

Winston Elementary School

Student Handbook

2026-27



Rise, Fly, Win—
Your Future Awaits!

Revised 8-17-2026

2026-2027 Winston School Calendar



WINSTON R-VI SCHOOL DISTRICT 2026-2027 ACADEMIC CALENDAR

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		
January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

	Student/Parent Teacher Conferences
	First Day of School
	Staff Inservice Day
	Schools Closed
	3 Hr. Early Dismissal

148 Student Days - 1107 Hours
 162 Staff Days - 7:25 AM - 3:53 PM
 Student School Day 7:45 AM - 3:38 PM

Board Approved 3/16/26

WINSTON ELEMENTARY SCHOOL

STUDENT HANDBOOK

Rise, Fly, Win—
Your Future Awaits!

The policies, procedures and guidelines outlined in this handbook have been developed to provide information to the students and parents of Winston Elementary School. These rules are necessary for the effective day-to-day operation of our school and shall be applied in a firm, fair and consistent manner. **We know that everyone associated with the Winston School District wants the best education experience for all of our students. Please read this handbook carefully.**

SCHOOL SCHEDULE INFORMATION

SCHOOL HOURS: 7:45 am to 3:38 pm

Classes will begin promptly at 7:45 am each day. Students should plan to arrive after 7:25 am and report to the cafeteria if eating breakfast or the gym if not eating breakfast. Parents will be contacted and assistance requested if a student chronically arrives early. School is dismissed at 3:38 pm. If a student needs to leave early, a responsible adult must check the student out through the office. The office will notify the classroom teacher to be checked out. Parental permission is required for students leaving with adults other than a parent or guardian. Only the primary parent/guardian can make such changes. Those listed as an emergency contact for the student do not have the authority to do so. Late arrival means the student will need to check in at the office upon arriving at school, if they are late for any reason. This will allow for proper documentation of student attendance.

ACADEMIC DISHONESTY

Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. The use of any type of AI program immediately qualifies as cheating or plagiarism unless specific guidelines have been previously established by your teacher regarding approved use of such programs.

1st Offense: Zero on the assignment. Student has the option to re-do the assignment.

2nd Offense: Zero on the assignment. Student has the option to re-do the assignment at 50% credit.

3rd Offense: Zero on the assignment. Student has no option to re-do the assignment. Subsequent offenses will be dealt with by the principal.

ALTERNATIVE METHODS OF INSTRUCTION (AMI): (School Board Policy 1210)

A local education agency (LEA) will not be required to make up school hours that are lost or cancelled due to exceptional or emergency circumstances (up to 36 hours) if the LEA implements an Alternative

Methods of Instruction (AMI) Plan that is approved by the Department of Elementary and Secondary Education (DESE) (see Section 171.033, RSMo). LEAs must assure that the plan will favorably impact teaching and learning to receive DESE approval. LEAs will be required to submit an AMI Plan for each school year of implementation.

The Winston R-VI School District will use a variety of instructional practices including but not limited to online instruction utilizing Google Classroom and other websites and apps as needed, video conferencing (Zoom, SeeSaw, Google Hangouts, Google Meets) and instructional packets. Students will be responsible for assigned work and grades will be counted toward earning credit.

ARRIVAL AND DISMISSAL PROCEDURES:

BUS INFORMATION: Student Conduct on Buses (School Board Policy 2652)

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

Rules:

1. The driver is in charge of the students and the bus. Students must obey the bus driver.
2. Students should **NEVER** stand in the roadway while waiting for the bus and should clear the roadway after exiting the bus.
3. Students **MUST** be on time. The bus cannot wait beyond its regular schedule for those that are tardy.
4. Unnecessary conversation with the bus driver is prohibited.
5. Classroom conduct is to be observed by students while riding on the bus. Ordinary conversations are allowed.
6. Students **MUST NOT** throw paper or other rubbish on the floor of the bus.
7. Students **MUST NOT** at any time extend arms or heads out of the bus windows.
8. Students **MUST** observe directions of the bus driver when leaving the bus.
9. Students **MUST NOT** try to get on or off the bus, or move about while it is in motion.
10. Any damage to the bus should be reported at once to the driver.
11. Should any student know ahead of time that he or she will not be on the bus the next trip he/she should tell the driver before leaving the bus.

Bus Expectations (Volume 2)

Be Safe	Remain seated at all times	Face forward
Be Responsible	Take all your belongings	Watch for your stop
Be Respectful	Keep the bus clean	

BUS DISCIPLINE:

When a student has a discipline problem on the bus, he/she will be called to the office and advised by the administration this will not be allowed. A citation will be sent to the

parent/guardian and the student could lose riding privileges at the discretion of the administration. Any bus referral results in loss of the next “Fun Day” privilege.

ATTENDANCE: (School Board Policy 2310 and 2330)

1. It is strongly recommended that the parents / guardians call the school on the day of their student's absence. If the school does not receive such a call, the secretary will call the home/business of the parent to determine the reason for the absence. When students who have been absent return to school, they shall present to the secretary or principal a note from their parents or guardians verifying their knowledge and approval of the student's absence. This note will be placed in your student's file and kept for verification purposes. Without a parental note, it will be considered an unexcused absence and makeup work will not be allowed.
2. A student may miss a total of eight (8) times per daily class period a semester with parent or guardian approval and may make-up their missed work. Students missing more than eight (8) times per daily class period a semester will receive no credit for the class that period and an "F" for the semester grade. Doctor's excuses must be presented to the principal within five (5) days of the student's return to school. Doctors' excuses are not required but will be retained and presented at the requested Board hearing in case of exceeding the allotted eight (8) times per daily class period. The student, parent or guardian may appeal the loss of credit to the Principal at the end of the semester. The Principal may waive the policy or assign corrective action to allow the student to receive credit. The Principal will notify the parent or guardian of his/her decision. If the parent or guardian is not in agreement with the Principal's decision they may appeal to the Board of Education at the next regularly scheduled board meeting. Failure to appeal will result in loss of credit. (See Discipline Handbook)
3. All absences exceeding ten (10) will require a doctor's note to be an excused absence. The student shall present the doctor's note upon returning to school. Otherwise, all absences exceeding ten (10) will be unexcused absences.
4. Students who are truant, or missing school without the parent's, guardian's or school's approval may not appeal to the Board of Education for waiving of these unexcused days.
5. School sponsored activities will not be counted against the student.
6. A student who complies with a subpoena to testify in a criminal proceeding, attends a criminal proceeding, or who participates in the preparation for a criminal proceeding will not be disciplined for violation of the District's attendance policy. Similarly, such student's parents/guardians will not be in violation of the state's truancy schedule §167.061.
7. The principal shall notify the parent or guardian by letter after the student has reached their fifth (5th), seventh (7th) and tenth (10th) absences. The principal's notification will request the parent's or guardian's signature so the principal will know that the parents or guardians are aware of the situation.
8. Attendance Incentive Program: Students with perfect attendance will receive \$50. (no absences from any periods).

BEHAVIOR MANAGEMENT:

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS or PBS)

Positive Behavioral Interventions and Supports is a decision-making framework used to improve important academic and behavioral practices for all students. The school-wide plan helps to establish a positive school climate, which in turn will enable staff and students to achieve the goals of the school. The Winston staff will teach common and consistent social and behavioral skills so the focus

can be on teaching and learning rather than day to day operations. Time and energy will be spent recognizing and acknowledging students meeting the building expectations rather than focusing on negative behaviors.

Throughout this handbook, you will find behavior expectations for many locations in our building. Our staff utilizes lesson plans to teach every student a common understanding of how students should behave and act in these locations. In addition to teaching our behavior expectations, students will be involved in an encouragement system which positively recognizes their good choices. Students will receive “Bird Bucks” from certified and classified staff that observes them doing the right thing.

“Bird Bucks” are redeemed for rewards at various times throughout the year.

CAFETERIA EXPECTATIONS:

SECTION A: Lunch and Breakfast

Breakfast/Lunch and Milk Prices:

	Elementary	High School	Adult
Breakfast	\$1.40	\$1.40	\$1.40
Reduced	\$0.30	\$0.30	
Lunch	\$2.59	\$2.84	\$3.85
Reduced	\$0.40	\$0.40	
Extra Milk	\$0.30	\$0.30	\$0.30

All students at Winston Elementary School are assigned to a daily lunch shift. This is the time that is set aside each day for the eating of lunch. Similarly, breakfast will be served daily starting at 7:25 and eaten in the cafeteria. Students may not eat lunch outside of the cafeteria/dining area and **WILL NOT BE PERMITTED TO MISS CLASS TIME TO EAT UNLESS SPECIAL PERMISSION IS GRANTED BY THE PRINCIPAL OR SUPERINTENDENT.**

Cafeteria Expectations (Volume1)

Be Safe	Report Spills	Follow the correct path
Be Respectful	Eat only your food	Use Table Manners
Be Responsible	Clean up after yourself	

CLASSROOM EXPECTATIONS:

Classroom Expectations (Volume <2)

Be Safe	Stay in your area	Maintain personal space
Be Respectful	Raise your hand	Be a good listener
Be Responsible	Complete your work	Be prepared

Each teacher will follow the PBS model, but may have additional expectations for their respective classrooms. Students failing to meet school wide expectations will be referred to the principal’s office.

Parents will be notified when their child has been sent to the office for a discipline referral. Students who fail to comply in these areas may be removed from class so that others may profit.

Teachers implement multiple strategies when dealing with classroom management. Unfortunately, not all situations involving a student can be resolved by the classroom teacher and the building principal must be asked to intervene.

If a student is asked to remove themselves by an adult to the buddy room, or the principals' office; and they are unwilling or non-compliant, the procedure below will be followed.

- 1) The principal will be notified and will attempt to escort the disruptive student out of the classroom.
- 2) If the student is non-compliant and fails to remove themselves at that time; the class will be asked to take their work and the teacher will accompany them to an area in which instruction can continue.

COLD WEATHER POLICY:

Please encourage your student to dress warmly (heavy coat, hat, mittens) and snow boots if possible. Students will go outside for recess as often as possible. However, if the following circumstances exist students will remain indoors and have recess in the gym. Grades K-6 will remain indoors anytime the weather feels like it is 32° or colder.

STUDENT DRESS: (School Board Policy 2651)

Student's dress and appearance shall reflect cleanliness and must not be a disruption or distraction to the normal classroom procedure. Students will be asked to change into appropriate clothing if a dress code violation is found. The following guidelines will apply while students are at school and at associated activities:

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The Board may require students to wear a school uniform. Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

EXTRA-CURRICULAR ACTIVITIES: (School Board Policy 2920)

Interscholastic competition for secondary school students shall be provided through a variety of activities and athletics. Students are allowed to attain the privilege of representing their school by meeting the standards of eligibility as set forth by the Missouri State High School Activities Association (MSHSAA). These standards may include academic requirements, citizenship, age maximums, passing medical examinations and other items that are posted in the school and discussed by the coaches and sponsors with their students as well as mailed home to the parents/guardians of all student participants.

Interscholastic competition may be withheld from any student as a condition of discipline. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Coaches and sponsors may establish policies for their groups in addition to those stated herein.

A student must be in attendance for the full day on days of extracurricular participation. Failure to do so will eliminate the student from practice or participation that day. Exceptions may be granted in special cases.

The following criteria will be followed:

1. Students will meet the eligibility requirements set out by MSHSAA.
2. Any student failing a class may be required to attend study sessions after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last week or two of a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation.
5. Each coach and sponsor will establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines will be on file with the principal.

The interscholastic competition program is an integral part of the secondary schools and shall supplement the curriculum program by providing worthwhile experiences to students that will enable them to develop the attributes of good citizenship. These programs will be administered by the principal/designee.

JH (6th, 7th, 8th grades) ATHLETIC GRADE POLICY- Restricted Activity Status

Winston High School will perform weekly grade checks for our students 6th-12th on each Tuesday of the school year. Any student who has a grade below a 60% in any class will be placed on "Restricted Activity Status".

This will disqualify the student from participating in any trips or activities that remove them from the normal classroom setting during the normal school day (7:25-3:38).

A list of those students who are on Restricted Status will be disseminated to the teachers on Tuesday mornings. Once a student's grades have all exceeded the 60% threshold and the student and administration has verification from a teacher that the grade has been sufficiently raised, they will be removed from the list and are then allowed Full Activity Status. Teachers will update their grades every Tuesday. Teachers will not be asked to update grades over a weekend.

FIELD TRIPS:

If Elementary field trips are taken throughout the year, the school may ask parents to volunteer. However, parents must provide their own transportation and must have a background check to volunteer. Students may accompany parents' home if a note is given to the teacher before the field trip or if the student is signed out from the teacher at the end of the day. Siblings are not allowed to attend field trips, as we would like to keep this day special for those students attending and it is necessary to keep all supervision from parent chaperones devoted to these students. Students are expected to

represent our school well; therefore, participation in a field trip is a privilege that may be taken away from any student based upon behavior throughout the school year. Field trips are not a mandatory part of our curriculum, and not all grade levels may choose to incorporate a field trip into their curriculum during the school year.

FIRE, STORM, EARTHQUAKE AND INTRUDER THREAT DRILLS:

Disaster drills will be held regularly through the school year with appropriate instructions provided to all students and staff.

FUNDRAISERS: (School Board Policy 3370)

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the building principal. Any fund-raising activity which involves students or employees shall require the approval of the building principal and Superintendent. Involvement is defined as: any activity which advertises the school, students or school organization.

GRADING:

The following grading scale will be used for the school year:

95-100%	A
90-94%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
0- 59%	F

Grades A, B, C, and D are passing. Grades will be updated in the student information system by noon every Tuesday. Grades are reported every nine weeks, but midterms will be sent to parents at mid points throughout the semester. The grade given at the end of the semester is a cumulative grade for that semester and is recorded on your permanent record. **Grades 4-6 will utilize this grading scale.** In addition to letter grades, teachers may or will incorporate the use of Standard Referenced grading. This grading will show you exactly what classroom objectives your student has or has not mastered. **K-3 will utilize Standards Referenced grading.**

Progress grade reports shall be emailed home to the parents/guardians of pupils approximately every four weeks. Report cards will be emailed at the end of first and second semesters. A hard copy of report cards will be provided at parent/guardian request.

MUSICAL PERFORMANCES:

Students in band and music are expected to participate in all scheduled performances. Failure to do so could result in a lowered grade for the student. Points are given for each activity the students are assigned.

ILLNESS:

Student with Communicable Diseases (School Board Policy 2860)

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment. (Further guidance can be found in board policy.)

INCLEMENT WEATHER:

Information will be disseminated via **TextCaster** (which parents may sign up for free) and Facebook. The announcement shall be made as early as possible once the decision is made. It is the parent's responsibility to have a contingency plan arranged for their child. **THE SCHOOL WILL NOT BE CALLING PARENTS ON DAYS WHEN SCHOOL IS DISMISSED EARLY.** Enroll for text message updates via our website winstonredbirds.org through **Textcaster**.

LIBRARY:

Students are responsible for all items they check out and for the replacement of lost or damaged books. Grade cards/progress reports are withheld until these are paid for.

PARENT-TEACHER CONFERENCES:

Routine conferences are arranged with all parents twice a year and all parents are encouraged to attend. Other conferences will be held if the parent or teacher desires. An appointment must be made prior to the conference in order to give the teacher the necessary time to adequately prepare for the conference. The classroom teacher can give the most accurate information regarding your child's progress or areas of concern.

PARTIES/TREATS:

Three classroom parties that will be observed during the school year: Fall, Winter and Valentine's Day. Parents will be notified in advance of the times and dates. **Only parents/guardians may attend these parties during the set time for the parties.** Be aware that a child must be present at school in order to participate in the party or activities unless prior arrangements have been made with Administration.

STUDENT BIRTHDAY CELEBRATIONS – If you wish to honor your student’s birthday or half-birthday, please arrange this with the classroom teacher. The teacher will allow time in the schedule for the birthday observance. If you are planning an outside party for your student, we ask that invitations be given outside of school hours or mailed.

PROMOTION AND RETENTION OF STUDENTS (POLICY/REGULATION 2520):

In recommending promotion or retention, these factors will be considered:

- a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, and work samples.
- b. Chronological age.
- c. Study Habits.
- d. Attendance.
- e. Social and emotional maturity.
- f. State-mandated retention requirements for primary/middle school students.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

PLAYGROUND (GYM) EXPECTATIONS:

The Gym Floor

Students will only be allowed on the gym floor with proper footwear that includes athletic shoes. Street shoes or shoes that are worn outside are not allowed.

Playground Expectations

Be Safe	Use Equipment Appropriately	Stay in Approved Areas
Be Respectful	Take Turns	
Be Responsible	Be a problem solver	

STUDENT RECORDS (Board Policy 2200)

A birth certificate or hospital birth registration is required of all pupils for enrollment. If, at the time of registration satisfactory proof of age is not presented, enrollment will be on a temporary basis.

Use of Cell Phones and Personal Devices (School Board Policy 2656)

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, student cell phones, digital cameras and similar electronic devices may not be used or displayed during the school day, as well as, in

dresssing areas during extracurricular activities. Violation of this policy during the first semester after adoption of this policy will result in in-school suspension, while second offenses will result in out-of-school suspension being imposed.

However, such electronic devices may be used in serious, unexpected and dangerous situations that require immediate action. Such emergency situations include but are not limited to:

1. An active fire
2. An active tornado or earthquake
3. An active shooter
4. An evacuation of school premises
5. Any other serious, unexpected and dangerous situations that require immediate action
6. Any situation identified in School Board Policy as an emergency

In addition, exceptions include situations when a student is directed to use such a device by a District employee or volunteer for instructional purposes. Exceptions will also be made when use of such electronic device is provided or required by:

1. The Individuals with Disabilities Education Act (IDEA)
2. Americans with Disabilities Act (ADA)
3. An individualized emergency health care plan as provided by Missouri statute
4. Rehabilitation Act of 1973 (Section 504)
5. Civil Rights Act of 1964 (Title VII)
6. Equal Educational Opportunities Act

THE SCHOOL ACCEPTS NO RESPONSIBILITY WHATSOEVER IF CELL PHONES OR OTHER ELECTRONIC DEVICES ARE LOST, STOLEN OR DAMAGED.

VIDEOS:

If videos are shown at any school activity, the movies must be rated G for grades PK-6. Clips from movies rated anything other than G will only be shown if they are relevant to the class curriculum and lesson, approved state standards and approved and previewed by the Principal.

VISITORS:

All visitors must call the office (660) 339-6463, upon arriving at the building. If allowed to enter the building, you will be required to sign in and wear a visitor's badge beyond the office. This request is for the safety and protection of all students. Prior to arrival at school, parents or guardians should make an appointment with the teacher or administration.

PUBLIC NOTICES

BULLYING: (Policy 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is

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

CORPORAL PUNISHMENT: (Policy 2670)

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should never be inflicted in the presence of other pupils, or without a witness.

No student will be administered corporal punishment without prior notification to and written permission of the student's parents/guardians.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, for the preservation of order, or for the protection of other persons or the property of the school district.

Legal Refs: §§ 160.261, 171.011, 563.061, RSMo.

MOCAP:

The District will accept courses offered through the Missouri's K-12 Virtual Instructional Program (MoVIP) as units of credit meeting state and local graduation requirements provided however the quantity and quality of completed student works meets standards applicable to the District's traditional program.

Equal Opportunity-Notice of Nondiscrimination: (Board Policies 1300 and 1301)

Notice of Nondiscrimination

The District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated

youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This Policy governs the District's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's Compliance Officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Title and/or Name	Dr. Kayli Burrell
Address	200 W. Third Street, PO Box 38, Winston MO 64689
Number	660-339-6462
Email	kburrell@winston.k12.mo.us

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulations 1300 and 1301. Policies and Regulations 1300 and 1301 shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law. District Board of Education Policies and Regulations can be found on the District's website and/or available in the District's Central Office. Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Compliance Officer and Title IX Coordinator.

Private, State and Federal Programs Administration- (School Board Policy 1621)
Title I Parent Notification of Teacher Qualifications

NOTIFICATION OF TEACHER QUALIFICATIONS

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act, have the right to know.

Upon your request, our district is required to provide to you, 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 your 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 you may request, the District will provide to you individually:

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

GENERAL ADMINISTRATION

Form 1621

Individuals with Disabilities Education Act (IDEA)-(School Board Policy 2110)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability.

The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

**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 Table of Contents	
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?
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1. **What is a complaint?** For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. **Who may file a complaint?** Any individual or organization may file a complaint.
3. **How can a complaint be filed?** Complaints can be filed with the LEA or with the Department.
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:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. **How are complaints related to equitable services to nonpublic school children handled differently?** In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. **How will appeals to the Department be investigated?** The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. **What happens if a complaint is not resolved at the state level (the Department)?** The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

STUDENT DISCIPLINE

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline. (Policy 2600)

Students forfeit their right to a public school education by engaging in conduct prohibited in Regulation 2610 (Student Discipline Code) and related provisions. Disciplinary consequences include, but are not limited to withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events); removal for up to ten (10) school days by school principals; extension of suspensions for a total of one hundred eighty (180) school days by the Superintendent; and longer term suspension and expulsion from school by the Board of Education. (Policy 2600)

Cross Refs: Student Due Process Rights – Regulation 2671
 Corporal Punishment - 2670
 Student Suspension and Expulsion – Policy 2662
 Discipline of Disabled Students - 2672

Legal Refs: §§ 160.261, 167.161 ~171, 171.011, RSMo.

SUICIDE AWARENESS: (School Board Policy and Regulation 2785)

This policy and the accompanying regulation reflects the District's commitment to maintaining a safe environment to protect the health, safety and welfare of students. The corresponding regulation for this policy outlines key protocol and procedures for this District in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo. This policy and corresponding regulation will go into effect no later than July 1, 2018.

The district will address suicide awareness and prevention through the following policy components:

1. Crisis response team
2. Crisis response procedures
3. Procedures for parent involvement
4. Community resources available to students, parents, patrons and employees
5. Responding to suicidal behavior or death by suicide in the school community
6. Suicide prevention and response protocol education for staff
7. Suicide prevention education for students
8. Publication of policy
9. Teacher Assistance Programs
10. Student Identification Cards

WELLNESS: (School Board Policy 2750)

The District is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, there needs to exist a positive, safe and health-promoting learning environment at every level, in every setting, throughout the school year. The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential.