

Winston Elementary School Student Handbook

2025-26



Be Safe ~ Be Responsible ~ Be Respectful

Be Your Best!

Revised 10-28-2025

2025-2026
Winston School Calendar

July 25, 2025	Online Registration Opens
August 7, 2025	New Student Registration 9am-3pm
August 12-15, 2025	Staff In-Service
August 14, 2025	Open House 5-6:30pm
August 19, 2025	First Day of School-First Day of First Semester
September 12, 2025	Progress Reports sent home
October 6, 2025	Student/Parent Teacher Conferences 12pm-7pm
October 17, 2025	Progress Reports sent home
October 27, 2025	SCHOOL IN SESSION
November 14, 2025	Progress Reports
November 24, 2025	SCHOOL IN SESSION
November 26-28, 2025	Thanksgiving Break – No School
December 15, 2025	SCHOOL IN SESSION
December 19, 2025	End of First Semester (72 days)
December 22-January 2	Winter Break – NO SCHOOL
January 6, 2026	Classes Resume-First Day of Second Semester
January 9, 2026	First Semester Report Cards sent home
January 30, 2026	Send home Progress Reports
February 27, 2026	Progress Reports sent home
March 2, 2026	Student/Parent Teacher Conferences 8am-3pm
March 30, 2026	SCHOOL IN SESSION
April 3, 2026	No School
April 10, 2026	Progress Reports sent home
May 18, 2026	SCHOOL IN SESSION
May 20, 2026	Last Day of School – Early Dismissal (79 days)

WINSTON ELEMENTARY SCHOOL

STUDENT HANDBOOK

Prepare, Inspire, Educate...Today, Tomorrow, Forever

The 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: 7:50 a.m. to 3:35 p.m.

Classes will begin promptly at 7:50 a.m. each day. Students should plan to arrive after 7:30 am and report to their classrooms. Parents will be contacted and assistance requested if a student chronically arrives early. School is dismissed at 3:35 p.m. 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 of the student 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 to 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 or 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):

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, Google Classroom, etc.) and instructional packets. ALL WORK assigned to the student is REQUIRED and will be reflected in grading. This will have an impact on grade level promotion or retention.

ARRIVAL AND DISMISSAL PROCEDURES:

Doors for arrival will unlock at 7:30 am. Dismissal is at 3:35 pm.

BICYCLES:

Students may ride bicycles to school, but due to varying road and safety conditions, caution should be used when permitting your student to do so. For safety reasons we discourage this for the younger students. Bicycles MAY NOT be ridden on the school grounds while the buses are loading, unloading, coming or leaving the school grounds. If you must enter or exit during these times, please walk your bicycle on or off school grounds. Bicycles should be parked in the designated area, once bicycles are parked they will remain so until classes are dismissed for the day. Parents are asked to review bicycle road safety rules with their student. The school cannot assume responsibility in case of theft or damage.

BUS INFORMATION:

Students will strictly obey the driver and follow his/her rules. Riding the bus is a **privilege**; you must act responsibly to maintain this privilege. If any changes are made during the day, contact the office by phone BEFORE 2:00 p.m. Sending a note or calling us early will help us ensure that your child will safely arrive at the designated destination. **Students will only be allowed to ride on one route.**

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.

LOADING/UNLOADING, PARKING, AND DISMISSAL PROCEDURES:

Even though buses are parked at the side of the school loading or unloading, you **MAY NOT** pass them. Buses loading or unloading in the school driveway are ruled by the same State Laws as ones that would be stopped loading and unloading on the public roads.

ATTENDANCE:

Regular attendance is essential to success in school. A student not only misses work on the day of an absence, but also is not prepared for the next day’s instruction.

ABSENCES:

In order to determine that all students have arrived safely at school, **a parent or guardian must contact the school by 8:30 am any day your student is absent.** If the parent or guardian has not called by 8:30 am, school personnel will call to check on the student’s whereabouts. The following information will be helpful when calling prior to 8:30a.m.:

1. Your name and relationship to the student.
2. The student’s teacher and grade level.
3. The reason for the absence.

If your student is ill enough to stay home, the parent is to notify the school with a phone call the day of the illness. Absence of any amount of time must be recorded. **We are required by law to report irregular attendance or an abnormal amount of unexpected absences.** A letter will be mailed when your child has accrued multiple absences (5 and 7) and excessive absences (10+) will be reported. In addition, letters will also be sent for excessive tardiness.

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:

An email will be sent to the parent(s) when their student’s food service balance becomes negative. If the balance reaches a - \$10.00 the account will be suspended and no meals will be served. Instead, the student will be served a sandwich for lunch and/or breakfast until the account is made current. When sending money for lunches, please send the money in a sealed envelope with your child’s name and grade on the outside of the envelope. Any remaining balance at the end of the year will be carried over for the following year.

FOOD SERVICE PROGRAM:

The costs of breakfast and lunch for the 2025-26 school year will be:

Breakfast (K-6) \$1.30

Lunch (K-6) \$2.45, (7-12) \$2.70, Adult \$3.70

Extra milk \$0.35

Breakfast will be served starting at 7:30 a.m. in classrooms. School breakfast and lunch are served each day school is in session.

APPLICATION FOR FREE OR REDUCED MEALS:

Each year the State of Missouri establishes guidelines indicating eligibility guidelines for free or reduced-price meals according to their financial status. Forms will be available to complete during online registration or can be sent home with your student the first day of school. Please list all children in the household on one form and return only one completed form to the district per household. Applications must be renewed each year.

Cafeteria Expectations (Volume 1)

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:

The sole purpose of coming to school is to learn. The classroom is the heart of the learning process in school. Therefore, the following will be expected so that all students may get the most out of their school experiences.

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. Likewise, if your child does not have proper clothing or a health concern, they will be allowed to stay inside. If the health concern lasts longer than 3 days, medical documentation may be required.

DRESS/APPEARANCE OF STUDENTS:

Dress codes for students' rest primarily with the student and parents. Student dress and appearance shall reflect cleanliness and must not be a disruption or distraction to the normal classroom procedure. In addition, reasonable standards of health and hygiene must be met. Hats and coats are to be removed by the wearer upon entering the building and are to be utilized only for outdoor activities. If a student does not abide by the dress/appearance expectations, a parent/guardian will be notified and asked to bring a change of clothes if the situation warrants. The principal has the final discretion as to appropriate wear.

Student Dress

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:

Students who participate in extra-curricular activities should conduct themselves as responsible representatives of their school. Students and parents must acknowledge Student Eligibility Standards prior to participation. Students must maintain grade level academic standards and regular attendance. Students must also attend a full school day the day of the extra-curricular event in addition to consistently attending practices. Grades will be checked regularly, students who fail to follow these guidelines will be denied extra-curricular privileges. Please be reminded that these activities serve the purpose of teaching values and sportsmanship, teamwork, and self-discipline. Please support good sportsmanship by displaying a positive attitude toward your fellow competitors, sponsors and coaches both in and out of competition. More information will be sent home with students as activities occur.

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

Grade checks are done **every Tuesday** of the season. If the student has an F on their grade check, they have until Friday of that week to get the grade up. If they continue to have the F on their grade check after Friday, they are ineligible until the next grade check. All grades have to be a “D” or above. Students will become eligible when the student has verification from a teacher that the grade is taken care of. 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:

Student participation is encouraged, but not mandatory. This is a parental decision, and the district respects the parent choice. Profits from the fundraiser have previously been used to purchase student incentives, rewards, etc.

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 3-6 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-2 will utilize Standards Referenced grading.**

Report cards will be sent electronically to parents or guardians for examination. A hard copy of report cards will be provided at parent/guardian request. Report cards will not be issued until all fees and fines have been paid. Final report cards may be mailed to the home depending upon the year-end schedule.

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.

HEAD LICE:

1. A routine screening by school appointed representatives and other assistants will be done on all students in grades PK-6 each year; generally, at the beginning of each semester. Various spot checks may be performed as needed.
2. Contact will be made with parents of all students found to have evidence of head lice. Parents will be responsible for treating students with live lice before they can return to school.
3. Parents may request written materials that explain methods to treat the infestation on the hair and in the home. There are several products on the market for treating head lice.
4. The student will be examined upon return to school and re-examined within ten days to ensure that they continue to remain lice free.

HOMEWORK:

Homework is given to reinforce what is being taught during the school day and to increase student responsibility (of getting papers home and back to school in a given time). Homework is due the following day it is assigned. In the event of your child's absence, you may request homework.

When you contact the office of your students' absence, you may request homework. If a child has been ill, they will be given the same number of days absent to complete the work. Example: 1 day absent – 1 day to make up the work.

ILLNESS:

Student and Staff Health

Students and employees exhibiting symptoms of illness should not come to school, and if they do come to school, they will be sent home immediately. When students are kept home due to illness, the school secretary will ask additional screening & entry questions regarding symptoms.

Symptoms include:

- Fever - temperature of 100.4 or higher
- Cough
- Shortness of breath/difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea, vomiting, or diarrhea

Temperature checks and screening will be completed for students/staff who display symptoms.

A separate space will be available to assess students or staff members who may be exhibiting symptoms of a communicable disease. Only essential staff will be allowed to enter the room.

Students and staff who exhibit symptoms, without other obvious explanations, will be sent home. Criteria for returning to school will be based on recommendations of the Daviess County Health Department.

Students and staff who are sent home with a temperature

Students must be fever free for 24 hours (one full day, may not return the next day) without the use of fever reducing medications and may only return to school if accompanied by a doctor's note with a diagnosis not related to a respiratory illness, or influenza (such as pink eye, strep throat, ear infection, etc.)

INJURY OR OTHER MEDICAL CONDITIONS:

Excessive and/or persistent bleeding from an injury. Minor injuries reported to teachers will be noted in a student's planner.

Your student will be expected to participate in play or Physical Education activities unless a written note from the parent is furnished. Notes should be written on a daily basis. Students with excessive notes, may be asked for medical documentation.

We ask that you be certain that your child is warmly dress (layers) and has proper clothing for outdoor play when he/she comes to school. Students not properly dressed will not be allowed to play outside.

Students with a suspicious rash which could possibly be contagious will be removed from class and parent will be notified immediately to pick their student up at the front office. The student will not be allowed back into class until a doctor's excuse and/or diagnosis is brought in to the nurse.

Questions about how long a student with a communicable disease (chicken pox, fifth's disease, impetigo) should stay home should be directed to the student's physician.

IMMUNIZATIONS:

Schools are required by law to achieve 100 percent compliance with immunizations. You may want to check with your physician to be sure full protection has been provided. Students must be in 100 percent compliance by the first day of school. Students in noncompliance will not be admitted to class. If your student received immunizations of any kind this past summer or during the school year, please notify the school and bring in proper documentation for the students file.

INCLEMENT WEATHER:

The superintendent monitors weather during inclement conditions and will announce the cancellation of classes. For information regarding school closings turn to Bethany, 95.5 (KAAN) or Cameron, 100.1 (KKWK). You may also be notified through text caster or local TV channels. In those rare instances when school is dismissed early, your student should be briefed on alternate places you wish him/her to go. Also, she/he should be aware of emergency phone numbers. It is the parent's responsibility to have a contingency plan, the SCHOOL WILL NOT BE CALLING PARENTS ON DAYS WHEN SCHOOL IS DISMISSED EARLY.

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.

MEDIA:

At various times throughout the school year, The Winston R-VI School District uses a variety of media for recognition, publicity, and educational purposes to celebrate the achievements of our students. This would include, but is not limited to:

- Pictures of Students of the Month
- Athletic/Activity Honors
- Any local, regional, statewide, or nationwide award
- Community Service Projects
- Educational Projects
- Honor Roll Lists
- Classroom activities
- Class photos
- The Yearbook
- Class and organization field trips
- And many other outstanding achievements of our students.

We do this to celebrate our students, our school, and our Winston Redbird Community. If you would like to opt your student out of these celebrations, please complete the information on the Winston

Elementary School Student Handbook Consent Form located in the online student enrollment documents.

MEDICATION - ADMINISTRATION OF MEDICINES (INCLUDING TYLENOL):

The school believes that the responsibility for administration of a student's medicine lies with the parent and the physician. If it is necessary for medicine to be administered during the regular school day, please follow these procedures:

1. For the safety of students, ALL medication is to be brought to the school office or the principal by a **parent**.
2. Students are NOT to carry or keep medication in the classroom.
3. Keep medicine in original container with: student's name, name of medicine, purpose, time to be taken, dosage, termination date.
4. Parents shall provide a written request to authorize the school to give said medication (including Tylenol) in the dosage so prescribed by the physician thereby releasing school personnel from liability should reactions result from the medication. This is an absolute requirement.
5. If a student who uses a physician-prescribed inhaler needs to keep the inhaler within reach at all times, please provide the school with a written request from the physician advising health personnel. All inhalers without a release must be kept by trained personnel in order to oversee administration of medication.
6. Prescription medication in CURRENT dated, pharmacy labeled container. The pharmacy will provide an extra bottle for school upon parent request. Please send only the medication needed at school. Do not send the entire prescription.

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. Please feel free to visit the principal's office for follow-up. **In the event these meetings cannot take place in person, all meetings will be held via phone call or video conferencing.**

PARTIES/TREATS:

The three classroom parties that will be observed during the school year are 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. Only packaged treats will be given out at these 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 order to keep high scholastic standards in our district, Winston R-VI reserves the right to screen for grade placement of any student coming from home teaching or private school. This screening will be in addition to the regular screening of the new students as listed in the compliance plan. Grade placement will be based upon the results. Students will be placed in a grade only at the beginning of each school year. No changes will be made during the school year, unless administratively approved.

Students in the Winston School may be retained in the same grade when their standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. Exceptions to this policy can be made at the discretion of the administration.

Parents shall be counseled about the possibility of retention as soon as conditions for retention appear. The school administration shall make final determination.

PROMOTION OF STUDENTS (Revised 167.645)- Amended by SB 681 and 662, states if a student has a substantial reading deficiency at the end of third grade, the student's parent or guardian and appropriate school staff shall discuss whether the students should be retained in grade level, based on a consideration of all relevant factors, including the reading deficiency, the student's progress in other subject areas, and the student's overall intellectual, physical, emotional and social development. A decision to promote or retain a student with a substantial reading deficiency at the end of grade three shall be made only after direct personal consultation with the student's parent or guardian and after the formulation of a specific plan of action to remedy the student's reading deficiency. The promotion/retention decision will consider all relevant elements of the student's education and development.

TIMELINE FOR RETENTION CONSIDERATION:

October-February

Teachers notify parents of concern via phone calls, email, notes, midterm progress reports and grade cards.

March

Teacher/Parent conferences scheduled to discuss possibility of retention. Letters of concern discussed and signed at parent teacher conferences regarding possibility of retention.

April

Ongoing communication between parents and teachers regarding the status of the retention consideration.

May

Final notification of decision to retain will be made. A final letter of retention will be mailed to the parents.

PLAYGROUND (GYM) EXPECTATIONS:

Toys and playground equipment, including playground balls, should not be brought to school unless PERMISSION is given by the student’s classroom teacher. The school is not responsible for any broken or lost toys or playground equipment brought from home. Absolutely no water guns, knives or other toy guns are allowed at school or on the bus. BASEBALLS, SOFTBALLS, AND HARD LEATHER FOOTBALLS ARE NOT ALLOWED AT SCHOOL.

In the event of inclement weather, recess will be held in the gym. Students must wear rubber soled shoes when playing in the gym. These shoes must not be the shoes they wear to and from school, as small bits of gravel tend to lodge in the soles and scratch the floor.

Playground Expectations

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

STUDENT RECORDS:

Students must have a copy of their birth certificate, Social Security Number, and a current immunization record in order to enroll. Any parent or guardian who wishes to review their student’s file may do so. Permission to review should be made through the office of the principal. The release of records to any outside agency will be made only with the authorization of the parent or guardian.

TELEPHONE PROCEDURE:

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 dressing 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

USE OF SCHOOL PROPERTY:

Any student who carelessly or intentionally defaces or damages school property shall be required to make restitution and may be subject to disciplinary actions. Failure to make restitution, after notification of the parent or guardian will result in student suspension with readmission subject to the discretion of the Winston Board of Education.

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.

NOTICE FOR HOMELESS, MIGRATORY AND ENGLISH AS A SECOND LANGUAGE STUDENTS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the Winston R-VI School District Office.

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).

The District has designated and authorized the following person(s) to serve as the District's Compliance Officer and/or Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Winston R-VI School District Superintendent
200 West 3rd Street
Winston, MO 64689
(660)339-6462

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.

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

August 2020, Copyright © 2020 Missouri Consultants for Education, LLC

Private, State and Federal Programs Administration

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:

- 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 you may request, the District will provide to you individually:

- Information on the achievement level of your child in each of the state academic assessments as required under this part; and
- 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.

Winston School District

January 2018, Copyright © 2018 Missouri Consultants for Education, LLC

Individuals with Disabilities Education Act (IDEA) PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Winston R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Winston R-VI 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 First Steps program.

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

The Winston R-VI School District has adopted the State Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Winston R-VI School District office.

This notice will be provided in native languages as appropriate.

**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 programs¹ 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	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. **What is a complaint?** For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. **Who may file a complaint?** Any individual or organization may file a complaint.
3. **How can a complaint be filed?** Complaints can be filed with the LEA or with the Department.
4. **How will a complaint filed with the LEA be investigated?** Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. **What happens if a complaint is not resolved at the local level (LEA)?** A complaint not resolved at the local level may be appealed to the Department.
6. **How can a complaint be filed with the Department?** A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. **How will a complaint filed with the Department be investigated?** The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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.