



**Henry County R-1  
School District**

**Windsor Junior High & High  
School**

**Student Handbook  
2020-2021**

Henry County R-1 Schools  
Board Accepted  
August 13, 2020

## **Foreword**

The following student handbook is provided for student/parent information. Although it does not include all information of all possible issues that could arise throughout the course of a school year, it will serve as an overall guide for students to follow. The student is responsible for all content in this handbook. Rules and regulations are designed to serve the student body as a whole and that the school is strongly dedicated to defending a student's right to an undisturbed, safe environment for his/her education.

## **Educational Philosophy**

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district. We believe that all students can learn. All students however are individuals, possessing unique interests and abilities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capabilities. We believe in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive, responsible member of our society. Strong emphasis must be placed on democratic values, which are important for an effective and satisfying personal and social life and help to contribute to a positive attitude and build self-esteem.

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

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

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

**District Website:**

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

**Superintendent: Mr. Scott Ireland**

**Secondary Principal: Mr. Brad Hunter**

**Assistant Principal: Mr. Justin Wells**

**Guidance Counselor: Mrs. Sherry Foster**

**Athletic/Activities Director: Mr. Brad Forrest**

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**LEGAL NOTIFICATIONS**  
**PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**  
**General Rule**

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

**STUDENT RECORDS**

**Notification of Parent Rights under FERPA**

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

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

**Disclosure of Education Records**

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

1. To school officials who have a legitimate educational interest in the records. A school official is defined as a person employed by the district as an administrator, supervisor, or support staff member, including health or medical staff, or a person elected to the School Board, or a person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official is:

Performing a task that is specified in his or her position description or by a contract agreement;

Performing a task related to the discipline of a student;

Performing a task related to a student's education;

Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid

Maintaining the safety and security of the campus;

To officials of another school, upon request, in which a student seeks or intends to enroll;

2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
3. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
4. To organizations conducting certain studies for or on behalf of the District.
5. To accrediting organizations to carry out their functions.
6. To parents of an eligible student if the student is a dependent for income tax purposes.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency.
9. To individuals requesting directory information so designated by the District.

### **Record of Requests for Disclosure**

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

### **Directory Information**

The Henry County R-1 School District designates the following items as directory information: student name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The district may disclose any of those items without prior written consent, unless otherwise notified in writing. Parents/guardians who wish to inform WHS that designated directory information should not be released without the parent's or eligible student's prior consent should advise the school in writing within ten (10) school days from the start date of school.

### **Special Education**

#### **Free and Appropriate Public Education Notice**

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial school, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. HCR-1 School District assures that to comply with the full educational opportunity goal, service for students ages three through twenty-one (3-21) has been fully implemented. The HCR-1 School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the US Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). Parents may contact their local district, if they wish to review the requirements provided in FERPA. HCR-1 School District has developed a Local Compliance Plan for implementation of Special Education and the plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of schools. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in the plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34CFR76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian reside in the district. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected include: name of each child, parent/legal guardian's name, address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If a parent/guardian have a child with a disability or know of a child with a disability who is not attending the public school, they may contact the Director of Special Services at 660-647-3721. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

#### **Every Child Succeeds Act**

The district is required to inform a parent or guardian of certain information, according to The Every Student Succeeds Act.

Upon parent/guardian request the district is required to provide in a timely manner, the following information:

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

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

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

### **Sexual Harassment**

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
2. Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.
4. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator.

### **Complaint Resolution Procedure**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. (An informal complaint can be expressed by talking to any school administrator.) Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local Board Policy AC and by submitting it to the superintendent. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any person directly affected by the actions of the Department of Elementary and Secondary Education may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the department itself. That complaint should be filed with the Missouri Commissioner of Education.

### **Missouri Department of Elementary and Secondary Education**

#### **Every Student Succeeds Act of 2015 (ESSA)**

**COMPLAINT PROCEDURES:** This guide explains how to file a complaint about any of the programs 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**

#### **General Information**

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

### **Complaints filed with LEA**

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

### **Complaints filed with the Department**

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

### **Appeals**

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

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

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

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

Any individual or organization may file a complaint.

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

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

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

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



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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

### **Firearms**

Possession of firearms or other dangerous weapons on school property or at any school activity is a serious offense, and by federal law, may subject the student to a one-year suspension. Persons of any age are prohibited by board policy from bringing firearms onto school property or to school events, including licensed concealed weapons.

### **Sexual Offenders**

Sexual offenders cannot be on school property or within 500 feet of school property. Only those who are parents/guardians may request written permission from the superintendent for specific exemption.

## **1.0 GENERAL DISTRICT INFORMATION**

### **1.1 Mission Statement**

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

### **1.2 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.

### **1.3 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.

#### 1.4 Admission

The school district admits and educates all students who are residents of the district. The district does not accept privately funded, tuition-paying students from other districts. The Board of Education shall provide free public education to all students who are residents of the school district and are between the ages of five (5) and twenty one (21) years and who otherwise qualify for admission under Missouri law unless otherwise required by federal law. Students enrolling in this district must meet all Board requirements for enrolling.

#### 1.5 Change of Address

When a student moves and changes his/her address or phone number during the school year, the office must be informed so that records can be updated. The District would like for parents to provide an email address to forward information or use it as a basis for contact.

#### 1.6 Withdrawals

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

#### 1.7 Current Year Prices and Fees

Meal Prices: Extra Milk .40

High School Breakfast \$2.00

High School Reduced Breakfast \$0.30

High School Lunch \$2.55

High School Reduced Lunch \$0.40

Adult Breakfast \$2.70

Adult Lunch \$3.25

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

Preschool Children: Free Students: \$2.00 (\$3.00 varsity football) Adults: \$3.00 (\$4.00 varsity football)

Senior citizens over 62 (or as set by the Kaysinger conference): Free, only at home, non-tournament games. Seniors must have a valid pass.

#### 1.8 Daily Schedule

##### Daily Schedule

	Building Opens 7:30 am
7:45-8:41	1 <sup>st</sup> period
8:44-9:40	2 <sup>nd</sup> period
9:43-10:39	3 <sup>rd</sup> period
10:42-11:38	4 <sup>th</sup> period
11:41-1:03	5 <sup>th</sup> period
11:41-12:04	Lunch
12:11-12:34	Lunch
12:40-1:03	Lunch
1:06-2:02	6 <sup>th</sup> period
2:05-3:02	7 <sup>th</sup> period
3:05-3:25	GHT

##### Early Out Schedule

	Building Opens at 7:30 am
7:45-8:21	1 <sup>st</sup> period
8:24-9:00	2 <sup>nd</sup> period
9:03-9:39	3 <sup>rd</sup> period
9:42-10:18	4 <sup>th</sup> period
10:21-10:57	6 <sup>th</sup> period
11:00-11:36	7 <sup>th</sup> period
11:39-1:01	5 <sup>th</sup> period
11:39-12:02	Lunch
12:09-12:32	Lunch
12:38-1:01	Lunch
1:01-Dismissal	

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

#### 1.9 Building Access

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

### **1.10 Parent Involvement/Visitors**

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. Likewise visits to the classroom must be arranged through the principal's office. This enables us to protect instructional time from excessive interruptions during the day. All visitors must sign in at the district office and wear a Visitor's pass if they go beyond the office/entrance area. Visitors will enter the building through the front door only. Office personnel will be responsible for calling a student to the office for parents and will also 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. Parents/guardians/grandparents are the only visitors allowed to visit with students at lunch.

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

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

The Fire Alarm is a series of short rings of the class bells, an announcement over the PA, and/or an announcement from the office. Follow these safety rules during fire drills:

1. Wait for the classroom teacher's instruction first.
2. File out quickly and in single file. Students must stay with their class. *Do not run!*
3. Do not talk until completely clear of the building.
4. Move a safe distance away from the building, *staying with your class*. The distance will be dictated by the teacher in charge. Class roll will then be taken to assure everyone has evacuated the building.

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

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

The Lockdown Threat Alarm will be announced via the intercom.

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

### **1.12 District Tobacco Policy (Effective August 2007)**

The Henry County R-I Board of Education voted in November, 2006 to adopt a "Tobacco-Free Campus." All tobacco use is banned, to include electronic cigarettes, not only in the buildings and on buses but also on all school grounds. This includes the areas outside the buildings, the football field/track area, playground, and parking lots. This Tobacco-Free policy benefits our children, our employees, our visitors, and the community in general. Smoking will be allowed during out-of-school activities in designated areas.

## 2.0 COMMUNICATION

### 2.1 Phone Numbers

Superintendent 647-3533 ext. 303                      High School Principal 647-3106 ext. 313      Director of Transportation 647-5732  
High School Counselor 647-3106 ext. 327      Assistant Principal 647-3106 ext. 318      Director of Special Services 647-3721  
Director of Activities/Athletics 647-3106 ext. 328

### 2.2 Web Site: [www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us)

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.

### 2.3 E-mail

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 *henrycountyr1.k12.mo.us*. Example: John Doe: [doej@henrycountyr1.k12.mo.us](mailto:doej@henrycountyr1.k12.mo.us)

### 2.4 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.

### 2.5 Daily Bulletin

A bulletin containing announcements will be distributed daily. Faculty members and school organizations are encouraged to use the bulletin for announcements and to plan ahead so they may be included. The bulletin is also posted on the Website daily, as well as posted on TV in commons. STUCO Representative will also read the bulletin at 2:55 each day to the entire school.

### 2.6 Newsletters

The newsletter is posted on the district website.

### 2.7 Windsor Review Articles

School staff members regularly contribute articles to the *Windsor Review*. Look for them under the heading Windsor School News or by topic such as "basketball" or "FFA."

### 2.8 Parent Conferences

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

### 2.9 Parent Organizations

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

### 2.10 Grade Reports

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

### 2.11 Progress Reports/Midterms

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

### **2.12 School Closings**

In the event of severe weather or mechanical breakdown, school may be closed. School closings phone calls are sent through the School Reach phone system. School Reach uses the phone numbers and email addresses available in the student's school database. Our school website will also have any closing posted. It may be accessed at [www.henrycountyr1.k12.mo.us](http://www.henrycountyr1.k12.mo.us). If parents/guardians have an active phone number on file with the district, they will be notified in the case of a school closing.

### **2.13 Fines and Fees**

Students owing outstanding fees, fines or dues may be banned from participating in any extra-curricular activities. Class dues are determined each year by a vote of the class. Please take care of any unpaid balances so that problems do not arise.

## **3.0 ACADEMICS**

### **3.1 Library Media Center**

Students are encouraged to make full use of the library facilities. The library is open from 7:45-3:50 and by arrangement. All library materials shall be checked out before being taken from the library media center. Each student is responsible for all library materials checked out in his/her name. Books are due back to the library media center two weeks after the checkout date. Students with overdue materials will be notified. Library materials that are missing for over a month will be considered "lost" and a fine will be assessed. The fine will be the replacement cost of the item. Students with overdue materials or outstanding fines will not be allowed to check out library materials. They may use the materials only in the library. If library materials are defaced intentionally or by neglect of reasonable care, a fine will be assessed. The fine will be the replacement cost of the item including any shipping and/or handling fees incurred. Students must have a hall pass from a teacher to be in the library or be with a class that is using the library or lab.

### **3.2 Computer/Internet Usage**

The use of the computer network is a privilege that must be in accordance with the educational goals and objectives of our district. Computer access will be given only after the student and his/her parent/guardian sign and return the computer use agreement. Any non-educational use is prohibited. The network is intended for the exclusive use of registered students. Students may only access the computer under their own login. Any student allowing another student to access the computer through his/her login, will be held accountable for any misuse of the computer and/or unauthorized access of the internet. Not all accessible material is appropriate for students. Any misuse will result in disciplinary action and/or loss of computer privileges. Damage caused by deliberate misuse of the computers will be the responsibility of the student and/or parent/guardian and a loss of computer privileges will result. Students are responsible for whatever is contained in files assigned to them. The Henry County R-1 School District reserves the right to access any material stored in student files and will edit or remove any objectionable material.

The use of the network and Internet is a privilege that may be revoked by any district representative anytime for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, hacking, unauthorized disclosure of personal information, downloading programs, using sites that allow access to blocked sites, and the use of student's access to obtain, view, download, or otherwise gain access to objectionable material. Student use of chat lines or e-mail over the Internet is not allowed unless specifically assigned by the teacher for a class project. The Internet is an association of diverse communication and information networks. It provides many educational opportunities and despite the fact that the district maintains a filtering system, it is possible for a student to run across areas of adult content and material that is objectionable. Files, programs, graphics, etc. that are inappropriate should not be deliberately opened, printed or distributed. If opened unintentionally they should be closed immediately, and the supervisor notified. Students will not be allowed access to the Internet except when supervised by a staff member.

### **3.3 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.

### 3.4 Special Services

The Henry County R-1 School District provides special services to individuals from the age of three (3) to twenty-one (21) who meet the eligibility criteria for services as outlined in the Missouri State Plan for Special Education. For further information regarding the special education process, contact the child's teacher, counselor, or the Director of Special Services.

### 3.5 Grading Scale/System

#### Non-weighted scale

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

A 4.00 100-95%	A- 3.66 94-90%	B+ 3.33 89-87%	B 3.00 86-84%	B- 2.66 83-80%
C+ 2.33 79-77%	C 2.00 76-74%	C- 1.66 73-70%	D+ 1.33 69-67%	D 1.00 66-64%
D- 0.66 63-60%	F 0.00 59-0%			

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

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

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

### 3.6 Make-Up Work

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

### 3.7 Homework Policy

Homework is an important part of the educational process and is used to reinforce what the students learn in the classroom. Students who turn homework in on time will receive 100% of their grade. Those students who do not turn their work in on time will turn it in for a percentage of credit that will be determined by the teacher.

### 3.8 Academic Probation

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

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

### 3.8.1 MSHSAA Academic Policy

Grades 9-12 Requirements: A student in Grades 9-12 must meet the following requirements in order to be academically eligible to participate in interscholastic activities: a. Semester Prior to Participation: The student shall have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester, whichever is greater, or a student must have made standard progress for his or her level the preceding semester in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age. b. Semester of Participation: The student shall currently be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater; or a student must be enrolled in a full course at his or her level in a special education program for the handicapped approved by the Missouri State Department of Education which, though un-graded, enrolls pupils of equivalent age. c. 80% Credit Requirement: The calculation of the credit requirement described in a-1 and a-2 above for all enrolled students at the school shall be based on the maximum allowable classes in which a student can be enrolled at the member school during the normal school day due to the academic system that the member school has selected (7-hour day, block schedule, etc.) Credits earned in school-sponsored "extra" classes taken beyond the normal school day may be used toward academic eligibility. Internet classes offered by and at the member school and which are completed no later than the close of the semester with credit placed on the student's transcript can be counted toward academic eligibility. (See also By-Law 2.3.4 regarding correspondence courses.) Page 42 2015-16 MSHSAA OFFICIAL HANDBOOK d. Entry into 9th Grade: A beginning 9th grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility. e. A student must be making satisfactory progress towards graduation as determined by local school policies.

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

### 3.9 Textbooks

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

### 3.10 High School Course Credit Requirements

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

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

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

### 3.11 Greyhound Time

Greyhound time is a 20-30 minute session daily. This session is used for advisory programs, assemblies, meetings, office referrals, and individual or small-group instruction. All certified staff will be assigned an intervention group to them during greyhound time. All students will participate in greyhound time if they are on a full-day schedule.

### 3.12 Graduation Requirements

The eight period schedules provide students the opportunity to earn seven credits per year. Graduation requirements will be adjusted as follows:

**26 Credits**  
English: 4 units  
Math: 3 units  
Science: 3 units  
Soc. Stud: 3 units  
Practical Arts: 1 unit  
Fine Arts: 1 unit  
P.E.: 1 unit  
Health: .5 units  
Electives: 9 units



Personal Finance: .5 units  
Receive 30 minutes of CPR instruction

**In addition, students must meet the following criteria:**

1. Each student must take and pass the Civics, Missouri and U.S. Constitution tests.
2. In certain instances correspondence credit from an approved institution may be counted toward graduation. Prior approval of the high school principal/counselor is required before enrolling in correspondence courses. Three credits are the maximum number of allowable correspondence credits. Courses may be taken in order to recover credit.
3. To be eligible for graduation honors, Valedictorian or Salutatorian, a student must be in residence in an accredited high school eight full semesters; one full year of which must be in Henry County R-I High School. If there is a tie for Valedictorian, there will be Co-Valedictorians and no Salutatorian. All students earning honor graduate status will be recognized during the graduation service. Top 10 students will receive a gold cord. Honor graduates must meet the following criteria:
  - a. Earn a minimum of seven credits (or six if a vocational student or office aide) their senior year.
  - b. Earn a 3.3 cumulative grade point average.
  - c. The Valedictorian and Salutatorian honors are based on GPA.
4. Students may be awarded a diploma if approved for the MO-Options Program and pass all final exams prior to graduation.
5. Students that are within .5 credits to graduate after eight semesters may participate in graduation ceremonies if they show their intent and ability to earn the missing credit during summer school/credit recovery class.
6. In order to participate in graduation ceremonies, students must:
  - a. Be eligible to receive a diploma from Windsor High School;
  - b. Wear a school-approved cap and gown;
  - c. Be enrolled before the last week of school for seniors (except early graduates);
  - d. Be in attendance the last week of school (or be excused in advance by the principal); and
  - e. Be in attendance for graduation practice. (unless excused in advance by the principal)
  - f. Be in good standing. A student is not in good standing if he/she
    - a. owes attendance hours (making up attendance hours must be approved by counselor and principal during summer school)
    - b. owes any fines or fees
    - c. has not completed disciplinary actions
    - d. has been arrested and/or charged with a crime. This only includes charges or arrests which are outstanding.
7. Students who attend the Clinton Technical School will be required to earn one less elective credit per year they attend technical school due to travel time.

**3.13 Class Standing**

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

Senior 19-26

Junior 12-18

Sophomore 5-11

Freshmen 0-4

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

**3.14 Junior High Promotion**

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

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

**3.15 Early Graduation**

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

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

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

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

### **3.16 Schedule Changes**

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

### **3.17 Clinton Technical School**

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

### **3.18 Awards and Recognitions**

#### **3.18.1 Honor Roll**

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

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

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

#### **3.18.2 Academic Letter**

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

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

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

#### **3.18.3 National Honor Society**

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

### **3.19 Honor Graduates**

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

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

#### **4.1 SCHOOL ATTENDANCE**

The school board, staff, and administration of Windsor Schools believe regular attendance in school is of extreme importance. Absences for whatever reason are missed learning opportunities, and make up work can replace only some of the day's learning. Research has proven that those students who have good attendance perform more efficiently in school.

Students are required to be in attendance every day. If a student is not going to be at school a parent/guardian must call and let the school know as soon as possible. The parent/guardian will be contacted if the absence is not reported. Any student that is absent without parent/guardian knowledge will be considered truant. Attendance is the responsibility of the student and parent.

##### **4.1 Compulsory Attendance Requirements**

In accordance with Missouri state law, "A parent, guardian or other person in this state having charge, control or custody of a child between the ages of seven (7) and 17 years of age shall cause the child to attend regularly some public, private, parochial, parish, home school or a combination of such schools not less than the entire school term of the school which the child attends." (167.031, RSMo.) Students who are absent more than ten days may not receive credit for courses or may be retained in the same grade.

##### **4.2 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/dentists 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.

##### **4.3 Consequences for Violations**

Attendance and participation are part of a successful learning experience and students will be expected to make up all assignments from missed classes.

##### **4.4 Excessive Absences**

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

#### **4.5 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.

#### **4.6 Students Returning to School from an Absence**

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.

#### **4.7 Make-Up Work**

See section 3.0

#### **4.8 Long-Term Assignments**

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

#### **4.9 Attendance Committee**

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

#### **4.10 Hearings Process**

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

##### **4.10.1 Hearing Procedure and Timeline**

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

6. All relevant documentation will be reviewed during the hearing. This includes all documented and undocumented absences.
7. The parent/guardian and student will be notified of the decision within five (5) school days after the hearing.

#### **4.10.2 Hearing Outcomes**

The attendance committee may decide to impose the following:

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

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

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

#### **4.11 Attendance Rewards**

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

#### **4.12 Tardy**

If a student is not in his/her classroom when the tardy bell rings he/she is considered tardy unless the student has a note from another teacher or the office. This includes those in the hallways: getting drinks, going to the bathroom, going to the locker, or stopping by the office, the library, the counselor, or the nurse and thus not returning by the tardy bell. The goal is to eliminate repeated tardies and disruptions to the classroom.

**Tardies will follow a tiered system as indicated below starting with a student's 4<sup>th</sup> tardy.**

1. 4th Tardy Parent Contact
2. 5th Tardy Parent contact, 1 day ISS.
3. 6th Tardy Parent contact, 2 days ISS.
4. 7-9 Tardy Parent Contact, 3 days ISS
5. ***Any tardy 10 or more in a semester will result in OSS.***

Tardiness (not in the classroom when the bell rings, returning to the locker for items required for class, etc....) will be counted on a quarterly basis. Student tardy records will start over 2<sup>nd</sup> semester.

#### **4.13 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.

### **5.0 STUDENT SERVICES**

#### **5.1 Food Service**

### **5.1.1 Breakfast and Lunch Program**

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*.

### **5.1.2 Meal Prices and Payment**

See General Information section for current prices. High school students may pay at the office any school day.

### **Notice**

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year. A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for the homeless children and youths, and any other staff who regularly assist students in need. A copy of this procedure will also be posted on the district's website and information about charging meals will be included in this handbook.

### **Students**

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

### **Alternative Meals**

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

### **Interventions**

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

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

### **Working with Parents/Guardians**

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.

### **5.1.3 Closed Lunch Hour**

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

### **5.1.4 Lunch Visitors**

Parents, guardians, and grandparents only are invited to join their child for an occasional meal at school. Prior arrangement and payment is required. Cost for all non-students will be the current adult meal price. All visitors must sign in at the office before attending the desired lunch shift.

## **5.2 Health Services**

### **5.2.1 School Nurse**

A school nurse is on duty in the district from 7:20am until 3:50pm each day. She serves both the elementary and high school. Starting 2019 school year a nurse assistant will be serving at the high school from 9:00-1:00. 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.

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

Students with live lice or nits, parasites, or their eggs will report to the school nurse. Siblings will be checked by the nurse. All infected students will be removed from school. If lice or nits are found again upon their return to school they will be excluded from school again for 24 hours & the process will continue until such time student is lice/nit free. See Board Policy JHC-AP (2). Any student found to have ringworm must cover the infected area and be getting adequate medical supervision and treatment for the infection.

### **5.2.3 Illness**

No student shall attend the public schools of this district while affected with any contagious or infectious disease, or when liable to transmit such disease after having been exposed to it. The principal shall have the authority to require any child to be examined by a nurse or doctor. All students shall be subject to examination by a nurse or doctor whenever such examination is deemed necessary. A child who has an elevated temperature (100 degrees or higher) or shows signs of illness should be kept at home. A child should be fever free for 24 hours and be in normal health before returning to school. The school should be notified when a child is ill, especially if he/she has contracted a contagious disease. Following an absence, the parent/guardian should send a note giving the reason for the absence.

### **5.2.4 Contagious Diseases and Conditions**

Our district follows the control measures issued by the Missouri Public Health Manual (2005). No student may return to school before the recommended time without a written authorization from his/her doctor.

### **5.2.5 Medication**

School personnel will give no medications unless prescribed or ordered by a doctor. If a child must take any medication at school, please send a request written by the parent/guardian along with the necessary medication in the original container. Include in the note the dosage and time medication is to be given, medication name, date to begin and end, and reason for medication. Medications must be taken directly to the office. Students will not dispense any medicine including look-alikes, prescription and over the counter (OTC). Prescription medications considered "controlled substances" (Ritalin, medications containing codeine, etc.) should NOT be sent to school on the bus. Parents/guardians must make arrangements with the nurse for these medications. No over-the-counter (OTC) medications will be given by school personnel unless it is provided by the parent. Only medications brought from home will be dispensed to students. Empty prescription bottles will be returned to the parent, or disposed of properly.

### **5.2.6 Immunizations**

By law, all students, including transfer students, must present proof of compliance with state immunization requirements to attend school. Current immunization requirements are available from the school nurse.

### **5.2.7 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.

### **5.2.8 Student Health Insurance**

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

## **5.3 Transportation**

### **5.3.1 Eligible Students**

Students who live further 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 that have no sidewalks.

Contact the director of transportation at 647-5732 to determine if living in one of these areas. Paid transportation is available on a cost-per-trip basis. Contact the superintendent's office with questions or to make arrangements.

### **5.3.2 Bus Passes**

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

### **5.3.3 School Bus Procedures and Regulations**

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

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



15. Students may not use electronic devices, including cell phones, cameras, iPods/MP3 players CD/DVD players, etc. on the school bus.
16. Smoking and the use of any tobacco product on a school bus are prohibited.
17. All school rules apply to bus riders at all times.

### **5.3.4 Bicycles**

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

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

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

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

## **6.0 STUDENT ACTIVITIES**

### **6.1 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.

### **6.2 School Trips**

All trips shall be planned and parents notified well in advance and shall be adequately chaperoned. Students who represent Windsor schools on school trips (class, extra-curricular, or organizational) are expected to comply with the school's conduct policy and the teacher's instructions as would be expected at school. Consequences are noted in the Student Conduct section. Travel must be by school-provided transportation. Students must return by school-provided transportation. Students may ride home with his/her parent/guardian if the parent/guardian personally signs him/her out. The teacher/coach will provide a dated class roster for sign out. Only under special circumstances with prior written approval from the administration will a student ride home with another parent. If a sponsor drives students to an activity, the teacher must obtain written permission for the student to ride in his/her vehicle.

### **6.2 Curricular, Co-Curricular, and Extracurricular Activities**

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.

### **6.3.1 Extracurricular—Dances**

Dances are provided primarily as an enrichment activity for 7th to 12th grade students of Windsor High School. Dances are school-sponsored events, whether on or off school premises, and students and guests are required to obey all policies and rules governing conduct at school and activities.

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

The following exclusions for guests apply for high school dances:

1. No person younger than 14 on the date of the dance or in a grade lower than ninth may attend as a guest of a current WHS student.
2. No person older than 20 on the date of the dance may attend as a guest of a current WHS student.
3. Dropouts of WHS or any other high school are not eligible to attend dances as guests of current students, unless they provide proof of completion of a program of studies equivalent to high school graduation as determined solely by the high school administration. Dropouts not in good standing at the time of terminating their education at WHS or any other high school are not eligible to attend dances as guests.
4. Any person who, as a guest, has been barred from any previous dance at WHS as a result of inappropriate behavior before, during or after the dance, whether on or off school premises, is permanently barred from attendance as a guest at any subsequent dance.
5. No guest is admitted to a dance unless accompanied by a current WHS student, and each student is limited to one guest only.
6. Students who are on the academic ineligibility list will not be allowed to attend dances.

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

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

### **6.4 School Organizations**

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

### **6.5 Class Organization and Officers**

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

### **6.6 Student Council**

The Student Council has an active role in the school. Its purpose is not to govern students, but to serve as a meeting place between the student body and the school staff. It is a place where problems or questions arising from either the students or the staff can be presented for discussion and consideration. The students should assume as much of the responsibility of organizing their school activities as they are able to handle. There are two student councils, one for junior high and one for high school. Each has two representatives from each class and officers. The Student Council's primary purposes are the following:

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

## 6.7 Athletics

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

## 6.8 Eligibility

Eligibility to represent Windsor High School in interscholastic activities and co-curricular activities is a privilege students may earn by meeting the standards of eligibility established by MSHSAA member schools and the Henry County R-1 Board of Education. School Athletic Handbooks, as well as the Student Handbooks are available in the high school office. Eligibility is not a student’s right by law, and precedent-setting legal cases have affirmed this. Violations of Windsor student attendance policies may jeopardize athletic eligibility, as well as co-curricular participation in events scheduled with other participating schools. Athletes are to be in school all day on the day of an athletic event in order to participate or attend an event, unless otherwise pre-approved by a school administrator. ***Students who are Home Schooled must be in attendance a minimum of four hours per day at WHS to participate in any extra-curricular or co-curricular event. The exception would be that a home-schooled student who is not in school a minimum of four hours per day will be allowed to participate in a local WHS scheduled event such as a music concert, play, or any other co-curricular event where there is no competition with other member schools.*** Any athlete who is absent without the principal’s permission or is truant shall not practice or engage in interscholastic competition and is subject to disciplinary action. If a student is too sick to be in school any part of the school day, he/she is too sick to participate or attend an interscholastic event or practice.

## 7.0 DISCIPLINE CODE

### 7.1 Student Conduct

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

Miscellaneous guidelines:

1. In the hallway students should conduct themselves in a civilized manner. Running, pushing, yelling, whistling, etc. is unacceptable
2. An atmosphere conducive to study must be maintained in classrooms at all times. Students are to go to their lockers between classes, so that they can arrive in the classroom and be seated with their books and supplies when the bell rings.
3. Lockers are the property of the school and are made available to the students without charge with the understanding that either the student or the school can make access at any time. Students are not to write on or damage their lockers. Students who are caught doing so will be required to clean, fix, or pay for the damage to the locker.
4. Lockers are subject to search by administration at any time. Cars on school property are also subject to search by administration at any time.
5. Board policy also allows the administration to search students’ personal effects if the administrator has a reasonable suspicion that a rule has been or may be violated.
6. At athletic events, and co-curricular events all students (including elementary students) are to conduct themselves properly - no running around, no scuffling, no throwing objects, etc.

## 7.2 Cell Phones/Electronic Devices

**Cell Phones:** Students are allowed to have cell phones out during breakfast, lunch, and passing periods. Cell phones must be put away before entering classrooms. Cell phones may be used for educational purposes only in a classroom at the discretion of the classroom teacher. Any misuse of student cell phones will result in disciplinary action. Staff members it is important to note that permission to use cell phones in a classroom must be granted by classroom teachers for educational purposes only. Any violation of this policy should be reported to the Assistant Principal. If a student fails to surrender the cell phone when directed to do so, will result in additional disciplinary action. This policy must be followed by staff and students.

**Administration reserves the right to amend cell phone policy if deemed necessary in order to maintain a safe, secure educational learning environment.** 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.

**Electronic Devices:** 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 class room teacher. Occasionally a student may need to utilize their own laptop for Dual Credit class. This may be due to software needed by the class that is not compatible with our own devices. If this occurs, the student will need to check in their device in the Principal's Office before school and retrieve it prior to the start of their dial credit hour they need it for. The student should be running updated Anti-Virus software and be subject to having our Firewall filter client installed on their system. Prior to connecting to our network, it will need to be scanned by the I.T. Dept. for any applications that allow them to bypass Henry County's Firewall. (e.g., VPN, IP spoofing applications). If any are found after passing the initial inspection the device may be blacklisted from the network. **Administration reserves the right to amend the electronic device policy if deemed necessary in order to maintain a safe, secure educational learning environment.**

## 7.3 Pop and Snacks

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

## 7.4 Dress Code (see Board policy JFCA)

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

1. Dresses, skirts, and shorts shall extend below the fingertips with arms placed at sides.
2. Boys and girls may not wear shirts with the sleeves cut off.
3. Pajama and lounge pants, including house shoes/slippers are not to be worn at school.
4. 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.
5. Shirts must be long enough to stay tucked in while standing or sitting.
6. Clothes must cover and conceal undergarments. No undergarments (undershirts, tanks, boxers, etc.) are to be worn as outer clothing.
7. Outdoor footwear must be worn at all times.
8. Articles of clothing are to be worn according to the intent of the original design.
9. Any garment not considered in good taste by administration will be unacceptable.
10. Body piercing and tattoos deemed to be distracting must be covered.
11. Clothing or other articles with chains or spikes are not allowed.
12. No gang affiliated clothing may be worn.
13. Student's choosing to wear jeans with holes in them, must wear leggings underneath the jeans.

14. 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.
15. Students may wear hats and/or head coverings to ballgames.

The following items may not be worn in the school except with special permission: Hats, 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.

## **7.6 Discipline**

### **7.6.1 Purpose**

District, school, and classroom rules, procedures, and policies are in place to help ensure a safe and orderly environment. A high level of mutual respect is expected from all who are learning and working in Windsor schools. Learning self-discipline is a part of the educational process and is characteristic of a good citizen. We believe our students are capable of meeting our high expectations of self-discipline. Disciplinary actions are taken to maintain an appropriate learning environment that is free from disruptions to the learning process. The intent is to assist students in identifying unacceptable behaviors and learning appropriate behaviors. Progressive consequences are established by board policy based on the seriousness of the offense.

### **7.6.2 Student Rights and Responsibilities**

#### **Students have a right:**

- To the opportunity for a free and appropriate education
- To expect a safe and secure school environment
- To expect an environment conducive to learning
- To not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap
- To be informed about school rules and regulations
- To adhere to the discipline code and be held to a high standard of behavior
- To have his/her side stated during discipline issues

#### **Students have the responsibility:**

- To know and follow the rules, regulations and procedures established under and by board policy.
- To respect the dignity and worth of every individual
- To refrain from libel, slander, and profanity
- To be present and punctual
- To study and seek his/her best academic performance.
- To seek to preserve and improve the school environment, and to respect the personal property of others
- To refrain from disobedience, misconduct, and other such actions or inactions which may lead to physical harm to others or to property, or which disrupts the educational process.
- To obey the law, especially as it relates to the use or possession of alcohol, illegal drugs, tobacco, or weapons

#### **General Expectations**

- Talk and listen to each other
- Treat each other with kindness, fairness, honesty and respect
- Respect the rights and property of the school and its people
- Act in ways which protect individuals safety and the safety of others
- Listen to and follow the directions of all school adults
- Learn and allow others to do the same

### **7.6.3 School Jurisdiction**

Once a student boards a bus or enters the school grounds, he/she is under the jurisdiction of the school. In order to leave, the student must have permission from the principal's office. School personnel also have jurisdiction at any school-sponsored activity either on school property or at any other venue.

### **7.6.4 Staff Authority**

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

### **7.6.5 Disciplinary Actions**

#### **Board policy Regarding Suspension and Expulsion**

The following is the policy of the board of education regarding Student Conduct and suspensions/expulsions. Missouri law provides the following criteria:

1. Suspension of a student for up to ten (10) school days by the principal.
2. Suspension of a student for up to 180 school days by the superintendent of schools.
3. Expulsion of a student by the board of education.

#### **Notification of Law Enforcement/Documentation in Permanent Records**

Certain disciplinary issues fall under the Safe Schools Act and the district will comply with all provisions of this Act found in Section 167 of the Revised Statutes of Missouri. That may include notification of Law Enforcement and documentation in the student's permanent record. The assistant principal, principal, or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF. It is the policy of the Henry County R-1 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in Board Policy JGF.

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

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

#### **Expulsion**

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

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

While under OSS, students are prohibited from being on the school grounds. At no time during suspension will a student be allowed on campus without administrative approval. The parent/guardian must request and pick up work without the presence of the suspended student. A student returning from serving OSS must turn in all homework on the day the student is scheduled to return. Zeros will be

given for any work not turned in on the first day back. Students will receive a maximum of 80% on work completed while on OSS. All tests must be made up by the second day the student has returned. Parents will be notified either by telephone or email when an Out-of-School Suspension takes effect. While serving OSS the student may not participate or attend any school-sponsored activity whether home or away.

When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if the student is not suspended or expelled from school. Likewise a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. The district administration reserves the right to make these decisions based on what is in the best interest of the educational process of the district. In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

\*The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on the district property

\*The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

\*The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

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

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

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. Parents/ guardians will be notified if their student is assigned In-School-Suspension.

### **Impact on Grades**

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

### **Teacher Detention**

Thirty minutes in length and are held in the classroom of the assigning teacher. Teacher detentions are usually held from 3:50 P.M. to 4:20 P.M., but may vary according to individual circumstances. Sufficient notice of within 24 hours will be given either by a phone call or email before the detention is served. The student is also responsible for notifying the parent/guardian.

## **STUDENT DISCIPLINE GUIDE (School Board Policy JG-R)**

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

on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

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

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

### **Application**

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

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

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

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

### **7.6.6 UNACCEPTABLE BEHAVIOR AND CONSEQUENCES**

Fairness and Administration Discretion:

Issues of fairness and the unique nature of each situation in regard to severity, frequency, student age, and related circumstances require substantial latitude in the selection of an appropriate consequence. It is also impossible to list all possible infractions. For those reasons, the administration may deviate from the following consequences if they deem necessary. Administrative discretion will take precedent over stated discipline policies depending on the severity and nature of the offense in all school discipline policy decisions. They will always try to be fair and consistent in the handling of disciplinary matters. Multiple infractions will be cumulative and may lead to more serious consequences. Depending on the severity, the administration may choose to notify the local law enforcement agency, and/or Child Services.

### **Discipline Procedures**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. Administrative discretion exists in all discipline matters



depending on the severity and nature of the offense in all school discipline policies. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student’s discipline file pursuant to law and Board policy.

**Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to enforce student code of conduct rules and administrative discretion exist in all discipline matters to tailor consequences when appropriate for all age level of students in the building depending on the severity and nature of the offense when making decisions on student discipline procedures.

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

First Offense	Subsequent Offense		
No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.		

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense	Subsequent Offense		
Suspension or revocation of parking privileges, detention, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.		

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

First Offense	Subsequent Offense		
Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.		

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense	Subsequent Offense		
Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, or in-school suspension.	Principal/Student conference, detention, or in-school suspension.		

**Leaving Class Without Permission** - leaving the classroom without permission of the teacher or adult in charge.

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

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

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

**Profane and/ or Inappropriate Language** – All students have a right to attend school without having to hear profane and/ or inappropriate language. Obscenities and/ or name-calling do not show respect for the rights of others. Students showing this type of behavior will be subject to the following:

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

**Student Dress Code Violations** – Students who fail to meet the dress code requirements as instructed will face discipline consequences as follows:

First Offense	Second Offense	Third Offense	Subsequent Offense
Conference w/administrator – Change Clothing	Change – 1-5 days ISS	Change 1-3 days OSS	

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

First Offense	Subsequent Offense		
Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.		

**Assault** –

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Subsequent Offense		
10-180 days out-of-school suspension or expulsion.	Expulsion.		

**Bullying and Cyberbullying** – (see Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. (Students are to promptly report acts of Bullying to a teacher, administrator, or to **Counselor/Assistant Principal** our school bullying coordinators.)

First Offense	Subsequent Offense		
Detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.		

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

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

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

First Offense	Subsequent Offense		
In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.		

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

First Offense	Subsequent Offense		
In-school suspension or 1-180 days out-of-school suspension.	11-180 days out-of-school suspension or expulsion.		

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

First Offense	Subsequent Offense		
1-180 days out-of-school suspension or expulsion.	11-180 days out-of-school suspension or expulsion		

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense:	Subsequent Offense:
Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense	Subsequent Offense		
Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.		

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

First Offense	Subsequent Offense		
Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Subsequent Offense		
Principal/Student conference, loss of privileges, detention, or in-school suspension.	Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.		

**Harassment 2. Sexual Harassment – (see Board Policy AC)**

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Subsequent Offense		
In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.		

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

First Offense	Subsequent Offense		
In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.		

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

First Offense	Subsequent Offense		
Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.		

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

First Offense	Subsequent Offense
Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Electronic Device Misuse** – Possession or use of toys, cell phones, games, MP3 players and other electronic devices that are not authorized for educational purposes. Failure to surrender electronic device will result in additional out of school suspension.

First Offense	Subsequent Behavior
If electronic device is misused, the device will be confiscated and will need to be picked up by the parent/guardians of the student. This will also result in 1-3 days ISS/OSS and the filing of appropriate other discipline (harassment, bullying, defiant behavior)	Device will be confiscated for 30 days and returned to the parent. Any misuse for harassment, bullying illegal videotaping, etc. will be dealt with on an individual basis. The administrator may assign additional disciplinary consequences based on this misuse.

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

First Offense	Subsequent Offense		
Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.		

**Technology Misconduct** – (see Board policy EHB, and KKB and procedure EHB-AP1)

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

First Offense	Subsequent Offense		
Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.		

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. Any cell phone seen, used or heard during school hours (8:05 a.m. until 3:03 p.m.) will be confiscated and kept 30 calendar days. Parents/Guardians may not pick up the confiscated item until the 30 calendar days are completed.

First Offense	Subsequent Offense		
Confiscation, principal/student conference, detention, or in-school suspension.	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Subsequent Offense		
Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.		

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

First Offense	Second Offense		
Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.		

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

First Offense	Second Offense		
Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.		



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

First Offense	Second Offense		
Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.		

**Tobacco** –

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

First Offense	Subsequent Offense		
Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.	Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.		

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

First Offense	Subsequent Offense		
Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.	Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.		

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, or 1-3 days in-school suspension.	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.		

**Tardiness** – Being punctual to class is the student’s responsibility. In the break between classes, the student must take care of his/her personal business and report to class before the tardy bell rings. At the discretion of each teacher further tardy procedures may be reflected in the classroom syllabi. Any student failing to do so without a note from a staff member is considered tardy. Notes from home will not justify an excused tardy. As with attendance, tardies are accumulated by the semester. The following procedure will be followed for students who are tardy:

First Offense (4 <sup>th</sup> Tardy)	Second Offense( 5 <sup>th</sup> tardy)	Third Offense (6 <sup>th</sup> tardy)	7 <sup>th</sup> , 8 <sup>th</sup> , and 9 <sup>th</sup> Tardy Parent Contact, 3 Days ISS
Parent contact, student warning	Parent contact, 1 Day ISS	Parent Contact, 2 Days ISS	<b><i>10<sup>th</sup> + Tardy results in OSS</i></b>

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

First Offense	Subsequent Offense		
Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.		

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

First Offense	Subsequent Offense		
Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.		

**Weapons – (see Board policy JFCJ)**

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

First Offense	Subsequent Offense		
In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.		

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

First Offense	Subsequent Offense
One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.	Expulsion.

- Possession or use of ammunition or a component of a weapon.

First Offense	Subsequent Offense
In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.

**Disrespectful Conduct or Speech Towards Faculty/Staff (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written or symbolic language or gestures that are rude, vulgar, defiant, disparaging or demeaning, i.e., Lying to an administrator or staff member, threats of violence or defamation of a person’s race, religion, gender or ethnic origin or considered inappropriate to public settings.

First Offense	Second Offense	Third Offense	Subsequent Offense
1-5 ISS or 1-5 OSS	5-10 OSS	10 Days OSS/Possible Referral to Superintendent for further suspension.	Expulsion

### 8.0 Complaint Procedure

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

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

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

Superintendent of Schools  
 Mr. Scott Ireland  
 210 North Street  
 Windsor, MO 65360  
 Ph.: (660)-647-3533

The compliance officer will

- Coordinate district compliance with this policy and the law.

2. Receive all grievances regarding discrimination and harassment in the Windsor R-1 School District
3. Serve as the districts designated Title IX, Section 504 and Americans with Disabilities Act (ADA) Coordinator, as well as contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences
5. Seek legal advice when necessary to enforce this policy.
6. Report to the Board aggregate information regarding the number and frequency of grievances and compliance with this policy
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the Board of Education

# Appendix

## Staff List 2020-2021

**Principal, Brad Hunter**

**Assistant Principal, Justin Wells**

**Administrative Assistant, April Wood**

**Athletic Director, Brad Forrest**

**Counselor, Sherry Foster**

**Special Services Director, Stan Henderson**

**504 Coordinator, Stan Henderson**

**Technology Coordinator, Donnie Mayes**

**Librarian, Mel Lynde**

**Agriculture Education, Laura Cooley**

**Agriculture Education, Kayla Kuhlman**

**Art, Yuliya Kirts**

**Business, Mattea Howard**

**Business, Wendy Daugherty**

**Communication Arts, Felicia Melton**

**Communication Arts, Autumn Edwards**

**Communication Arts, Valerie Hunt**

**FACS, Katherine Lawson**

**Nurse, Rachel Vencill**

**Mathematics, Chrissy Jennings**

**Mathematics, Tim Murphy**

**Mathematics, Abby Vencill**

**Music, Chris Micheals**

**Paraprofessional, Lynn West**

**Paraprofessional, Tammy Crawford**

**Physical Education, Bethany Moss**

**Physical Education, Jake Vencil**

**Science, Brad Forrest**

**Science, Carla Hamilton**

**Science, Kimberly Luetjen**

**Social Studies, Amy Moser**

**Social Studies, Carrie Pummill**

**Social Studies, Will McKnight**

**Special Services, Jennifer McKnight**

**Special Services, Jennifer Smith**

**Foreign Language, Hannah Yonce**

Behavior Matrix	All Settings	Classroom	Hallways/ Lockers	Cafeteria/ Commons Area	Bathroom	Assemblies	Bus
<b>Responsible</b>	<p>Follow school expectations</p> <p>Follow safety procedures</p> <p>Follow dress code</p> <p>Clean up after self</p> <p>Always represent your school in a positive manner</p> <p>Follow cell phone policy</p> <p>Inform staff of all problems and/or issues immediately</p>	<p>Be prepared for class by the bell</p> <p>Stay in supervised and designated areas</p> <p>Work the entire class period as directed</p> <p>Fulfill your responsibility in groups</p> <p>Seek out assistance when needed</p> <p>Turn in all work on time</p>	<p>Watch for and report bullying of any type</p> <p>Keep hallways &amp; lockers clean</p> <p>Do not put up any writings or posters without administrative approval</p> <p>Keep all hands to ourselves</p>	<p>Follow cafeteria Expectations</p> <p>Visit with your fellow classmates, but do so in a quiet manner as to not disrupt the learning process of others in classes</p> <p>Do not leave the cafeteria until the bell or without permission of the staff member on supervision duty</p>	<p>Report problems and vandalism</p> <p>Keep it clean</p> <p>Wash hands</p> <p>Do not write anything on the wall or the stalls</p>	<p>Enter and exit in an orderly manner</p> <p>Stay seated in the appropriate area</p> <p>Report to the appropriate designated area</p>	<p>Keep hands, feet and other objects to yourself inside the bus</p>
<b>Respectful</b>	<p>Follow adult direction the 1<sup>st</sup> time</p> <p>Treat others the way you want to be treated</p> <p>Use school appropriate language and tone</p> <p>Respect others personal space and property</p> <p>Treat school property with respect</p> <p>Keep your hands, feet, objects, and unkind words to yourself</p>	<p>Listen actively to designated speaker</p> <p>Relate discussion to classroom topic</p> <p>Honor classroom, work area, and materials</p> <p>Be respectful of all classroom policies</p>	<p>Be respectful to fellow students and faculty members in the hallways</p> <p>Do not touch others locker or property without their permission</p> <p>Please do not push, shove, or trip any other student</p>	<p>Use polite behavior while waiting in single-file line</p> <p>Use good manners</p> <p>Be polite to the cafeteria personnel</p> <p>Eat only off your Tray</p> <p>Please dispose of all trash properly. You are responsible for cleaning up after yourself</p>	<p>Request to use the restroom</p> <p>Return to class promptly</p> <p>Flush after using the toilet</p> <p>Dispose of paper towels properly</p>	<p>Be polite to peers and adults</p> <p>Listen actively</p> <p>Be respectful to those seated around you</p> <p>Inappropriate conduct will not be tolerated at assemblies</p>	<p>Stay in your seat facing forward</p> <p>Follow bus rules</p> <p>Be respectful to the bus driver</p>
<b>Ready</b>	<p>Arrive to school on time every day</p> <p>Be a positive participant</p> <p>Listen actively to designated speaker</p>	<p>Be in classroom when bell rings</p> <p>Get out needed materials</p> <p>Stay on task</p> <p>Keep walkways clear</p>	<p>Bring all materials you need for class</p> <p>Move to class on time</p> <p>Walk at all times</p>	<p>Have money and/or card ready</p> <p>Please be polite to the cashier and they are expected to be polite to you</p>	<p>Have your signed agenda/hall pass</p>	<p>Wait patiently for program to begin</p> <p>Focus on the topic</p> <p>Wait for the an administrator to dismiss students</p>	<p>Follow adult direction the 1<sup>st</sup> time with the approval of the bus driver</p> <p>Be on time for the Bus.</p>

**“Treat everyone with politeness, even those who are rude to you. Not because they are nice, but because you are.”**

**Anonymous**



# 2020-2021 School Calendar

Student Days	Teacher Days	Teacher School Day 7:20-3:50	Henry County R1 2020-2021 Calendar Students/Teachers - Four Day	WES School Day 7:50-3:35
4	8		8/18-8/21 PD Days 8/20 Open House / WES 5:00-7:00pm WHS 6:00-8:00pm 8/25 First Day of School	WES School Day 7:50-3:35
17	18		9/4 No School 9/28 No School / PD Day	WHS School Day 7:45-3:25
28	28		10/16 End of 1st Quarter 10/20 Start of 2nd Quarter 10/26 No School / PD Day	
34	38		11/2 P/T Conf. @ WES 12:00-7:30pm 11/9 P/T Conf. @ WHS 12:00-7:30pm 11/25 - 11/27 Thanksgiving Break 11/30 No School / PD Day	
40	44		12/22 End of 2nd Quarter / 1st Semester 12/22 Early Out / WHS 1:00pm WES 1:10pm 12/23-31 Christmas Break	
48	58		1/1 No School / New Year's Day 1/4 No School / Conference PD Day 1/5 Start of 3rd Quarter / 2nd Semester 1/25 No School / PD Day	
58	57		2/22 No School / PD Day	
68	70		3/12 End of 3rd Quarter 3/15 No School / PD Day 3/16 Start of 4th Quarter	
78	77		4/1 & 4/2 No School / Easter Break 4/26 No School / PD Day	
88	87		5/23 Graduation 5/24 No School / PD Day 5/28 End of 4th Quarter / 2nd Semester 5/28 Early Out / WHS 1:00pm WES 1:10pm 5/28 Work Day	
200	204	Total Days	Snow Make-Up Days in Order: March 1 March 8 April 12 April 19 May 3 May 10	



# Signature and Return Page

Dear Student and Parent/Guardian:

We ask that you review the entire handbook. Please sign and detach this form and return it to the High School Office.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_  
(Please Print)

We have read and understand the material in the student handbook.

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

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

Comments: