

**Windsor Elementary School
2014-15 Student Handbook
and Discipline Code
Henry County R-1 School District**

**"Working together we can and will make a difference
in the lives of our students!"**

"Home of the Greyhounds"



Mrs. Debbie J. Phillips, Elementary Principal

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Student Handbook Table of Contents

| | |
|-------------|---|
| p.4 | 1.0 Legal Notifications |
| | 1.1 Notice of Non-Discrimination |
| | 1.2 Special Education – Free and Appropriate Public Education Notice |
| p.5 | 1.3 Student Records |
| | 1.3.1 Notification of Parents Rights under FERPA |
| | 1.3.2 Disclosure of Education Records |
| p.6 | 1.3.3 Record of Requests for Disclosure |
| | 1.3.4 Directory Information |
| | 1.4 No Child Left Behind |
| p.7 | 1.5 Parental Information and Resource Center (PIRC) |
| | 1.6 Surrogate Parent Program |
| p.8 | 1.7 Sexual Harassment |
| | 1.8 Complaint Resolution Procedure for Improving America’s School Act Program |
| p.9 | 1.9 Firearms |
| | 1.10 Sexual Offenders |
| | 2.0 General Information |
| | 2.1 Mission Statement |
| | 2.2 Vision Statement |
| | 2.3 District Goals for 2012-2013 |
| p.10 | 2.4 Admission |
| | 2.5 Change of Address or Phone Number |
| | 2.6 Withdrawals p. 8 continued |
| | 2.7 District Tobacco Policy |
| | 2.8 Current Year Prices and Fees |
| | 2.9 Meal Accounts – Payment Matters |
| p.11 | 2.10 Daily Schedule |
| | 2.11 Building Access |
| | 2.12 Parent Involvement/Visitors |
| | 2.13 Parking |
| | 2.14 Emergency Procedures and Drills |
| p.12 | 2.15 Calendar |
| p.13 | 3.0 Communication |
| | 3.1 Phone Numbers |
| | 3.2 Website |
| | 3.3 School Reach- Emergency Alert System |
| | 3.4 Email |
| | 3.5 Use of School Telephones |
| | 3.6 Newsletters |
| | 3.7 <i>Windsor Review</i> Articles |
| | 3.8 Parent Conferences |
| p.14 | 3.9 Parent Organizations |
| | 3.10 Grade Reports |
| | 3.11 Progress Reports/Midterms |
| | 3.12 School Closings |
| | 3.13 Parent Portal |
| | 4.0 Academics |

| | |
|-------------|--|
| | 4.1 Library Media Centers |
| p.15 | 4.2 Computer/Internet Usage |
| | 4.3 Testing |
| p.16 | 4.4 Special Services |
| | 4.5 Grading Scale for Elementary Grades |
| | 4.6 Retention in Grade |
| p.17 | 4.7 Homework/ Late Work Policies/ ZAP Policy |
| | 4.8 Awards and Recognitions |
| | 4.8.1 Recognitions |
| | 4.8.2 Honor Roll |
| p.18 | 5.0 School Attendance |
| | 5.0.1 Make-up Work |
| | 5.1 Absences |
| p.19 | 5.2 Tardiness |
| | 5.3 Release of Walkers & Car Riders after School |
| | 5.4 Other than Normal Release |
| | 5.5 Student Release during the School Day |
| p.20 | 5.6 Early Dismissal/School Cancellation |
| | 5.7 Crosswalk |
| | 5.8 Traffic and Parking |
| | 6.0 Student Services |
| | 6.1 Food Service |
| | 6.1.1 Closed for Lunch Hour |
| | 6.1.2 Breakfast and Lunch Program |
| p.21 | 6.1.3 Meal Prices and Payment |
| | 6.1.4 Lunch Visitors |
| | 6.1.5 Home Baked Goods |
| | 6.2 Health Services |
| | 6.2.1 School Nurse |
| | 6.2.2 Illness -changes |
| p.22 | 6.2.3 Contagious Disease and Conditions |
| | 6.2.4 Medication |
| | 6.2.5 Immunizations |
| | 6.2.6 Health Screenings |
| | 6.2.7 Student Health Insurance |
| p.23 | 6.3 School Counselor |
| | 6.3.1 Counseling Services |
| | 6.4 Transportation |
| | 6.4.1 Eligible Riders |
| | 6.4.2 Ineligible Riders |
| p.24 | 6.4.3 Bus Passes |
| | 6.4.4 School Bus Rules and Regulations |
| | 6.4.5 Bicycles |
| | 7.0 Student Activities |
| | 7.1 Code of Conduct |
| p.25 | 7.2 Permission Slips |
| | 7.3 School Trips |
| | 8.0 Discipline Code |
| | 8.1 Student Conduct |

| | |
|------|--|
| | 8.2 Dress Code Elementary |
| | 8.3 Discipline |
| p.26 | 8.3.1 Purpose |
| p.27 | 8.3.2 Windsor Elementary School “PAWS”itive Behavior Expectation Matrix |
| p.28 | 8.3.3 School Jurisdiction |
| | 8.3.4 Staff Authority |
| | 8.4 Students with IEPs (<i>Individual Education Plans</i>) |
| | 8.5 Electronic Devices |
| | 8.6 Elementary Behavior Plan |
| p.29 | 8.7.1 Behavior Definitions |
| p.30 | 8.7.2 WES Discipline Policy |
| p.31 | 9.0 School-Parent-Student Compact (TO BE SIGNED AND RETURNED TO SCHOOL) |

1.0 Legal Notifications
Henry County R-I School District

1.1 Notice of Non-Discrimination

The Henry County R-1 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle the inquiries regarding the non-discrimination policies:

1.2 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. Henry County R-1 School District assures that to comply with the full educational opportunity goal, service for students three (3) through twenty-one (21) has been fully implemented. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf, blind, autism, early childhood special education, and traumatic brain injury.

Henry County R-1 School District assures that it will provide information and referral services necessary to assist the state in the implementation of early intervention services for infants and toddlers eligible for the Missouri’s First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the US Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

Henry County R-1 School District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the office of the Superintendent of schools. The Local Compliance Plan is a written narrative that describes the district’s plan for compliance with the requirements for identifying and serving all students with disabilities. Included in the plan are the policies and

procedures that the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34CFR76.301 of the General Education Provision Act. Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resided in the district. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name, address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Director of Special Services at 660-647-3721.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

1.3 Student Records

1.3.1 Notification of Parent Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their minor children's educational records. They are:

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

1.3.2 Disclosure of Education Records

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

1. To school officials who have a legitimate educational interest in the records. A school official is defined as a person employed by the district as an administrator, supervisor, or support staff member, including health or medical staff, or a person elected to the School Board, or a person employed by or under contract to the District to perform a special task, such as an attorney, auditor, medical consultant, or therapist. A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to the discipline of a student.
 - Performing a task related to a student's education.
 - Providing a service or benefit relating to the student or student's family, such as

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

1.3.3 Record of Requests for Disclosure

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

1.3.4 Directory Information

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 notified in writing to the contrary within 10 school days after the first day of attendance every school year.

1.4 No Child Left Behind

Our district is required to inform a parent or guardian of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request our district is required to provide for you in a timely manner, the following information:

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

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

- Information on the achievement level of the parent’s child in each state academic assessments as required under this part, and
- 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.

1.5 Parental Information and Resource Center (PIRC)

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

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

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

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

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

1.6 Surrogate Parent Program

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

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person-the person responsible for the district's special education program.

1.7 Sexual Harassment

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

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

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

The complaint procedure is available in Board Policy AC.

1.8 Complaint Resolution Procedure for Improving America's School Act Program

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the No child Left Behind Act (NCLB).

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 persons 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.

1.9 Firearms

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

The possession or use of a weapon, except where authorized by law, is prohibited in all school buildings, on or about school grounds, and at all school activities. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. (Weapons Free Schools Act of 1994)

1.10 Sexual Offenders

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

2.0 General Information

2.1 Mission Statement

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

2.2 Vision Statement

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

2.3 District Goals for 2013-2014

Goals established by Comprehensive School Improvement Plan (CSIP)

- Goal One: Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
- Goal Two: Recruit, attract, develop, and retain qualified staff to carry out the District, mission, goals and objectives.
- Goal Three: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
- Goal Four: Promote, facilitate, and enhance parent, student and community involvement in District educational programs.

- Goal Five: Govern the District in an efficient and effective manner providing leadership and representation to benefit the students, staff and patrons of the district.

2.4 Admission

The school district admits and educates all students who are residents of the district. The district does not accept privately paid tuition-paying students from other districts.

2.5 Change of Address or Phone Number

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

2.6 Withdrawals

If it becomes necessary for a student to withdraw from school, the parent should inform the Principal, the Counselor, school office, and the student's teacher as soon as possible telling them the expected withdrawal date. All books and equipment must be in good condition and be returned to the teachers. A fee will be assessed for damaged or lost district materials.

2.7 District Tobacco Policy

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

2.8 Current Year Meal Prices and Fees

| | |
|------------------------------|--------|
| Elementary Breakfast | \$1.10 |
| Elementary Reduced Breakfast | \$0.30 |
| Elementary Lunch | \$2.00 |
| Elementary Reduced Lunch | \$0.40 |
| Extra Milk | \$0.35 |
| Kindergarten Snack | \$0.40 |
| Adult Breakfast | \$2.10 |
| Adult Lunch | \$2.60 |

2.9 Meal Accounts – Payment Matters

Parents are encouraged to pay for student meals on either a weekly or monthly basis. Accounts should always have a positive balance of money in them against which daily charges can be subtracted. For those who pay full price for breakfast and lunch \$ 15.50 should be added to each account every week, at current prices.

Charges of more than \$ 25.00 will result in the loss of charging privileges. Several attempts will be made to inform parents when the child's account has no money in it. Parents will be notified once the account balance has reached negative \$15.00, and parents will be notified again until money is collected on the account and it is brought into a positive balance. If the account reaches \$25.00 in the negative, and if you do not provide a sack lunch for your child, he or she will be served an alternate meal. The alternate lunch consists of a peanut butter and jelly sandwich and the additional sides of the day's menu at a cost of \$1.60 that will be applied against your child's account. The primary responsibility for keeping money in the account is the parent's/guardian's responsibility.

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

2.10 Daily Schedule/School Arrival Time

Students should not arrive at school before 7:30. No supervision is provided before that time, and doors are not open. As students arrive, they should report to the gym through the front doors of the school. Students eating breakfast will then go to the cafeteria. Students who are not eating breakfast will remain in the gym.

| | |
|----------------------------------|-----------|
| Building Open | 7:30 a.m. |
| Breakfast Served | 7:30 a.m. |
| Breakfast Line Closes/First Bell | 7:55 a.m. |
| Tardy Bell/School Begins | 8:00 a.m. |
| Bus Riders Dismissed | 2:45 p.m. |
| Car Riders Dismissed | 2:50 p.m. |
| Walkers Dismissed | 2:55 p.m. |

2.11 Building Access

The school building will normally be open from 7:30 to 2:55. During the day, all doors will remain locked, except the front door and Washington door during drop-off hours of 7:30-8:00. Students are supervised at school until loaded on the buses or dismissed at the door as walkers/car riders. No supervision is provided outside of these hours unless prior arrangements have been made.

2.12 Parent Involvement/Visitors

Parental involvement is critical to the success of our students and our school, and we welcome your participation. However, we request that parents/guardians make an appointment to see the teacher, principal, or counselor. This will enable us to set aside a specific time for discussion. Likewise visits to the classroom must be arranged through the Principal's office with prior administrative approval. This enables us to protect instructional time from excessive interruptions during the day. **Please do not go to your child's classroom without an appointment and disrupt instruction.** Classrooms are defined as: homeroom, art, music, P.E. computer lab, library, and recess. You may visit your child during lunch in the cafeteria after checking in at the office. (Please see below and section 6.1.4). All visitors must sign in at the Principal's 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. Office personnel will be responsible for calling a child 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 children/students come to school with them during the school day. Parents/guardians/grandparents are the only visitors allowed to visit with students at lunch. Other guests may be approved by Administration with parental request.

2.13 Parking

No parking is allowed in the circle drive itself, not even for a quick trip inside. Please park on Washington St. or in one of the available visitor parking spaces in one of our school parking lots. There is a small parking space available in the corner of the right side of the circle drive for "quick trips" into the office.

2.14 Emergency Procedures and Drills

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

2.15 Calendar

2014-2015 CALENDAR

Approved 1/13/2014

Early Dismissal (12:50 @ WES & 1:00 @ WHS)

| HENRY COUNTY R-I SCHOOL DISTRICT | | | | | | | Days in Month | Yearly Total |
|---|--|--|--|--|--|--|---------------|--------------|
| AUGUST 2014 1 2 07 - New Staff Orientation 3 4 5 6 7 8 9 11 - District Meeting AM / Bldg & Dept Meetings - Open House 10 11 12 13 14 15 16 12 - Teacher Work Day 17 18 19 20 21 22 23 13 - Begin 1st Quarter & 1st Semester (First Day for Students) 24 25 26 27 28 29 30 29 - Kaysinger Conference PD Day - at Windsor - No School 31 | | | | | | | 12 | 12 |
| SEPTEMBER 2014 1 - Labor Day (No School) 7 8 9 10 11 12 13 19 - Professional Development (Early Dismissal) 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | | | | | | | 21 | 33 |
| OCTOBER 2014 1 2 3 4 17 - Professional Development (Early Dismissal) 5 6 7 8 9 10 11 17 - End 1st Quarter (46 days) 12 13 14 15 16 17 18 20 - Begin 2nd Quarter 19 20 21 22 23 24 25 21 - Parent-Teacher Conferences 3:30-7:00 PM 26 27 28 29 30 31 23 - Parent-Teacher Conferences 3:30-7:00 PM 24 - No School | | | | | | | 22 | 55 |
| NOVEMBER 2014 1 2 3 4 5 6 7 8 14 - Professional Development (Early Dismissal) 9 10 11 12 13 14 15 26-28 - Thanksgiving Vacation (No School) 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | | | | | | | 17 | 72 |
| DECEMBER 2014 1 2 3 4 5 6 19 - End 2nd Qtr & 1st Semester (41/87 days) 7 8 9 10 11 12 13 (Early Dismissal/11:05 @ WES; 11:15 @ WHS) 14 15 16 17 18 19 20 20-31 - Christmas/New Year Break (No School) 21 22 23 24 25 26 27 28 29 30 31 | | | | | | | 15 | 87 |
| JANUARY 2015 1-4 Christmas/New Year Break (No School) 5 - Begin 3rd Quarter & 2nd Semester 11 12 13 14 15 16 17 16 - Professional Development (Early Dismissal) 18 19 20 21 22 23 24 19 - Martin Luther King Jr. Day (No School or 1st Make-Up Day) 25 26 27 28 29 30 31 | | | | | | | 19 | 106 |
| FEBRUARY 2015 1 2 3 4 5 6 7 12 - Parent Teacher Conferences - 3:30-7:30 8 9 10 11 12 13 14 13 - Early Dismissal (Staff released at dismissal) 15 16 17 18 19 20 21 16 - President's Day - (No School - 2nd Make-Up Day) 22 23 24 25 26 27 28 | | | | | | | 19 | 125 |
| MARCH 2015 1 2 3 4 5 6 7 6 - End 3rd Quarter (43 days) 8 9 10 11 12 13 14 6 - Professional Development (Early Dismissal) 15 16 17 18 19 20 21 9 - Begin 4th Quarter 22 23 24 25 26 27 28 16-20 - Spring Vacation 29 30 31 | | | | | | | 17 | 142 |
| APRIL 2015 1 2 3 4 3 - Good Friday - No School or 3rd Make-Up Day 5 6 7 8 9 10 11 17 - Professional Development (Early Dismissal) 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | | | | | | | 21 | 163 |
| MAY 2015 MAP/EOC Testing - May 4-8 1 2 15 - End 4th Quarter & 2nd Semester (44/87 days) 3 4 5 6 7 8 9 15 - Earliest Possible Last Day for Students (Early Dismissal) 10 11 12 13 14 15 16 17 - WHS Graduation - 2:00 PM 17 18 19 20 21 22 23 18 - Teacher Work Day 24 25 26 27 28 29 30 18,19,20 - 4th, 5th & 6th Make-Up Days | | | | | | | 11 | 174 |

- Key**
- Teacher Contract Day
 - Begin Qtr/Semester
 - Vacation (No School)
 - Early Dismissal
 - End Qtr/Semester

- Make-Up Days***
- 1 - January 19
 - 2 - February 16
 - 3 - April 3
 - 4 - May 18
 - 5 - May 19
 - 6 - May 20

- Teacher Contract Days**
- August 7- New Teachers Only
 - August 11
 - August 12
 - August 29 - Conference PD Day
 - October 21 & 23 After School PT Conferences
 - February 12 - After School PT Conferences
 - May 18 - Teacher Work Day**

* School closures will be made up in this order.
 **Last contract day immediately follows last student day.

3.0 Communication

3.1 Phone Numbers

Administrative Telephone Numbers

- Superintendent 647-3533
- Elementary Principal 647-5621 ext. 203
- Elementary Counselor 641-5621 ext. 205
- Director of Special Services 647-3721
- Director of Transportation 647-5732

3.2 Website

The school's website address is: www.henrycountyr1.k12.mo.us

3.3 School Reach – Emergency Alert System

Parents/Patrons will receive a letter from the school office at the beginning of the school year about the district's emergency alert system, called School Reach. The district will make notifications through School Reach of school closings and other emergency changes in scheduling. These are made through phone, text, and email messaging.

3.4 E-mail

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

3.5 Use of School Telephones

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

3.6 Newsletters

The WES elementary office sends home monthly newsletters from the Elementary Principal and Counselor, with student information and upcoming dates of importance. Every classroom teacher (or grade-level) sends home at least a twice-monthly newsletter with vital classroom information. If you do not receive one, please contact the school office or your child's teacher. These newsletters are also available online at our Henry County R1 School website. If you would prefer to receive your child's classroom newsletter via your email address, please contact your child's classroom teacher.

3.7 Windsor Review Articles

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

3.8 Parent Conferences

Parent/teacher conferences are held at the end of the first quarter and again in February prior to third quarter. During the planned conference days, elementary conferences are scheduled by the teacher. We encourage all parents to come and visit with the teacher about their child's

progress. Additional conferences are available any time upon parent request.

3.9 Parent Organizations

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

- Elementary PTO (Parent Teacher Organization)

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

3.10 Grade Reports

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

3.11 Progress Reports/Midterms

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

3.12 School Closings

In the event of severe weather or mechanical breakdown, school may be closed. School closings and other emergency changes in scheduling are announced on School Reach, and school closings are announced on the following radio stations: KDKD-Clinton (1280 AM; 95.3 FM); KAYQ-Warsaw (97.1 FM); KSIS-Sedalia (1050 AM); KSDL-Sedalia (92.3 FM); KXKX-Sedalia (105.7 FM); KMZU-Carrollton (100.7 FM); KOKO Warrensburg (1450 AM); **and** on T.V. Channel 5-Kansas City. These sources of notification have been used because of their consistent and timely ability to provide the information to district patrons. Our school website will also have any closing posted. It may be accessed at: www.henrycountyr1.k12.mo.us

3.13 Parent Portal

The Henry County R1 School District provides parents/guardians with online access to each child's grades, attendance, lunch accounts, current contact information and other important information regarding the child. Parents can contact the Henry County R1 School District's Central office to obtain the needed passwords and access codes for secure access to their child's information.

4.0 Academics

4.1 Library Media Centers

Students are encouraged to make full use of the library facilities. The library is open from 7:30 to 2:55 each day. All library materials will be checked out before being taken from the library media center. Each student is responsible for all library materials checked out in his/her name. Books are due back to the library media center two weeks after the checkout date.

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

Students with overdue materials or outstanding fines will not be allowed to check out library materials. They may use the materials only in the library. If a book is returned to the library

during the same school year that it was lost and the parent paid the fine for the missing/damaged book, the school will return the fine.

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

4.2 Computer/Internet Usage

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

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

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

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

4.3 Testing

In addition to classroom tests for progress and comprehension of grade-level material, standardized tests are given in the spring. The MAP test is given to all 3rd-6th grade students. The results of your child's performance on these tests are available to you and will become part of your child's file. To better prepare your child to take the MAP test, we also give your child "Smarter Balance" tests online in our computer lab in every subject area tested. Students in grades K-6 will be given the DRA (Developmental Reading Assessment) in the Fall, Mid-Year, and the Spring to monitor his or her Reading progress. Grades K-6 are given formative and progress monitoring tests in Math using Math Connects. Any student who is referred for special services also takes additional tests as necessary.

4.4 Special Services

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

4.5 Grading Scale for Elementary Grades

Kindergarten: Student Progress Report (Checklist format)

Grades 1 through 6:

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

4.6 Retention in Grade

To retain a student in a grade is a very important decision and must be made based on the student's performance and what is educationally best for the student. Social reasons are never sufficient grounds to promote a student. The following guidelines will be observed whenever a decision must be made whether to retain or promote a student.

Retention decisions will be made on a case-by-case basis in consultation with parents, administration, and school staff. The student's grades and school assessment data will be considered in making the decision. The ultimate decision will rest with the administration.

Special Education students will be promoted or retained depending on their progress in attaining the goals of their own Individual Education Plan (IEP).

According to SB319, § 167.645, RSMo, any 4th grade student who is reading below more than one grade level must be retained. The grade level is determined by assessments throughout the school year. Students with an (IEP) are exempt from this policy.

4.7 Home Work/Late Work Policies

ZAP Plan

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

Procedure:

1. Student will be provided a ZAP notice when an assignment is not turned in or is incomplete.
2. When a student receives a ZAP notice they will be required to return the assignment or the signed ZAP notice to the teacher by 8:00 am the following morning. Student work will be accepted at this time for up to 75% credit.
3. If a student fails to return the ZAP or complete the assignment, they will be required to stay after school to complete the assigned ZAP as originally scheduled.
4. If the student fails to serve the ZAP or complete the assignment, an academic intervention form will be completed and a detention / 8th hour will be assigned for the following day.
5. Students that do not serve the assigned detention or fail to complete the work will be referred to the principal. Student will then be assigned additional consequences which will require the student to complete work for up to 50% credit and may include a double detention, ISS or OSS for defiance of authority.
6. Regular abuse of the ZAP policy could lead to out of school suspension (OSS) assigned by the principal.
7. Any assignment not completed as described above, and after principal intervention, may be posted as a ZERO in the grade book.
8. Unfinished homework may still result in loss of recess and/or privileges until work is completed.

Certified teachers will cover after school ZAP time from 3:00 to 4:00 Monday, Tuesday Wednesday, and Thursday. Students are expected to stay for the full ZAP time on designated date unless other arrangements have been made between the teacher and parent(s).

4.8 Awards and Recognitions

4.8.1 Recognitions

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

4.8.2 Honor Roll

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

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

5.0 School Attendance

The Board of Education, staff, and administration of the Henry County R-1 Schools believe regular attendance in school is of extreme importance to a student's success. Absences for whatever reason are missed learning opportunities, and make up work can replace only some of the day's learning. Research has shown that those students who have good attendance records do better in school. Students are required by law (167.031, RSMo.) to be in attendance every day. If a student is not going to be at school a parent/guardian should call and let the school know as soon as possible. Any student that is absent without parent/guardian knowledge will be considered truant. Attendance is the responsibility of the parent. Insist upon regular attendance. Most parents go to great lengths to see that their children are in school every day. Sometimes family problems, illness, and other emergencies often make "getting the kids to school" a difficult task, but the dividends to the child's education are well worth the effort!

5.0.1 Make-up Work

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

5.1 Absences

When a student is absent please notify the school before 8:30. Students who are absent fourteen (14) days or more during the year (7 days per semester) will be referred to outside agencies. Excessive absences will have an effect on grades. Students who are not present at school the entire day will not be able to participate in any after school activities. Students who have served school disciplinary action (ISS or OSS) on a given day will not be allowed to participate in any after school activities on that particular day. Special circumstances will be considered, but prior arrangements must be made with the administration.

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

1. Absences will be classified as "documented" or "undocumented". Documented absences include: death in the immediate family, doctor or dental appointments with a note from the doctor required, any absence caused by the school nurse sending your child home, to attend a school-sponsored activity, to observe required religious holidays, mandated court or juvenile appearances, documented WIC appointments, family emergency or prearranged absences as approved by the principal.
2. **All other absences will be classified as undocumented.**
Excessive absences will be defined as seven (7) undocumented absences in a semester. The district will contact the Children's Division of the Department of Social Services or file an absentee referral with the local Juvenile Office where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parent or that parents are in violation of the compulsory attendance law. The principal may contact parents for a conference to discuss why the student is not attending school regularly; to examine the student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from parents about increasing the student's engagement with school; and to create an attendance

- plan that includes specific intervention strategies designed to improve the student's attendance.
3. Parents will receive a letter from the principal's office when a student has reached his/her 3rd, 5th, and 7th undocumented absence. The district designee (liaison) may arrange an in-home visit to discuss the student's attendance plan and any necessary modifications to the student's attendance plan when the principal deems necessary.
 4. When a student has accumulated 14 absences, the district will determine whether there is reason to suspect educational neglect and whether the parent is violating the compulsory attendance laws. (See #2 above for referral to outside agencies.)
 5. When a student has accumulated 14 absences (either documented &/or undocumented) he/she may be a candidate for retention.

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

5.2 Tardiness

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

After a student receives three (3) undocumented tardies the teacher will notify parents. After six (6) unexcused tardies, an after school detention will be assigned. Additional detentions or other consequences will be given at the discretion of the Elementary Principal for additional tardies. Parents will receive a letter from the principal's office when a student has reached his/her 3rd and 6th undocumented tardy in each quarter. Tardy counts begin again each quarter.

5.3 Release of Walkers and Car Riders after School

Walkers and car riders are supervised inside and as they leave the building. We do not, however, see that each child gets to the appropriate car, or actually heads toward home. If this level of supervision is desired, please meet your child at the front door. No parking is allowed in the circle drive or in the north parking lot except in designated parking spaces. In consideration of all parents and others who do business with the school, we ask parents picking up children after school to park away from the circle drive and to wait outside or in the lobby by the office. **Parents should not walk down the hallways to pick up children.**

5.4 Other than Normal Release

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

If you must phone a change of plans to the secretary, please do so by 2:15 pm so that we can ensure that your child understands how he/she is getting home.

5.5 Student Release during the School Day

Any student who leaves school during the school day must be signed out by a parent/guardian in the elementary office. Students entering school while school is in session will be signed in by

a parent/guardian in the elementary office. Once on school grounds, students are expected to remain at school until dismissal time, unless signed out by parent.

Reasonable efforts are made to insure that students are released only to appropriate persons. If you have specific concerns regarding access to your child, please contact the elementary principal. Parents/guardians are to enter the school building only through the front door. Please check in at the office and the secretary will call for your child to be brought to you. Please do not go to your child's classroom and disrupt instruction.

5.6 Early School Dismissal/School Cancellation

We hope that school will not be dismissed early without previous notification of parents; however, weather conditions will sometimes cause this to happen. Please be certain that both your child and his/her teacher know what the student is to do when he/she leaves school under these circumstances. Clinton, Sedalia and Warrensburg radio stations report early school dismissal to the public. See section 2.11.

5.7 Crosswalk

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

5.8 Traffic and Parking

Cars may drive through the circle drive only after 7:45 a.m. to drop off students. This helps to alleviate congestion during morning bus unloading (7:30-7:45 a.m.). **Please pull all the way to the flagpole** when releasing students to allow for better traffic flow in and out of the driveway. The entrance to the circle driveway is near Washington Street and the exit is opposite the Dairy Queen. As an additional drop off point, the second set of building doors on Washington Street are now open from 7:30-8:00 a.m. each morning for student unloading. **We ask that you do not release your child into either parking lot due to the possibility of a dangerous situation occurring with vehicles entering and exiting the parking lots.** Both the front entrance and the Washington Street doors are open every morning for student access to the building. No parking is allowed in the circle drive itself, not even for a quick trip inside. Please park on Washington St. or in one of the available visitor parking spaces in one of our school parking lots. There is a small parking space available in the corner of the right side of the circle drive for "quick trips" into the office.

6.0 Student Services

6.1 Food Service

6.1.1 Closed Lunch Hour

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

6.1.2 Breakfast and Lunch Program

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

Substitutions or omissions may be made only with a doctor's statement. Parents should discuss this with the Special Services Department and the head cook.

6.1.3 Meal Prices and Payment

See General Information section for current prices and information.

6.1.4 Lunch Visitors

Parents are invited to join their child for an occasional meal at school. Prior arrangement and payment is required. Please contact your child's teacher. Cost for all non-students will be the current adult meal price.

6.1.5 Home Baked Goods

No home baked goods should be brought to school for parties, etc. Only store bought and store wrapped goods are acceptable.

6.2 Health Services

6.2.1 School Nurse

The purpose of the district health services program is to help each student attend school in optimum health, to benefit from the school experience. A school nurse is on duty in the district from 8:00 A.M. – 3:00 P.M. daily. She serves both the elementary and high school. Your child will be given first aid when minor illnesses or accidents occur at school. If your child becomes ill or is involved in a more serious accident, every effort will be made to contact the parent as soon as possible. If the parent cannot be reached, the emergency number listed on the student's emergency contact form will be called. In the event of a significant injury or illness, appropriate medical aid will be summoned.

6.2.2 Illness

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

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

1. **Fever: 100 Degrees or Greater:** A child should have normal temperature and be in normal health and fever free for 24 hours **without medication** before returning to school.
2. **Vomiting or Diarrhea:** No vomiting or diarrhea for 24 hours before returning to school.
3. **Strep Throat or a sore throat that is accompanied by fever and enlarged nodules in the neck.** Your child may return to school 24 hours after beginning antibiotic treatment and being fever free.
4. **Rash of Unknown Cause:** Your child should remain home until the cause is determined. If the rash is due to chicken pox, the child should remain home until all the lesions are scabbed.
5. **Conjunctivitis/Pinkeye:** A reddening of the white of the eye and inner eyelids is noted along with drainage, itching, pain and matting of the eyes. Your child should not attend school until medical attention has determined if it is conjunctivitis (for which medication is required), allergies, or a cold.

6. Head lice or Nits: Your child may return to school after proper treatment and when all the nits have been removed. Until checked by the school nurse, your child will not be allowed to use school transportation (bus).

6.2.3 Contagious Diseases and Conditions

Our district follows the control measures issued by the MISSOURI PUBLIC HEALTH MANUAL (June, 2005). No student may return to school before the recommended time without written permission from his/her doctor.

| Disease | Recommendation |
|---------------------------|--|
| Chicken Pox | Isolation; exclusion from school for 6 days after the appearance of rash |
| Impetigo | Isolation; exclusion until lesions are healed or child is under adequate and continuous medical treatment. |
| Ringworm | Exclusion from school until under adequate medical supervision and treatment. |
| Strep infection | Isolation; May return to school after temperature returns to normal for 24 hours and /or 24 hours of antibiotic treatment. |
| Pediculosis (head lice) | Isolation until effective insecticiding of scalp, skin and clothing. All nits must be removed before student can return to school. |
| Conjunctivitis (pink eye) | Children should not attend until treatment is initiated. |

6.2.4 Medication

School personnel will give no medications unless prescribed or ordered by a doctor. If your child needs to take any medication, 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 should be taken directly to the office. Prescription medications considered "controlled substances" (Ritalin, medications containing codeine, etc.) should NOT be sent to school on the bus. Please make arrangements with the nurse for these medications. Over the counter (OTC) medications can be given at school with written permission from Parent/Guardian. Those medications must be provided from home and sent to school in original package.

6.2.5 Immunizations

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

6.2.6 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. Follow up with a physician is recommended.

6.2.7 Student Health Insurance

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

6.3 School Counselor

6.3.1 Counseling Services

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

6.4 Transportation

6.4.1 Eligible Riders

Students who live 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 and have no sidewalks. Contact the Director of Transportation to determine if you live in one of these areas.

6.4.2 Ineligible Riders

Students who live within one mile of the elementary are not eligible for free transportation services, with the exception of kindergarten and first grade students, who may be transported at parents' request to the nearest designated bus stop. Paid transportation is available on a cost-per-trip basis. The Henry County R-1 School District's policy concerning Student Transportation Rider Eligibility states that the district "will provide free bus transportation for students to and from school who live beyond one mile" from school. The District will provide bus transportation to students currently ineligible **for a fee** under the following guidelines:

- 1) Students will be approved only on a space available basis.
- 2) Students must board the bus at the nearest designated bus stop.
- 3) The last rider accepted will be the first student removed from riding if space is needed for new eligible riders.
- 4) **Non-payment will result in loss of privilege to ride as an ineligible rider.**

The fee payment is as follows:

- 1) Rides must be prepaid. Two ways to pay:
 - a) Regular riders will pay by the month
 - 1) Student rides in the a.m. and the p.m. - \$19.50 per month
 - 2) Student rides in a.m. or p.m. - \$9.75 per month
 - b) Occasional riders – Purchase a punch card - \$5.00
 - 1) The punch card is good for 10 one-way trips – A whole family can use punches off of one card.
 - 2) Students must keep the cards and present them when riding.
 - 3) Cards will not be replaced if lost.

Bus passes can be purchased from the WES Office. Questions regarding eligibility should be directed to the Superintendent's Office, the Principal, or Transportation Department at 647-5732. Checks should be made payable to Henry County R-1 School District.

6.4.3 Bus Passes

Students who need to ride a different bus or get off the bus at a different stop must have a note from a parent. Students are to give these notes to their teacher as they arrive at school. A school secretary will hand out the appropriate bus passes. Bus drivers are not to make unscheduled stops or deliveries of children without a bus pass.

6.4.4 School Bus Rules and Regulations

Classroom conduct is to be observed by the students while riding on the bus, except for ordinary conversation. At no time shall there be excessive noise or yelling. If such a condition arises, the driver has been instructed to stop the bus until it is quiet enough for safe conditions. Students 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:

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

Bus Driver Expectations

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

6.4.5 Bicycles

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

7.0 Student Activities

7.1 Code of Conduct

All school rules apply at all school sponsored activities, whether on school grounds or away.

7.2 Permission Slips

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

7.3 School Trips

Field trips are a privilege provided to our students. All trips shall be planned by teachers, parents notified well in advance, and adequately chaperoned. Students and chaperones that represent Windsor schools on school trips (class, extra-curricular, or organizational) are expected to comply with the school's conduct policy and the teacher's instructions as would be expected at school. Consequences are noted in the Student Conduct section.

Bus travel to and from destination must be by school provided transportation and driven by school employees. Parents must drive their own vehicles on elementary field trips; only students teachers, and a limited number of school-designated parent/guardian chaperones will ride buses. A student may ride home with his/her parent/guardian if the parent/guardian personally signs the student out with the teacher (including athletic sponsor). The teacher/coach will provide a dated class roster for sign out. Under special circumstances with prior written approval a student may ride home with another parent. Only parents, guardians, and grandparents are to chaperone students on field trips; any other special circumstances must be approved by administration prior to the field trip.

8.0 Discipline Code

8.1 Student Conduct

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

8.2 Dress Code

The type of clothing worn to school can be distracting and can impact the learning atmosphere. The dress or grooming of students shall not disrupt the educational process or draw undue attention to the individual student. We expect all students to make every effort to present a neat, clean appearance and be properly dressed each day, and we appreciate the cooperation of all parents as they help their children select appropriate school clothing. If a student's clothing is determined to be inappropriate, parents will be notified to provide a change of clothes. From April 15-October 1, students may wear shorts or capris of acceptable length and fit. These dates may be changed at the Elementary Principal's discretion. Clothes must cover and conceal all undergarments. No undergarments (tights, tanks, boxers, etc.) are to be worn as outer clothing. Very short skirts or shorts, bare midriff tops, open-sided blouses/shirts, tank tops with less than 2 inch straps, halter tops, swimwear, and mesh or see-through shirts should not be worn to school. Appropriate outside footwear is required. Clothing bearing references to tobacco, alcohol, drugs, gangs, other prohibited activities, or sex are not considered appropriate

8.2 Dress Code (continued)

for school. No chains may be worn. Hats, do-rags, bandanas, caps, and sunglasses are not to be worn in the building. *Hats, do-rags, bandanas, sunglasses, and caps are acceptable for Spirit Week only.* Hair coloring should not be distracting to the educational process and should only be used if it is a natural hair color. *Other colors such as neon green, neon orange, bright red and pink are not natural colors, but may be worn for one day during Spirit Week. This color is to be used for ONE DAY ONLY and must be **washed out** that evening, and not worn to school the next day.*

Students go outside for recess whenever possible. In cold weather, we carefully watch the temperature, and go outside when it is no lower than 28 degrees (including the wind chill factor). Guidelines set by Children's Mercy Hospital suggest that children play outside in temperatures from 20-32 degrees for no more than 15 minutes, so we are currently following these guidelines. Please be sure that students have appropriate cold weather clothing. Outer wear such as coats, hats, and gloves should be marked with the child's name or initials. If your child is in need of a warm coat please let our Counselor or Principal's office know. We do have some coats, hats, and gloves in our office closet that we loan to students each day during recess on the occasional day that your child may not be dressed appropriately (or to keep for permanent use).

8.3 Discipline

8.3.1 Purpose

District, school, and classroom rules, procedures, and policies are in place to help ensure a safe and orderly environment in which the stated goals of the school can be successfully pursued and achieved, and in which students feel safe and secure. A high level of mutual respect is expected from all who are learning and working in Windsor schools. Our "Paws"itive Behavior Matrix lists in detail the behavioral expectations we have for our students in each area of our school. Our school also follows a set of school procedures to promote consistency in the way routines are handled throughout the building. Correct behaviors are taught and reinforced with our incentive programs which include hound pounds, quarterly behavior parties, and recognition of students. Disciplinary actions are taken for the purpose of maintaining 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 occur based on the seriousness of the offense.

8.3.2 WES “PAWS”itive Behavior Expectation Matrix

| | Responsible | Respectful | Ready | Safe |
|--------------|---|--|--|--|
| Bathroom | <ul style="list-style-type: none"> Follow bathroom procedures | <ul style="list-style-type: none"> Give others privacy | <ul style="list-style-type: none"> Return to your class promptly | <ul style="list-style-type: none"> Wash hands with soap and water |
| Bus | <ul style="list-style-type: none"> Keep belongings with you and in your bag | <ul style="list-style-type: none"> Keep hands and feet to yourself Use school appropriate language talk quietly | <ul style="list-style-type: none"> Be on time and wait at your pick-up point Watch for your stop and stay seated | <ul style="list-style-type: none"> Face front Enter and exit bus stop safely |
| Hallway | <ul style="list-style-type: none"> Return to class promptly | <ul style="list-style-type: none"> Silent in halls Keep hands and feet to yourself Respect displays | <ul style="list-style-type: none"> Be attentive Stay with your line | <ul style="list-style-type: none"> Walk facing forward. Use brown line & stop signs. |
| Playground | <ul style="list-style-type: none"> Take care of yourself Put equipment away | <ul style="list-style-type: none"> Take turns Be a friend | <ul style="list-style-type: none"> Line up promptly when signal sounds | <ul style="list-style-type: none"> Use equipment appropriately Stay in approved areas |
| Cafeteria | <ul style="list-style-type: none"> Clean up after yourself Wait in line silently | <ul style="list-style-type: none"> Use kind words Talk quietly Use table manners | <ul style="list-style-type: none"> Have meal card before getting in line Get all supplies | <ul style="list-style-type: none"> Sit and remain in assigned area Eat only your food |
| Classroom | <ul style="list-style-type: none"> Complete and turn-in assignment on time | <ul style="list-style-type: none"> Treat others the way you want to be treated | <ul style="list-style-type: none"> Come to class on time, prepared with all supplies and assignments | <ul style="list-style-type: none"> Use materials correctly Keep hands and feet to self |
| All Settings | <ul style="list-style-type: none"> Be where you belong Keep school neat and clean | <ul style="list-style-type: none"> Use kind words Follow directions | <ul style="list-style-type: none"> Keep track of your belongings | <ul style="list-style-type: none"> Keep hands and feet to yourself Walk quietly facing forward |

8.3.3 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.

8.3.4 Staff Authority

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

8.4 Students with IEPs (Individual Education Plans)

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

8.5 Electronic Devices

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

Educational purposes are defined as use under the supervision of the classroom teacher during a classroom lesson or unit to enhance learning or use as a research tool. This does not include the use of searching the internet, playing games, texting, etc. after work is completed. If requested, the student must make the electronic device available to the teacher to store during class.

Any use of electronic devices for inappropriate behavior will be dealt with in accordance with the regular school discipline policy and may result in confiscation/review of device. Failure to surrender device to administration will result in further disciplinary action. See discipline policy (8.7.2) for consequences of misuse.

Cell phones brought to school (only with parental permission and necessary for parental contact in an emergency) should be OFF and OUT OF SIGHT during the school day.

8.6 Elementary Behavior Plan

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

8.7.1 Behavior Definitions

| BEHAVIOR | CATEGORY | DEFINITION |
|-----------------------------|-----------------------------|---|
| Physical Contact/aggression | Fighting | Punching, kicking, shoving, etc. with possibility or intent to injure; 2 participants |
| | Assault (one sided) | Serious physical contact with intent to cause physical harm or injury to another student or staff member |
| | Aggression | Actions involving physical contact where injury may occur: pushing, shoving, hair pulling, scratching, spitting, tripping |
| | Sexual Misconduct | Unwanted physical affection, inappropriate touching of self or others, indecent or unacceptable exposure of one's body |
| Verbal Harassment/bullying | Threats/intimidation | Communication (verbal or nonverbal) with a person which threatens or intimidates |
| | Teasing/taunting/harassment | Negative communication (verbal or nonverbal) attacking a person based on ability, gender, ethnic origin, or religion |
| | | |
| | Sexual Harassment | Communication (verbal or nonverbal) with sexual content which intimidates or offends |
| Cheating | | Viewing and/or using the answers or work of another with the intent to use it as their own |
| Lying | | Communication of information that is untrue |
| Vandalism | | Deliberate abuse or inappropriate use of school or other's property that results in destruction, damage, or loss |

8.7.2 Windsor Elementary School Discipline Policy

Be Ready, Safe, Responsible, and Respectful Learners

| Level I Behavior <i>Teacher Managed No Behavior Referral Form</i> | Level II Behavior <i>Teacher Managed 1st Referral Complete Behavior Referral Form</i> | Level III Behavior <i>Administration Complete Behavior Referral Form</i> |
|---|---|--|
| Failure to follow or comply with classroom rules such as: -not working -not following directions -incomplete work | Chronic Level I Behavior | Chronic Level II Behavior |
| Classroom disruptions that inhibit the teaching process such as: -disturbing neighbors -out of seat -talking | Cheating on Assignments | Leaving School Grounds |
| Out of assigned areas | Tantrums | Intimidation/verbal threats/bullying |
| Running in the building | Disrespect/Insubordination | Cheating on tests |
| Non-directed profanity | Inappropriate writing/drawing | Stealing |
| Put downs/teasing | Disparaging, demeaning, or profane language | Refusal to follow teacher directive |
| Public displays of affection | Computer Use Violation | Forging parent signature |
| Lying | Intentional, (perhaps playful), physical interaction | Vandalism/destruction of school property |
| | | Possession of a weapon |
| | | Sexual Harassment |
| | | Fighting/assault/physical aggression/deliberate spitting or throwing items |
| | | Possession or under the influence of illegal substance |
| | | Failure to attend assigned detention |
| | | Arson or Extortion |
| | | Misuse of Electronic Device* |
| | | Setting off a false alarm/making a false report |
| <u>Discipline Process:</u> 1. Verbal Correction/Redirect 2. Moved/Safe Seat 3. Consequences: -loss of minutes of recess -loss of privileges -logical consequence -planner/folder note or phone call to parents -flip a card(s) -apology -think sheet -behavior contract/plan -after school detention | <u>Discipline Process:</u> 1st Referral Options -After school detention -ISS (TBD by Administration depending on severity) 2nd Referral Options -ISS -OSS 3rd Referral Option -OSS *Additional referrals may result in further consequences to be determined by administration. | <u>Discipline Process:</u> 1st Referral Options -Minimum 1 day ISS or OSS 2nd Referral Options -Minimum 2 days ISS or OSS 3rd Referral Options -Minimum 3 days ISS or OSS *Additional referrals may result in further consequences to be determined by administration. |

*1st Offense-Device will be confiscated and will need to be picked up by parents/guardians of the student.

*2nd Offense – Device will be confiscated for 30 days and returned to the parent. Any misuse of the device for harassment, bullying, illegal video-taping, etc. will be dealt with on an individual basis. The administrator may assign additional consequences based on this misuse.

9.0 The Henry County R-I School District

SCHOOL-PARENT-STUDENT COMPACT

We, the teachers and staff at Windsor Elementary will:

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

Teacher Signature
Signature

Principal

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

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

Parent Signature

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

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

Student Signature