Henry Co. R-1 School District

Elementary 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.

Elementary Vision

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

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

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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
Mr. Travis Goosen , Elementary Principal
Mrs. Whitney Bowers, Student Services Director
Mrs. Megan Amsbaugh, School Secretary 501 S. Main Street, Windsor, MO 65360

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High School: 660-647-5621
Director of Transportation: 647-5732
Elementary Counselor: 647-5621 ext. 327
Director of Special Services: 647-3721
Director of Activities/Athletics: 647-3106 ext. 342

Staff List
Certified Staff
Betsworth, Danielle
Bowen, Julia
Bowers, Brenda
Brown, Dana
Brown, Mindy
Buford, Jaelyn
Burden, Kelsey
Burkhart, Kim
Cooper, Robert
Cox, Beth
Dittmer, Mandy
Faller, Savannah
French, Pam
Garoutte, Natasha
Griffith, Jenny
Grubb, Shannon
Guy, Eden
Hawkins, Kim
Herman, Kayla
Holtmeyer, Erica
Hopkins, Kristi
Hunter, Lora
Johnson, Carrisa
Kuehner, Keely
Lambdin, Jenise
Lemoine, Monica
Milzarek, Lindsey
Mugler, Jenise
Rains, Amy
Roberts, Haley
Grissom, Alexa
Spangler, Sasha
Spear, Teri
Varner, Jenny
Warner, Diane
Whittaker, Charly
Wilcox, Kaitlyn
Wilson, Andrea

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All Staff
Amsbaugh, Megan
Berube, Katelyn
Betsworth, Danielle
Bowen, Julia
Bowers, Brenda
Brown, Dana
Brown, Mindy
Buford, Jaelyn
Burden, Kelsey
Burkhart, Kim
Cooper, Robert
Cox, Beth
Crawford, Courtney
Dittmer, Mandy
Ebeling, Lori
Faller, Savannah
French, Pam
Garoutte, Natasha
Golden, Jurnee
Goosen, Travis
Griffith, Jenny
Grubb, Shannon
Guy, Eden
Hartgrave, Brook
Hawkins, Kim
Hawkins, Rhonda
Herman, Kayla
Hill, Jessica
Himes, Ashley
Holtmeyer, Erica
Hopkins, Kristi
Hunter, Laura
Johnson, Carrisa
Kuehner, Keely
Lambdin, Jenece
Lemoine, Monica
Lutjen, Misty
Milzarek, Lindsey
Mugler, Jenise
Rains, Amy
Reysack, Robin
Roberts, Haley
Grissom, Alexa
Rusch, Danielle
Spear, Teri

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Spangler, Sasha
Varner, Jenny
Walker, Riana
Warner, Diane
Whittaker, Charly
Wilcox, Kaitlyn
Wilson, Andrea

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

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

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. Once your email is supplied, usernames and passwords to access your child's secure information are automatically generated to you online within 24 hours. Parents are encouraged to contact the elementary office with any questions.

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

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Academic Calendar I-100-S

Henry County R-1 School District

2025-2026 Academic Calendar

WES Start/End Time: 7:50 AM-3:25 PM
WHS Start/End Time: 7:45 AM-3:25 PM

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	⊗	9
10	⊗	⊗	⊗	⊗	⊗	16
17	✥	19	20	21	22	23
24	✥	26	27	28	29	30
31						

SEPTEMBER

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

OCTOBER

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

NOVEMBER

Su	Mo	Tu	We	Th	Fri	Sat
						1
2	✥	4	5	6	7	8
9	10	11	12	13	14	15
16	✥	18	19	20	21	22
23	✥	✥	✥	✥	✥	29
30						

DECEMBER

Su	Mo	Tu	We	Th	Fri	Sat
	✥	2	3	4	5	6
7	⊗	9	10	11	12	13
14	15	16	17	18	◪	20
21	✥	✥	✥	✥	✥	27
28	✥	✥	✥			

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 2-7	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 ~ December 12, 2024

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

Su	Mo	Tu	We	Th	Fri	Sat
			1	✥	✥	4
5	✥	✥	8	9	10	11
12	✥	14	15	16	17	18
19	⊗	21	22	23	24	25
26	✥	28	29	30		

MAY

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	✥	5	6	7	8	9
10	⊗	12	13	14	15	16
17	18	19	◪	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

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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.

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 before 8:30 a.m. 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.

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

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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 having excused absences are responsible for contacting the teacher of the class and determine what assignments are to be made up and the time limit for having them completed. Any work missed while absent and not turned in by the date required by the classroom teacher will be recorded as zero and so averaged in the student's quarterly grade. Remember, it is the student's responsibility to get their assignment(s). Students are permitted to make up all work and assignments missed while absent, but must do so within a time limit set by the teacher concerned. The general rule is one day for each day absent. A student absent three days would thus have to complete all make-up work within three days after returning to school. Maximum time allowed will be set by the teacher concerned. The school requests when a student has been absent for three or more days, that the parents contact the school office and explain what the student is able to do, so far as school work is concerned. One or more missing assignments may result in loss of privileges such as, but not limited to, field trips, field days, and other extracurricular activities.

Late Work

A. Homework assignments that are not turned in by the due date set by the teacher will receive an automatic grade reduction of 30%. Therefore the highest grade the student can receive on that assignment is a 70% (C-).
B. If a student has three or more late assignments in one day, they may be given the opportunity to work in the success room to catch up on those late assignments to prevent falling further behind.
C. If a student does not turn in an assignment, has been given multiple copies, and has shown no progress towards completion after five school days, the student may receive a 0% (F) on that assignment.

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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.

<u>Dress Code S-180-S</u>
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 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:

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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. Pajama and lounge pants, including house shoes/slippers are not to be worn at school with the exception of dress-up days or days that the teacher/principal gives permission.
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. Student's choosing to wear jeans with holes in them must not have holes above the knee. If holes above the knee are present, leggings must be worn underneath the jeans.
13. 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.
14. No costumes are to be worn with the exceptions of holidays and dress-up days.

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

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.

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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 $2.35
High School Lunch $2.75
Elementary Breakfast $2.25
Elementary Lunch $2.65
Adult Breakfast $3.10
Adult Lunch $4.10
Meal Prices: Extra Milk .40
High School Reduced Breakfast $0.30
High School Reduced Lunch $0.40
Elementary School Reduced Breakfast $0.30
Elementary School Reduced Lunch $0.40

A student may carry a closed bottle of water to the classroom. Students are only allowed to bring water in the classrooms. Opened containers of soda, juice, and food are not to be in the hallways, classrooms or lockers.

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 and may buy milk. 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

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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. 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.

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

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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.

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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 7:20am until 3:50pm 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.

The following criteria shall be used to determine exclusion from school:

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

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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.

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

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/Insects
Students with live parasitic insects will report to the school nurse. Siblings will be checked by the nurse. All infected students will be removed from school. If live parasitic insects 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 parasite free.

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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.

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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

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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.

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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 1st of each school year.

The District designates the following items as directory information:

> *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time

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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.

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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.

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This information may be requested by contacting: Mr. Travis Goosen, Elementary Principal, goosent@hcr1.org or 660-647-5621.

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

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Phone #: 660-647-3106
Email Address: fosters@hcr1.org

English Language Learners I-150-S
The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

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

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

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.

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.ord

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

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sidewalks. Contact the Director of Transportation to determine if you live in one of these areas.

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

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 are held accountable to the WES Discipline Policy, and any 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. Drivers are in charge of the passengers and the bus.
2. Students must be on time, as the bus cannot wait beyond its regular schedule.
3. Students should never stand in the roadway while waiting for the bus.
4. Students who must cross the road after leaving the bus or to board the bus shall cross in front of the bus and only upon the signal given by the driver. Students must observe a 10 feet clearance in front of the bus.
5. Observe the same conduct as in the classroom. Bullying will not be tolerated.
6. Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
7. Students should be at their assigned bus stop five minutes before the scheduled pick-up time.
8. 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.
9. Students must remain in their seat – Nose and toes facing forward. The aisle must be clear. Keep head, hands, and feet inside the bus. Students must not try to get on or off the bus, or move around inside the bus while the bus is in motion.
10. Parents and unauthorized persons are not allowed to board the school bus.
11. Bus drivers are authorized to assign seats and make changes at their discretion.
12. Video surveillance shall be used to promote order, safety, and security of students, staff, and property.
13. Be courteous, use no profane language.
14. Unnecessary conversation with the driver is prohibited.
15. Keep the bus clean; do not eat or drink. The use of aerosol sprays, perfumes, etc. is prohibited.
16. 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.
17. Any damage to the bus must be reported to the driver.
18. Students must not extend their arms, head or any object out of the bus windows at any time.

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19. Students must observe the directions of the drivers/supervisors when exiting the bus.
20. Backpack size is limited to one the students can pick up and hold in their lap.
21. Gum, food, soda, or other bottled items are not to be consumed aboard buses.
22. Waste paper is to be deposited in a box provided by the driver.
23. Large band instruments are not allowed on the school bus.
24. Live animals are not allowed on the school bus.
25. Students may not use electronic devices, including cell phones, cameras, iPods/MP3 players CD/DVD players, etc. on the school bus.
26. Smoking and the use of any tobacco product on a school bus are prohibited.
27. All school rules apply to bus riders at all times.

Bus Rider Expectations

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

Bicycles

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

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.

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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, 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

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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.

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A student who has received *Out-of-school suspension* may result in loss of privileges such as but not limited to field trips, field day, and other extracurricular activities. Final determination will be made by the classroom teacher and elementary principal.

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.

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

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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.

Prohibited Conduct	**Definition**	**1st Offense**	**Subsequent Offense**
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another	• No credit for work • Replacement Assignment • 1-day ISS	Second: • No credit for work • Or, 1-3 days ISS Third: • No credit for work • 1-3 days ISS or OSS • No involvement in extracurricular activities

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	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. Th e use of AI for these purposes constitutes cheating or plagiarism.		
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	● 1-180 days of OSS ● Restitution if appropriate ● Refer to Superintendent	● 1-180 days of OSS ● Restitution if appropriate ● Refer to Superintendent
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to	Refer to Superintendent for expulsion	Refer to Superintendent for expulsion

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	another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.		
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act	1-10 days ISS	Second: 5-10 days OSS Third: 10 days OSS, Refer to Superintendent Subsequent: Expulsion

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	that constitutes criminal assault in the third or fourth degree.		
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including	Up to 10 days ISS	Second: Up to 5 days OSS Third: Up to 10 days OSS Subsequent: Refer to Superintendent for long term suspension

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	gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.		

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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.	Nullification of forged document;	Second: Up to 5 days ISS, Nullification of forged document Third: Up to 10 days ISS, Nullification of forged document
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	First: 1-5 days ISS, toward faculty/staff 1-5 ISS	Second: Up to 5 days ISS/OSS Third: Up to 10 days OSS <u>Profane or Inappropriate Language:</u> Second: Up to 5 days ISS Third: 5-10 days ISS/OSS, Possible referral to Superintendent

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Defiance or Disrespect/ Insubordination	Displaying a lack of cooperation, disrespectful language (other than profanity), willful dishonesty, disobedience or defiance of authority of the principal, assistant principal, teacher, bus driver, or other school employee. Disrespect also includes any gestures, actions or speech interpreted as degrading or demeaning.	1-3 days of ISS	Second: Up to 5 days ISS/OSS Third: 5-10 days ISS/OSS, Possible referral to Superintendent
Dress Code Violation	Violation of S-180-S	Conference w/administrator, Change of clothing, Parent contact	Second Offense: Change of clothing, Parent contact Subsequent: 1-5 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	Up to 10 days OSS, drug evaluation Possession of any tobacco products: 1-3 days ISS, Confiscation of product Use of any tobacco products: 3-5 days ISS, Confiscation of product	Second: 1-180 days OSS, drug evaluation Third: Expulsion Possession of any tobacco products: Second: 3-5 days ISS, Confiscation of product Third: Up to 10 days ISS,

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	products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.		Confiscation of product Subsequent: Up to 10 days OSS, Confiscation of product <u>Use of any tobacco products:</u> Second: 5-10 days ISS, Confiscation of product Third: Up to 10 days OSS, Confiscation of product Subsequent Offense: 10 days OSS, Confiscation of product
Electronic Device Misuse	Possession or use of prohibited electronic devices that	If an electronic device is misused, the device will be confiscated and will need to be picked up by the	Device will be confiscated-and returned to the parent. Any misuse for

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	are not authorized for educational purposes. Failure to surrender the electronic device will result in additional out of school suspension.	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)	harassment, bullying, illegal videotaping, etc. will be dealt with on an individual basis. The administrator may assign additional disciplinary consequences based on this misuse.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1-5 days ISS	Second: 1-10 days ISS Third: 10 days OSS, possible referral to Superintendent
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.	1-5 days OSS	Second: 6-10 days OSS Third: Refer to Superintendent for long term suspension Subsequent: Expulsion
Fighting	A conflict: verbal, physical, or both, between two or more people.	1-3 days OSS	Second: Up to 5 days OSS Third: Up to 10 days OSS, Refer to Superintendent Subsequent: Expulsion or long term suspension
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any	A) One calendar year suspension or expulsion, unless modified by the Board upon recommendation	A) Expulsion B) Second: Confiscation, Up to 10 days ISS/OSS;

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	instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of	by the superintendent. B) Confiscation, Up to 5 days ISS C) Up to 5 days ISS	Third: Confiscation, 10 days OSS, Referral to Superintendent ; Subsequent: Confiscation, Expulsion C) Second: Up to 10 days ISS; Third: Up to 10 days OSS, Referral to Superintendent ; Subsequent: Expulsion

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	ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.		
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	Up to 5 days ISS	Second: Up to 5 days OSS Third: Up to 10 days OSS, Possible referral to Superintendent Subsequent: Expulsion
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	1-3 days ISS	Second: Up to 5 days ISS, loss of privileges Third: Up to 10 days OSS, loss of privileges
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin,	1-10 days ISS/OSS <u>Unwelcome physical contact of a sexual nature or that is based on any characteristic protected by law:</u> Up to 10 days OSS, Contact appropriate law enforcement agencies	Second: 10 days OSS, Possible Refer to Superintendent for further Suspension Third: 10 days OSS, Refer to Superintendent for

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	ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.		long term suspension Subsequent: Expulsion <u>Unwelcome physical contact of a sexual nature or that is based on any characteristic protected by law:</u> Second: 10 days OSS, refer to Supt, Contact appropriate law enforcement agencies Third: 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.	1-10 days ISS	Second: Up to 10 days OSS Third: 10 days OSS, Refer to Superintendent Subsequent: Expulsion
Leaving Class Without Permission	Leaving the classroom	First Offense: 1-5 days ISS	Second Offense: 1-5 days ISS/OSS

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	without permission of the teacher or adult in charge.		Third Offense: 1-10 days OSS Fourth Offense: 3-5 days OSS
Minor Infractions	These infractions are things that can occur in the classroom and are typically managed by the classroom teacher or staff member that is supervising students at the time. Minor infractions may include, but are not limited to: Failure to follow or comply with classroom rules such as working and following directions; Classroom disruptions that inhibit the teaching process such as: disturbing neighbors, out of seat, and talking; Out of assigned areas; Running in the classroom or building; Put downs/teasing ; Inappropriate Writing or	Verbal Correction; Redirection	Second Offense: Safe Seat/Buddy Room; Loss of recess time; Note to parents Third Offense: Student Success Room/ISS; Phone call to parents Subsequent Offense: Student Success Room/ISS; Phone call to parents

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	Drawing; Horseplay; Tantrums; Deliberate Spitting		
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 of item, Warning	Second: Confiscation of item, 1-3 day of ISS Third: 1-5 days ISS Subsequent: 1-10 days OSS
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.	1-5 days ISS	Second: Up to 5 days ISS Third: Up to 10 days ISS
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	1 day ISS	Second: 2-5 days ISS Third: 6-10 days ISS Subsequent: 3-5 days OSS
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually	Confiscation, up to 10 days ISS	Second: Confiscation, Up to 10 days OSS

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	explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.		Third: 10 Days OSS, Possible referral to Superintendent Subsequent: Expulsion
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	Up to 30 days OSS	Second: Referral to Superintendent Third: Expulsion
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from	Truancy: 1 day ISS Tardiness (3rd tardy): Parent contact, student warning	Truancy: Second: 3 days ISS Third: 3 days OSS Subsequent: 5+ days OSS Tardiness (6th tardy): Parent

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	school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.		Contact, student warning letter Tardiness (7th+ tardy): Meeting with Parent and Student Tardiness (13th tardy and above): Meeting with Parent and Student
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	Suspension of privileges, 1-5 days ISS, restitution <u>Personal Device Misuse</u>: Confiscation 1 day, return to parent Violation of C-165-P: 1-5 days ISS	Second: 5-10 days ISS, loss of privileges, restitution Third: 1-10 days OSS, loss of privileges, restitution, refer to Superintendent Subsequent: Expulsion <u>Personal Device Misuse</u>, Second: Confiscation 30 days, 1-3 days ISS Third: Confiscation 30 days, 1-5 days OSS <u>Violation of C-165-P</u>, Third: Up to 10 days OSS

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	inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Any cell phone seen, used or heard during school hours (8:00 a.m.		Fourth: Refer to Superintendent

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	until 3:00 p.m.) will be confiscated and kept 30 calendar days. Parents/Guardians may not pick up the confiscated item until the 30 calendar days are completed. Violation of C-165-P.		
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	1-5 days ISS, restitution	Second: 1-5 days OSS, restitution Third: 1-10 days OSS, restitution Subsequent: Restitution, Refer to Superintendent
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.	Up to 5 days ISS	Second: Up to 5 days OSS Third: 10 days OSS, referral to Superintendent Subsequent: Expulsion
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who	Up to 5 days ISS	Second: Up to 5 days OSS Third: Up to 10 days OSS, Referral to Superintendent Subsequent: Expulsion

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	is not authorized or through an unauthorized entrance.		
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	1-5 days ISS, restitution	Second: 5-10 days ISS, restitution Third: Up to 10 days OSS, restitution Subsequent: Restitution, 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.	1-5 days OSS	Second: 6-10 days OSS Third: 10 days OSS Subsequent: Refer to Superintendent for long term suspension

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WINDSOR ELEMENTARY

Expectations	Lunchroom	Hallway	Restroom	Recess	Classroom	All Settings
Be Safe	* Walk safely (hands and feet to self). * Find a table and stay seated. * Report spills.	* Walk safely. * Walk on the brown line. * Stop at designated stopping points. * Walk in line order.	* Maintain personal space. * Keep the floors dry. * Keep your body under control.	* Walk safely when lining up. * No more than 1 on the big swing. * Keep hands and feet to yourself. * Use equipment correctly.	* Use supplies correctly. * Allow the adult to be in charge. * Keep hands and feet to yourself.	* Walk. * Keep hands and feet to yourself. * Report unsafe behavior.
Be Respectful	* Keep voice level low. * Use manners. * Let the adults be in charge.	* Maintain personal space. * 0 level voice in the hallway. * Respect personal space.	* 3 at a time in restrooms. * Use manners. * Quiet in the restroom and while waiting.	* Include others. * Take turns. * Use manners. * Let the adults be in charge.	* Let the adult be in charge. * Follow classroom rules. * Speak when it is your turn.	* Greet others with a smile. * Make eye contact when speaking to someone. * Listen when someone is talking to you.
Be Responsible	* Clean up your space. * Report spills. * Be a listener. * Follow directions the first time. * Line up quickly without talking.	* Keep up with the line. * Go straight to your destination. * Be a listener. * Follow directions the first time.	* Flush toilets. * Return to class quickly. * Report problems. * Throw away all trash.	* Follow playground rules. * Line up quickly when whistle is blown. * Students are responsible for any items brought from home.	* Use correct classroom voice level. * Be an active listener. * Work cooperatively.	* Keep track of your things. * Keep valuables at home. * Help others when you are able.

<u>Bullying, Hazing, and Cyberbullying S-185-S</u>
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.

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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: Tyler Narron and can be reached at 660-647-5621.

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

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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.

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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:	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

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.

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Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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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.

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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. <u>That time limit can be extended by the agreement of all parties.</u>

   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 compliant 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

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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

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:

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Name:	Brad Hunter, Superintendent
Phone #:	660-647-3533
Email Address:	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
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.

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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.

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.)

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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

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

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the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

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

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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.

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 7:50-3:30 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.

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Technology F-265-S
Cell Phone and Personal Device Guidelines

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.

Cell phones and earbuds must be put away before entering the building. Cell phones, earbuds, and smart watches are not to be used inside the building at any point. Cell phones and personal devices brought to school must be turned off and out of sight during the school day.

If a student needs to use the telephone to contact his/her parents in an emergency situation, he/she should ask the teacher for permission to use a school telephone.

Disciplinary Procedures
If the student is using any of these devices it will result in discipline per the discipline section in the handbook. Any violation of this policy should be reported to the Principal. If a student fails to surrender the cell phone, earbuds, and/or smart watch when directed to do so, will result in additional disciplinary action. Administration reserves the right to amend cell phone and personal device policy if deemed necessary in order to maintain a safe, secure educational learning environment.

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

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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. 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

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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
Grading and Reporting System
Kindergarten through Grade 3 – Standards Based Grading;

Grades 4 through 6:

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

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

Grade cards are sent home at the end of each quarter. Parents are expected to review the grade card.

Retention of Students I-185-S
To retain a student in a grade is a very important decision and must be made based on the student's performance and what is educationally best for the student. Social reasons

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are never sufficient grounds to promote a student. Retention decisions will be made on a case-by-case basis in consultation with parents, administration, and school staff. The student's grades and school assessment data will be considered in making the decision. The ultimate decision will rest with the administration.

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

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

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

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

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

- Elementary PTO (Parent Teacher Organization) generally meets on the first Thursday of each month at 6pm in the school cafeteria.

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

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 HCR1 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. 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.

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Academic Policy
6th grade Requirements: A student in 6th grade must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

a. A student must have been promoted to a higher grade at the close of the previous year. However, any such student who failed more than one scheduled subject shall be ineligible the following grading period regardless of promotion to the higher grade.

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.

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 representatives from each class. The Student Council's primary purposes are the following:

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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.

Arrival and Dismissal Procedures S-165-S
No parking is allowed in the circle drive itself, not even for a quick trip inside. Please park on Washington St. or in one of the available visitor parking spaces in one of our school parking lots. There is a small parking space available in the corner of the right side of the circle drive for "quick trips" into the office. Please do not use the staff parking lot at the front for student drop-off. This is a safety issue as there is not enough space for staff to pull in as parents are trying to drop-off students and exit the lot.

The front entrance doors are open every morning for student access to the building

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

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

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

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

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

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

Class Schedules/Bell Schedules
Students should not arrive at school before 7:30. No supervision is provided before that time, and doors are not open. Students who are eating breakfast will go directly to the cafeteria. Students who are not eating breakfast will go directly to the gym. The school building will normally be open from 7:30 to 3:30. During the day, all doors will remain locked, except the front door during drop-off hours of 7:30-7:50. Students are supervised at school until loaded on the buses or dismissed at the door as walkers/car riders. No supervision is provided outside of these hours unless prior arrangements have been made. Students and parents will not have access to classrooms after school hours, unless accompanied by the principal or a designee arranged through the principal.

Building Open	7:30 AM

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Breakfast Served	7:30 AM
Breakfast Line Closes/First Bell	7:50 AM
Tardy Bell/School Begins	7:50 AM
Car Riders Dismissed	3:25 PM
Walkers Dismissed	3:25 PM
Bus Riders Dismissed	3:35 PM

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

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.

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

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.

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

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School Trips
Field trips are a privilege provided to our students. All trips shall be planned by teachers, parents notified well in advance, and adequately chaperoned. Students and chaperones that represent Windsor schools on school trips (class, extra-curricular, or organizational) are expected to comply with the school's conduct policy and the teacher's instructions as would be expected at school. Consequences are noted in the Student Conduct section. Bus travel to a destination must be by school provided transportation and driven by school employees. Parents must drive their own vehicles on elementary field trips; only students, teachers will ride buses. A student may ride home with his/her parent/guardian if the parent/guardian personally signs the student out with the teacher (including athletic sponsor). The teacher/coach will provide a dated class roster for sign out. Under special circumstances with prior written approval a student may ride home with another parent. Only parents, guardians, and grandparents are

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.

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All District policies can be located at: https://egs.edcounsel.law/henry-co-r-1-school-district-policies

Counseling S-147-S
All students will learn valuable life and relationship skills through the bimonthly classroom presentations based on the Missouri Guidance Curriculum. They will also benefit from our monthly Character Education program which teaches and celebrates valuable character traits. All students are also welcome to visit with the counselor about life concerns or participate in peer mediation. Sometimes students need a little extra support. Throughout the year students may be invited to participate in small group or individual counseling as they work through various life circumstances such as divorce recovery, friendship issues, grief, transitioning to a new school, self-regulation or family member deployment. Contact the school counselor for more information about the support available for your child.

School Nutritional Program F-290-S
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

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

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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.

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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.

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Signature and Form Requirements

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

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School-Parent-Student Compact

We, the teachers and staff at Windsor Elementary will:

1. ***Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:***
   Windsor Elementary has adopted a balanced literacy approach to teaching reading, along with providing interventions in reading and math.

2. ***Hold parent-teacher conferences at least annually during which this compact will be discussed as it relates to the individual child's achievement.***
   Specifically, those conferences will be held:

   Parent-teacher conferences are held in the fall after 1st quarter, and in February before the end of third quarter. Additional conferences are available upon request.

3. ***Provide parents with frequent reports on their children's progress.***
   Specifically, the school will provide reports as follows:

   Parents will receive mid-term progress reports four times a year and report cards every quarter. Henry County R-I also provides parents access to each child's grades and other important information through the online parent portal.

4. ***Provide parents reasonable access to staff.***
   Specifically, staff will be available for consultation with parents as follows:

   Each staff member has his/her own voice mail for messages. Messages will be returned during a staff member's plan period. Staff members also have his/her own e-mail account. A list of the addresses can be found on the school website:

   www.hcr1.org

5. ***Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:***
   Visits from parents are encouraged during classroom parties or at lunch. Parents are encouraged to contact the child's teacher to arrange for a visit to the classroom. All visitors are required to check in at the office and wear a Visitor's Pass during their time in the building.

_____ *Mr. Travis Goosen*

Teacher Signature Principal Signature

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

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

_____ Parent Signature

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

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

_____ Student Signature

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

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

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

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

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

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

I acknowledge that I have received and reviewed the 2024-2025 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

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

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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.

==========

This section is for use of District Administration

Date received by principal:_____

Investigative action taken:_____
_____

Result of investigation/action taken:_____
_____

Signature of principal:_____

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