice or engage in interscholastic competition and is subject to disciplinary action. If a student is too sick to be in school any part of the school day, he/she is too sick to participate or attend an interscholastic event or practice.

### *Academic Policy*

Grades 9-12 Requirements: A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age.
- c. 80% Credit Requirement: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour day, block schedule, etc.) Credits earned in school-sponsored "extra" classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered by and at the member school and which are completed no later than the close of the semester with credit placed on the student's transcript can be counted toward academic eligibility. (See also By-Law 2.3.4 regarding correspondence courses.)
- d. Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility. e. A student must be making satisfactory progress towards graduation as determined by local school policies.

Students enrolled in full-time virtual classes will not be eligible for activities and/or athletics.

### *District Sponsored Extra-curricular Activities and Clubs I-210-S*

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a

student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Activities may be divided into three general groups. Activities for the whole class and that are related to instruction are described as curricular. These would include field trips for various purposes that are part of a unit of study. Activities that occur outside of instructional time but are required for the class, are directly related to instruction, and for which a grade is given are called co-curricular. Examples would be band, choir, speech, and journalism activities. Extracurricular activities are not required for any class and no grade is given. These will include clubs, organizations and sports.

Admission Prices for football, volleyball and basketball as set by the Kaysinger Conference:

Preschool Children: Free

Students: \$3.00

Adults: \$5.00

Senior citizens over 60 (or as set by the Kaysinger conference): Free, only at home, non-tournament games. Seniors must have a valid pass.

Students with varied interests will find opportunities for service and recreation in the organizations at Windsor High School. Students are encouraged to get involved in at least one activity. Various organizations include, National Honor Society, Student Council, Spanish Club, Quiz Bowl Teams, Science Olympiad, Speech, National Forensics League, Peer Helpers, Math Relay, Future Teachers of America (FTA), National FFA, Family Career and Community Leaders of America (FCCLA), Future Business Leaders of America (FBLA), Robotics; Concert, Marching Band.

#### Class Organization and Officers

Each class in the high school elects a president, vice-president, secretary, and treasurer in the order named. These officers, together with the faculty sponsors, are responsible for class activities. Class events are to be planned by the class and sponsors, and cleared with the principal. A sponsor must be present at all school-sponsored activities. Students who are on the academic ineligibility list forfeit their officer ranking for the rest of that school year.

#### Student Council

The Student Council has an active role in the school. Its purpose is not to govern students, but to serve as a meeting place between the student body and the school staff. It is a place where problems or questions arising from either the students or the staff can

be presented for discussion and consideration. The students should assume as much of the responsibility of organizing their school activities as they are able to handle. There are two student councils, one for junior high and one for high school. Each has two representatives from each class and officers. The Student Council's primary purposes are the following:

1. Teach and develop citizenship through democratic practices;
2. Provide the opportunity for active participation in the organization and management of school affairs;
3. Promote interest in all school activities; and
4. Cooperate in promoting the general welfare of the school.

### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the School Reach Phone System to notify students and parents/guardians. School Reach uses the phone numbers and email addresses available in the student's school database. Announcements will also be made on Facebook, and Channel 5, 4 and local radio stations. Please do not call the administration or radio/TV stations for this information.

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

### *Class Schedules/Bell Schedules*

The school building will normally be open from 7:30-3:50. Students are not to be in the building outside these hours unless they are participating in a school activity, and supervised by a staff member, or have the principal's permission to be in the building. Any students who are not in tutoring or who are not involved in a sponsored activity must leave the building by 3:50 p.m. Please make arrangements for the student to be picked up by 3:50 if he/she is not in an activity.

### *Daily Schedule*

Building Opens 7:25 am

7:45-8:41	1 <sup>st</sup> period
8:44-9:40	2 <sup>nd</sup> period
9:43-10:39	3 <sup>rd</sup> period
10:42-11:38	4 <sup>th</sup> period
11:41-1:02	5 <sup>th</sup> period
11:41-12:04	Lunch
12:10-12:33	Lunch
12:39-1:02	Lunch

11:39-12:02	Lunch
1:05-2:01	6 <sup>th</sup> Period
2:04-3:01	7 <sup>th</sup> Period
3:04-3:25	GHT
1:01-D dismissal	

#### Early Dismissal Schedule

Building Opens 7:25 am

7:45-8:21	1 <sup>st</sup> period
8:24-9:00	2 <sup>nd</sup> period
9:03-9:39	3 <sup>rd</sup> period
9:42-10:18	4 <sup>th</sup> period
10:21-10:57	6 <sup>th</sup> period
11:00-11:36	7 <sup>th</sup> period
11:39-1:01	5 <sup>th</sup> period
11:39-12:02	Lunch
12:09-12:32	Lunch
12:38-1:01	Lunch
1:01-D dismissal	

*\*Same early out schedule will be used regardless of dismissal time.*

#### Late-Start Schedule

2024-2025 WHS Late Start Bell Schedule

9:45 am – 3:25 pm

1st: 9:45 am – 10:24 am

2nd: 10:27 am – 11:06 am

3rd: 11:09 – 11:48 am

5th: 11:51 am – 1:13 pm

Lunch Shift(s):

1: 11:51 am – 12:14 pm

2: 12:21 pm – 12:44 pm

3: 12:50 pm – 1:13 pm

4th: 1:16 pm – 1:55 pm

6th: 1:58 pm – 2:37 pm

7th: 2:40 pm – 3:25 pm

#### *Schedule Changes*

Students will be able to drop or add classes only during the first three days of each semester. All final scheduling decisions will be made by the school counselor and the high school principal. No changes will be made at quarter, or mid-quarter. Jr. High students must make schedule changes during the first three days of each semester.

### *Withdrawals*

If it becomes necessary for a student to withdraw from school, he/she should inform the school office and each of his/her teachers as soon as the withdrawal date is established. When it has been established that the student is leaving, he/she must obtain a withdrawal form from the office. Students must clear with each teacher noted on the withdrawal form. All books and equipment must be in good condition to be returned to the teachers. Fines may be assessed if materials are not returned in good condition. When all requirements have been completed and all necessary signatures obtained, the form must be returned to the principal's office where the processing will be completed.

### *Deliveries*

Delivery drivers must follow regular building entry procedures.

### *Use of School Telephones*

The school telephone use will be monitored by school personnel. Students may only use the classroom telephone if given permission by the teacher. Students may only use the phone if it is a local call and is determined to be an emergency. Messages will be delivered to students between classes. Please do not ask that your child be called to the phone. Students should make personal plans before or after school hours. If an emergency arises during the day, the teacher or principal may grant a student permission to use a district phone or a cell phone to contact a parent/guardian.

### *Dances*

Dances are provided primarily as an enrichment activity for 7th to 12th grade students of Windsor High School. Dances are school-sponsored events, whether on or off school premises, and students and guests are required to obey all policies and rules governing conduct at school and activities. Students who are on the academic ineligibility list or owe any fines, fees, or dues to the District (e.g. past-due meal charges, class dues, etc.) will not be allowed to attend dances. If a student has recently transferred into the District, they must meet the following requirements based on their standing at the previous school.

Guests of current students may attend WHS dances by registering prior to 3:50p.m. on the day before the dance. The registration forms will be located at the school office. The following exclusions for guests apply for high school dances:

1. No person younger than 14 on the date of the dance or in a grade lower than ninth may attend as a guest of a current WHS student.
2. No person older than 20 on the date of the dance may attend as a guest of a current WHS student.
3. Dropouts of WHS or any other high school are not eligible to attend dances as guests of current students, unless they provide proof of completion of a program of studies equivalent to high school graduation as determined solely by the high school administration. Dropouts not in good standing at the time of terminating their education at WHS or any other high school are not eligible to attend dances as guests.

4. Any person who, as a guest, has been barred from any previous dance at WHS as a result of inappropriate behavior before, during or after the dance, whether on or off school premises, is permanently barred from attendance as a guest at any subsequent dance.
5. No guest is admitted to a dance unless accompanied by a current WHS student, and each student is limited to one guest only.

The following exclusions for guests apply for junior high school dances:

1. Only current students of WJHS will be allowed to attend junior high dances.
2. Any person who has been barred from any previous dance at WJHS as a result of inappropriate behavior before, during or after the dance, whether on or off school premises, is permanently barred from attendance as a guest at any subsequent dance.
3. No guests allowed.
4. Students who are on the academic ineligibility list will not be allowed to attend dance.

### *Lockers*

Each student is assigned a hallway locker. Students may bring their own locks to use. If a student brings their own lock, they must provide the combination or a key to the lock to the office. The provision of Student Searches, S-175-S in this handbook applies to lockers.

### *Textbooks*

Any student caught vandalizing or damaging school textbooks will be required to pay the replacement fee, including shipping, for that textbook.

### *Supply Lists*

Lists will be provided at open house.

### *School Trips*

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.

All trips shall be planned and parents notified well in advance and shall be adequately chaperoned. Students who 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. Travel must be by school-provided transportation. Students must return by school-provided transportation. Students may ride home with his/her parent/guardian if the parent/guardian personally signs him/her out. The teacher/coach will provide a dated class roster for sign out.



Only under special circumstances with prior written approval from the administration will a student ride home with another parent. If a sponsor drives students to an activity, the teacher must obtain written permission for the student to ride in his/her vehicle.

### *Student Parking*

Vehicle Guidelines (There are lanes painted at the high school)

1. The Bus Lane is a no parking zone when school is in session and during on-campus events.
2. The wide center Pick-Up Lane allows a space for those waiting to pick up students to park two cars wide in a designated pick-up zone. Please pull forward to allow space for others behind you.
3. A third Through Lane will be used for through traffic; no parking is allowed.
4. There is a Crosswalk in front of the doors. Parking is not allowed in the crosswalk.
5. Students driving vehicles (including motorcycles) to school are to drive their vehicles in an orderly manner in the school parking lot, obeying the speed limit which is fifteen miles per hour.
6. They are to correctly park their vehicles and come immediately into the building.
7. Students will not be allowed to return to their vehicle throughout the school day without office/administrative permission—this policy also includes Vo-tech students who wish to go to their vehicles following their return from Vo-tech classes.
8. Students attending early-morning practice should also receive coach/administrative permission before returning to their vehicle or leaving the school premises.
9. The vehicles are not to be moved during the school day without permission of the principal or office.
10. Students are not allowed to drive to the Vo-tech School without administrative and parental permission.
11. Vehicles are subject to search while on school grounds.

If a student violates any of the above, he or she may be prohibited from parking on school grounds. Consequences for not following these guidelines are noted in the Student Conduct Summary section.

### District Policy Information

#### *Physical Examinations and Screenings S-146-S*

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

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

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

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

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

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

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

All District policies can be located at:

<https://egs.edcounsel.law/henry-co-r-1-school-district-policies>

### *School Nutritional Program F-290-S*

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

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

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

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

#### *Student Transfers S-120-S*

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website:

<https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

#### *Tobacco-Free Policy C-150-S*

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

#### *Safety F-225-S*

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

Periodic fire, storm, and other emergency drills will be conducted throughout the school year. Instructions for each room are posted just inside the door. The signal to return to class will be an announcement to return.

The *Fire Alarm* is a series of short rings of the class bells, an announcement over the PA, and/or an announcement from the office.

Follow these safety rules during fire drills:

1. Wait for the classroom teacher's instruction first.
2. File out quickly and in single file. Students must stay with their class. Do not run!

3. Do not talk until completely clear of the building.
4. Move a safe distance away from the building, staying with your class. The distance will be dictated by the teacher in charge. Class roll will then be taken to assure everyone has evacuated the building.

The *Storm Alarm* will be an announcement over the PA system or a long, continuous ringing of the bell or a sounding of the handheld siren if the electricity is off. Follow these safety rules during storm drills:

1. Wait for the classroom teacher's instruction first.
2. Move quickly to the designated areas, but do not run!
3. Maintain absolute silence.
4. Be seated with heads down and books over heads.
5. Stay away from glassed in areas.
6. Do not leave the area without permission from the teacher.

The *Lockdown Threat Alarm* will be announced via the intercom.

1. Teachers are to be trained annually about lockdown procedures and exit decisions.
2. Teachers should either "stay put" or evacuate based on the individual circumstances of the lockdown.
3. If in the hall or a restroom, get to the nearest classroom as soon as possible. If in the office, you need to stay there.
4. Move in an orderly manner to a corner of the room out of sight from the door. Sit on the floor and be quiet.
5. If the teacher is incapacitated, do not open the door for anyone, including law enforcement officials. When it has been determined safe, law enforcement officials will finalize the situation.

### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

### *Use of Recording Devices or Drones C-165-S*

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Bullying Incident Report Form*

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

*Student Technology Usage Agreement*

*Students*

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

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

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

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

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

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

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

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

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

*S-185-P Bullying Incident Report Form*

If you have been the target of bullying or have witnessed the bullying of a district student, complete this form and submit it to the building principal. Complaints against building principals should be submitted to the superintendent. Complaints against the superintendent should be submitted to the board of education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_ Your Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):  
You are a: \_\_\_\_\_ student \_\_\_\_\_ parent \_\_\_\_\_ employee \_\_\_\_\_ volunteer

Date(s) or allege bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back of this form, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of witness(s): \_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_\_ yes \_\_\_\_\_ no. If so, who? \_\_\_\_\_

Signature of complainant: \_\_\_\_\_

**Students have the right to complete this form anonymously. However, it will be easier for the district to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complaint or reporter's future employment, grades, learning, or working environment. A complainant who falsely accuses someone will be subject to disciplinary action.**

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*This section is for use of District Administration*



Date received by principal: \_\_\_\_\_

Investigative action taken: \_\_\_\_\_

\_\_\_\_\_

Result of investigation/action taken: \_\_\_\_\_

\_\_\_\_\_

Signature of principal: \_\_\_\_\_