

**WINSTON R-VI HIGH SCHOOL
STUDENT HANDBOOK
2025-26**



**Winston High School
200 W. 3rd Street
Winston, Mo 64689
(660) 339-6462
Brenda Pliley, K-12 Principal**

The educational mission of the Winston R-VI School District is to prepare students for a life-long process of learning which promotes the ability and motivation to adapt and contribute to an ever changing, better world.

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)

TABLE OF CONTENTS

Article I: Admission and Enrollment of Pupils	5-6
Article II: Policies and Procedures Pertaining to Academic Status	6-10
Article III: Policies and Procedures Pertaining to General Operating Guidelines	10-18
Article IV: Extra-Curricular Activities / Regulations	18-20
Article V: Special Education	20-22
Article VI: Emergency Procedures and Notices	22-28
Notification of Students Rights and Discrimination	28-29

**ARTICLE I:
ADMISSION AND ENROLLMENT OF PUPILS**

SECTION A: 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. The parent or guardian will be granted a maximum period of six (6) weeks following the opening of school or date of registration, whichever is greater, to present proof of age of the pupil and complete permanent registration. The student will not be permitted to attend school if a birth certificate or hospital birth registration is not presented prior to the end of the six (6) week period.

SECTION B: Parents or guardians of transfer students, upon enrollment, will indicate on the enrollment forms any handicapping condition that might impair the learning process. This information will be included in the student's permanent record file. As handicapping conditions become known after enrollment, appropriate information will be added to the student's permanent record file.

SECTION C: Grade placement of any pupil entering Winston R-VI High School from another district may be adjusted on the basis of the student's previous records, achievement test(s), or other factors which the principal and his staff believe make such adjustment necessary for the best education of the student.

SECTION D: A complete transcript of an entering pupil's record is required before enrollment is considered complete. Enrollment will be temporary until the transcript is received.

SECTION E: No one but resident pupils shall be admitted to school free. Non-resident pupils may be admitted when accepted by the Board of Education, and after having paid to the District the current charge for tuition and transportation. Tuition for elementary and high school pupils is currently set at \$7000.00. Attendance by non-resident students is granted by the Winston R-VI Board of Education on an annual basis. All non-resident students must apply, and be approved by the Board of Education, before the beginning of each school year. Any non-resident student who wishes to enroll after the school year has started may be granted probationary attendance by the administration until the next regular board meeting when the application for attendance will be reviewed.

SECTION F: Guidelines for students transferring from non-accredited, private, and / or accredited private educational institutions who move into the Winston R-VI School District:

It is the duty of each school board of the public schools in the State of Missouri to set guidelines that will determine the placement of students from non-accredited schools, whether public or private, as well as accredited private schools who transfer into and wish to attend the public schools in the State of Missouri. The Board of Education of the Winston R-VI School District shall reserve the right, according to the laws of the State of Missouri, to determine the grade placement (K-12) of such students. The recommendations of the respective building principal will be presented to the Board Education before such placements become final.

The following criteria shall be considered by the building principal when the final recommendation is made in writing to the Winston R-VI Board of Education for grade placement:

1. The examination and review of the student's complete educational record made available to the principal by the parents and/or guardians of the student.
2. The use of standardized achievement tests.
3. Teacher recommendations.
4. Interviews with the student.
5. And other factors determined by the principal as being important to the placement of the child.

The criteria listed above are to be used as consideration only, not the final determining factors in the placement of the student. The parents or guardians can appeal the recommendation made by the principal by petitioning the Superintendent of the Winston R-VI School District for a hearing before the Board of Education.

Important Factors to Remember:

The Board of Education of the Winston R-VI School District hereby sets the time period of residence and attendance of school for the evaluation of the student at not less than ninety (90) school days.

The parents or guardian shall be responsible for making available the complete educational records of the student. These records shall include the records of the student from all schools the student has attended. These records shall include the curriculum programs of all the nonaccredited public schools, and all private schools, accredited or not. These records shall include all testing results done by private or public institutions, or by individuals outside the Winston School District. These records shall also include the health and immunization records of the child. Grade placement will not occur without all records being made available to the district for examination and reviewed by the building principal.

In addition to the above policy, the parents and/or guardians must meet all requirements established by law and provide to the school district all information required by the laws and regulations established by the State of Missouri and the Department of Education.

**ARTICLE II:
POLICIES AND PROCEDURES PERTAINING TO ACADEMIC STATUS**

SECTION A: Graduation Requirements

	Regular	Honors
Comm Arts	4	4
Social Studies	3	3
Math	3	4
Science	3	3
plus 1 core	0	1
PE	1	1
Fine Arts	1	1
Practical Arts	1	1
Electives	10.5	10.5
Health and Family Education	0.5	.5
Personal Finance	0.5	.5
Intro to Computers	0.5	.5
Total Credits	28	30

The District will accept courses offered through the University of Missouri High School and Missouri’s Course Access and Virtual School Program (MoCAP) as units of credit meeting state and local graduation requirements provided the quantity and quality of completed student works meets standards applicable to the District’s traditional program. (See Policy Virtual Instruction Program).

The Launch program thru Springfield Public School System is the Virtual Learning Option that the Winston R-VI School District will be using to provide virtual instruction.

Other Requirements:

Pass the Missouri and United States Constitution Tests and Civics test.
Attendance of eight (8) semesters of school during the regular term.
Pass CPR Certification test.

Honors Diplomas and Valedictorian/Salutatorian Requirements:

Honors Diploma- needs an additional Math credit (Alg. 1 or above) plus one additional core elective credit from Science, Social Studies, Math, or Communication Arts.

1. Math classes must be Algebra I and above.
2. Students must graduate with at least a “B” average.
3. English classes must include English I and II, and III.
4. Students must pass both the Missouri and United States Constitution Tests and Civics test.
5. Pass CPR Certification test.

***Students must have attended Winston R-VI High School the last two (2) years to earn Valedictorian or Salutatorian honors.**

Exemptions from the above requirements are allowed for handicapped students if they are unable to meet the regular requirements because of their handicap. Any student who, with maximum effort and devotion to studies, could attain the requirements shall not be exempt. Any exemptions for a student shall be made by the IEP committee and recorded in the IEP. Dismissal from handicapped programs will mean that all requirements for graduation will no longer be waived. Exemptions shall be made only in the area or areas affected by the handicap. It is noted that passing the Missouri and United States Constitution Tests are statutory and cannot be waived. However, mastery requirements may be established for individual students via the IEP. Exemptions do not disqualify students from receiving a regular diploma, however, any exemptions, and reasons for them, will be noted on the student's transcripts. (Adopted 12/10/86)

SECTION B: Grading Scale for Grades 7-12

95% - 100%	A	4.00	73% - 76%	C	2.00
90% - 94%	A-	3.66	70% - 72%	C-	1.66
87% - 89%	B+	3.33	67% - 69%	D+	1.33
83% - 86%	B	3.00	63% - 66%	D	1.00
80% - 82%	B-	2.66	60% - 62%	D-	.66
77% - 79%	C+	2.33	0% - 59%	F	.00

Weighted Grading System Policy

The purpose of the weighted grading system is to design a program to encourage and fairly reward students for pursuing rigorous courses that adequately reflects the quality of their work in those courses. Additionally, SAT/ACT scores and weighted GPA are the two most important factors in merit-based scholarship awards and honors placement. Therefore, the change to a weighted grading system will improve our students' eligibility for these awards.

The grading system committee (consisting of secondary principal, a teacher and counselor) will meet at least once a year to make additions, corrections, and take into consideration any suggestions for the program. This ongoing updating will help to keep the system consistent with our district needs. A teacher may petition to have a course they teach added to the weighted list and have the class requirements and syllabus reviewed by the grading scale committee.

The weighted GPA will be clearly marked on the transcript for the benefit of our students and will be used to determine class rank.

- All approved Dual Credit courses

	Regular (Unweighted)	Honors (Weighted)
100-90%	4.00	4.33
89.99-80%	3.00	3.33
79.99-70%	2.00	2.33
69.99-60%	1.00	1.33
59.99-0%	0.00	0.00

Approved on April 15, 2013 for the 2014 school year and beyond.

SECTION C: Honor Roll

"A" Honor Roll - a student must have at least a "3.667" grade point average or above in all classes. Students will not have any grades lower than a B-.

"B" Honor Roll - a student must have at least a "3.00 to 3.65" grade point average in all classes. Students will not have any grades lower than a C-.

Only those grades obtained by the use of the school's grading scale may be used for qualifying for the honor roll, graduation with honors program, and valedictorian and salutatorian awards.

SECTION D: Retention or Promotion of Students

7th or 8th Grade - must pass five (5) of the eight (8) semesters of core classes taken to be promoted. These classes include: Math, Science, English, and History. If the student does not meet the criteria, the student will be retained.

No student may be retained more than two (2) consecutive school years.

Credits may be awarded in summer school if classes are failed during the regular school year.

This policy does not apply to IEP students. This policy may waive in certain circumstances as recommended by the building principal. All appeals must be submitted in writing to the superintendent within two (2) weeks after the close of school.

SECTION E: Vocational Credits

Students that attend North Central Career Center at South Harrison will be able to earn 3 credits per semester. Grades and credits awarded by the area vocational school to Winston R-VI students will be based on policies and regulations as determined by NCCC and Winston School District.

Students attending Vocational/Technical Program. Students who are enrolled in a vo-tech program will follow the school calendar of the receiving district. If the Winston district is not in session but the receiving district is, then students are expected to attend. **STUDENTS ARE EXPECTED TO ATTEND ANY TIME THE RECEIVING DISTRICT IS IN SESSION.** The **ONLY** exception to this policy is special permission granted by the Winston Principal or Superintendent for reasons related to school activities or dangerous road conditions. Students with an attendance percentage of less than 90% of vo-tech classes at semester, may be dropped from the vo-tech program at the discretion of the principal for the next semester.

SECTION F: Reporting Pupil Progress to Parents

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

SECTION G: Providing Supplies to Financially Distressed Students

Students who are unable to purchase their regular school supplies, may, upon presenting a written request from their parents or guardians, furnish the necessary textbooks and supplies, subject to the approval of the building principal.

SECTION H: College Visits/Job Shadow Policy

Students are encouraged to visit colleges and universities they are considering attending. These visits need to be set up on Mondays school is not in session. Any college visit/job shadow that is not taken on a Monday when school is not in session will count as an absence. Forms are available in the counselor's office for A+ job shadow recording.

SECTION I: Drop-Add Policy

Students will be allowed to drop or add classes the first week of the semester. Students must obtain a drop-add sheet from the counselor. This sheet must have the signatures of the following people before the class change will be allowed: both instructors, the counselor/principal, and parent/guardian. These forms must be submitted by 8:00 am on the first Friday of the semester.

SECTION J: Summer School courses may count toward maintaining academic eligibility provided the following requirements are met:

1. Credit earned for the summer school course is placed on the student's school transcript.
2. The course must be required toward meeting graduation/promotion requirements.
3. No electives may be counted toward this requirement.
4. All courses taken must be from an accredited institution and approved by administration.
5. No more than one credit earned in summer school shall count toward maintaining academic eligibility for extracurricular activities.

SECTION K: Attendance Incentive Program

Students with perfect attendance for the year will receive \$50. (NO tardies or absences from any periods.)

SECTION L: End of Semester Assessment Incentive Program

Students who meet specific attendance and achievement guidelines will not be affected negatively by school administered semester exams. All students are expected to complete the assessments, but student’s grades may only be helped if the following criteria are met:

1. No more than 2 absences/tardies during the semester in the class and a grade of at least 90%.
2. No more than 1 absence/tardy during the semester in the class and a grade of at least 80%.

**ARTICLE III:
POLICIES AND PROCEDURES PERTAINING TO
THE GENERAL OPERATING GUIDELINES**

SECTION A: Lunch and Breakfast

ALL visitors, including parents and guardians, are to report to the office when arriving on school grounds. This precaution helps us insure the safety and well-being of our students.

Breakfast/Lunch and Milk Prices:

	Elementary	High School	Adult
Breakfast	\$1.30	\$1.30	\$1.30
Reduced	\$0.30	\$0.30	
Lunch	\$2.45	\$2.70	\$3.70
Reduced	\$0.40	\$0.40	
Extra Milk	\$0.35	\$0.35	\$0.35

All students at Winston High 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 7:30 and eaten in first hour classrooms. Students may not to 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. All items for lunch or breakfast will need to be delivered prior to the start of the designated meal time.**

SECTION B: School Closings

In case of a school closing due to bad weather, the following media outlets will be alerted: Radio Stations: Bethany 95.5 (KAAN) and Cameron 100.1 (KKWK).

Television stations: 4 (WDAF) Kansas City, and 9 (KMBC) Kansas City. Additionally, information will be disseminated via **TextCaster** (which parents may sign up for free). The announcement shall be made as early as possible once we make the decision. 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 www.winston.k12.mo.us through **Textcaster**.

SECTION C: School Attendance

There is a direct relationship between good attendance and class success. Employers continually place more emphasis on high school attendance records when considering someone for employment. The time that teachers spend helping students with make-up work takes away from the instruction of other students. For these reasons, the Winston R-VI Board of Education has adopted the following guidelines:

1. Students will be allowed a maximum of five (5) days of absence in each class enrolled in per semester. These absences are to be used solely for sickness or unavoidable appointments. Absences due to school-related activities will not count toward the five absences. If a student is 15 minutes (or more) late to class, it will be considered an absence, not a tardy, and will count toward the five-absence limit.
It is extremely important that the five (5) absences per semester are used with discretion. No one can predict when an emergency may occur and absence from school will be necessary.
2. These absences should be used with discretion. The student, along with his/her parents, is expected to solve the usual problems of health, transportation and family responsibility in order to keep his/her absences to a minimum, thereby developing habits of punctuality, self-discipline, and responsibility. Families are urged to schedule vacations and student appointments for when school is not in session.
3. **Once a student has reported to school grounds, he/she shall not leave school property prior to the end of the day dismissal without first obtaining permission from the principal's office.** Students who leave without permission will be considered truant. Retrieving items/work needed for class that day from home or vehicles will not be permitted, thereby developing habits of responsibility.
4. Parents are required to notify the school at 660-339-6462 of a student's absence each day they will be absent. Failure to notify the school may result in a case of truancy for the student. If notification of absence has not been received, the school secretary will make a reasonable contact attempt to verify absence. Parents wishing to pick up their child's homework at the end of the school day need to contact the high school secretary prior to 11:15 a.m. to ensure ample time for work to be collected.
5. When a student accumulates his/her fifth (5th) absence in any one class per semester, the high school principal's office will contact the parents by letter and meet with the student.
6. **Students will be required to make up their absences by serving Saturday School sessions after their 8th absence.**
7. Students who have exceeded 8 absences in a semester are thus placed on "restricted status" and will not be allowed to participate in any extra-curricular activities or non-essential school functions including Activities, Prom, and Graduation until they return to full-credit status until the end of the semester and/or Saturday School completion.
8. Medical and funeral absences may be waived by a doctor's note or funeral announcement only after the five (5) absences for the class have been used.
9. After ten (10) absences for a semester, school officials may file a report with the juvenile office for monitoring for any student under the age of 17. All doctors' excuses will be maintained in the school office to confirm absences.
10. Students who go home ill, come to school late and/or miss during the school day for any reason not excused by the building principal will not be allowed to attend or participate in that evening's extra-curricular activity, unless a medical release is presented. If a student is absent, they are

ineligible and cannot attend a school function until they have attended a full day of classes. These decisions can be changed only with **prior** approval from the principal.

11. Parents may always check their student's attendance info in the Student Portal. In the Lumen portal the following symbols denote absence codes: A=Absent, SA=Student Activity, DT=Daily Tardy (1st hour only) and T=Tardy.

It is the student's responsibility to acquire missed work due for any and all absences.

SECTION D: Tardiness and Period Absences

Tardiness is defined as not being in the classroom in the seat ready to work at the tardy bell. After fifteen minutes the student will be counted absent.

Any student tardy to school or class (5) times in a semester will be required to serve one (1) 30-minute detention. Any student who accumulates an additional two (2) tardies will be given an additional one (1) 45-minute detention. Any student who accumulates an additional two (2) tardies will be given an additional one (1) 60-minute detention. Further violations will result in ISS.

Period Absence: A student is absent from a period after fifteen (15) minutes has passed.

SECTION E: Student Health Issues

Contagious and Communicable Diseases in Compliance with Missouri School Laws: No person shall be permitted to attend school while afflicted with any contagious or infectious disease or while liable to transmit such diseases after having been exposed to the same. Winston Schools may require the person to be examined by a physician and may exclude the person from school so long as there is any danger of the disease being transmitted by the person.

1. Care of Sick and Injured Students: When students are ill and it is necessary to send them home, their parents or guardians will be notified immediately by telephone if possible. When the guardian cannot be reached by telephone, if possible, every effort will be made to find a member of the family, a relative, or someone designated by the parent who will assume responsibility for the care of the child. In all cases the student will remain at school until proper arrangements can be made with either the parents or their designees.
2. Students shall be subject to inspection, to examination and to tests of vision or hearing by qualified personnel selected by the Board of Education whenever deemed necessary. Parents or guardians will receive written notice of physical defects or conditions when the health of the student hinders his/her normal development, or interfere with his/her school work.
3. No student shall be permitted to incur medical bills chargeable to the school district without consent of the superintendent.

SECTION F: Transportation Via School Bus

Free transportation to and from school is provided for students living within the school district, but residing one mile or more from the school. Bus routes are established for eligible riders. Students are expected to obey the driver, to exhibit good behavior on the bus and at bus stops, and obey all rules for bus riders. Failure to do so can result in forfeiture of the bus transportation.

Regulations for Pupils Riding on Buses

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.
12. School bus service is provided for the comfort and convenience of the students. The school administration and the drivers intend to do everything possible to provide good service. Any student accepting and using the bus service must assume some responsibility for his/her conduct on the bus. The driver is charged with the responsibility of maintaining order. In a severe case of misconduct, the student may even be denied the use of the bus by the administration, and may not return until he/she receives approval from the school. Parents will be notified before a student is denied the use of the bus service.

SECTION G: Dress Code

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:

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.

SECTION H:

Student Drivers

Students who drive their cars, trucks, or motorcycles to school are required to park them in the school parking lot upon arrival at school. Students will not return to their cars without permission from the principal or superintendent until school dismisses. Students will not congregate in the parking lot or around their cars at any time.

Searches by School Personnel: Parking Lots

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
3. The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobile.
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
5. If a student fails to provide access to the interior of their car upon request by a school official, they will be subject to school disciplinary action.

SECTION I: Student Organizations

No school organization shall be formed or allowed to operate without the consent of the student council, the principal, and the superintendent.

SECTION J: Visitors

ALL visitors, including parents and guardians, are to **call** the office when arriving on school grounds.

SECTION K: Students in the Building

Students will **not** enter the building before 7:30 am unless supervised by a sponsor. Upon entering the building students will report to their first (1st) hour class. Student will not remain in the building after 3:45 unless supervised by a sponsor.

SECTION L: Students in the Hallway

Students must have a pass when in the hall or in the restroom during scheduled class.

SECTION M: Proper Hallway Behavior

Running, unnecessary roughness, or unnecessarily loud talking will not be permitted at any time in the hallways, this includes before/after school as well as passing periods.

SECTION N: Teacher Assigned Detentions

Students who violate classroom rules set by the instructor may be required to attend detention. Students with failing grades in any course may also be assigned detention(s) until the grade is passing (60% or higher) unless before/after school tutoring has been arranged. The teacher will determine the date and duration of the detention as well as provide supervision.

Detentions are to be served on the date assigned. Failure to attend a detention will result in two (2) detentions. Further failure to attend detentions will result in additional discipline at the Principal's discretion up to OSS.

Certificated staff members may detain students after normal school hours for a reasonable time provided the following conditions are observed:

1. Students must have an opportunity to arrange for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
2. The detention may be for disciplinary or academic reasons.
3. The names of all students detained must be reported to the building principal.
4. All students detained must be supervised by a certificated staff member.

SECTION O: Students Lockers

Students should remember that they are responsible for the care and contents of their lockers and other student storage areas. The student must remember that these areas can be legally searched at any time by the school administration. The school administration or teachers shall have the right to search the person, clothing, lockers, books, or any other personal belongings of any student under their supervision who is suspected to be in violation of the policies adopted by the Winston R-VI Board of Education. Searches may be performed as often as necessary, whether during school hours, at or away from the school buildings, or at any school event, formal or spontaneous, whether at the school or some alternate location. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities.

SECTION P: Student Discipline

All students are subject to the Winston High School Discipline Code which can be found on the District Website and in this handbook. Paper copies of the code can be obtained through the Principal's office.

SECTION Q: Additional Rules

When the Board of Education does not make rules for school government, the teacher, the principal, and superintendent may make such rules as are reasonable and necessary and enforce them appropriately.

SECTION R: Fundraisers

Each student organization, grades 7-12, shall be limited to one fundraiser in which goods are sold in the community per year.

Organizations may provide services and activities in addition to a "selling" fundraiser. The exemption to this regulation shall be the senior class. **All money-making projects must be approved by the principal or superintendent.**

SECTION S: Release of Student Information/Student Recognition through Media

The School District, in conformance with the U.S. General Education Provisions Act, declares the following as "directory information." As provided in that act, this information concerning students may be made public:

1. Student's name, address, telephone listing.
2. Date and place of birth.
3. Pictures/narratives related to school group participation.
4. Participation in officially recognized activities.
5. Height of members of athletic teams.
6. Date of attendance.

7. Honors and awards received.

If any parent or legal guardian of a student does not want any of this information released without his or her consent, he or she may contact the principal of the school that student attends within thirty (30) days of this notice.

Parents must complete and return an “Opt-Out” form if they wish to prohibit military recruiters from gaining access to their student’s directory information. The military now has the right to have access to such information if the parent does not specifically state otherwise. Students eighteen years or older may make this decision for themselves.

SECTION S: Use of Cell Phones and Personal Devices

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

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

SECTION U: Medical Restrictions

Any note, parental request, or doctor's release that restricts or prohibits a student from participating in physical education class, for whatever reason, will also prohibit the student from participating in the following extracurricular activities or practices: softball, cheerleading, basketball, track or any other extracurricular activity that involves physical exercise. Participation privileges will not be reinstated until the school receives either a note sent by the parent, or a doctor's release allowing full participation in physical education classes. Students who fail to participate in physical education will not be allowed to participate in that evening's extracurricular activities that are mentioned above, unless approved by a member of the school administration. (Adopted 10/8/86)

SECTION V: 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.

SECTION W: Deliveries

Items delivered to school (including, but not limited to: uniforms, academic materials, food, and other equipment) should be brought to the office and dropped off. Under no circumstances should the items be directly delivered to the classroom.

SECTION X: Food and Drinks

All meals are to be eaten in the designated dining area. Teachers may permit snacks in their classroom as long as this does not cause an educational distraction. All drinks should be either consumed in the cafeteria or may be in a resealable container. **NO Styrofoam cups will be permitted in the hallways or classrooms.**

SECTION Y: 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 similar to those implemented during the COVID-19 closure, 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) and instructional packets. Students will be responsible for assigned work and grades will be counted toward earning credit.

SECTION Z: 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.

ARTICLE IV: EXTRA-CURRICULAR ACTIVITIES

Interscholastic athletics are recognized as an integral part of the school's total educational program. The control and regulations of the program rest with the High School Principal and Athletic Director. Such regulations will not conflict with the code of the Missouri State High School Activities Association. The appeals process for athletics will end with the High School Principal's decision.

SECTION A: Participation by Students in Out-of-School Activities: In order to utilize the educational opportunities within the community and to provide each student with the maximum number of experiences toward the development of leadership, dependability, self-control, and responsible citizenship it shall be the policy of the Board of Education to encourage student participation in out-of-school activities. Approval by the principal is required for participating in out-of-school activities in which the student or student groups are acting in the capacity of representatives of the Winston R-VI School. Approval will generally be determined by the educational value afforded to the participant. Generally, participation by school groups and individuals in out-of-school activities shall be limited to non-school hours. All activities must comply with MSHSAA regulations.

SECTION B: Suspensions: Those students serving an out-of-school suspension are not allowed to attend or participate in extra-curricular activities or school functions. Students serving an in-school suspension are not permitted to attend or participate in extracurricular activities and may not participate in school functions. Students must complete OSS and ISS to participate in extra-curricular activities or school functions. If a student skips a detention, the student will not be permitted to attend or participate in extra-curricular activities or school functions until the detention(s) has been served.

SECTION C: Absence on Contest/Activity Dates

Those students who go home ill, come to school late, and/or miss class during the school day for any reason not excused by the building principal will not be allowed to attend or participate in that evening's extra-curricular activity. Any planned absence on the day of contests or activities should have prior approval of the principal or superintendent.

SECTION D: Contests

No student group connected to the school shall participate in contests sponsored by agencies outside the school system without the approval of the principal. The Approval List of National Contest and Activities

published by the National Association of Secondary School Principals or by the Missouri State High School Activities Association shall be used as a guide for determining appropriate contests in which secondary schools and/or individual students may participate.

SECTION E: Cheerleaders

A sign-up sheet will be posted each school year for students who would like to participate in cheerleading.

SECTION F: Homecoming Royalty

The Athletic Homecoming King and Queen will be selected in the following manner. The boys basketball team shall nominate a queen basketball candidate and the girls basketball team shall nominate a king basketball candidate. Each class (9-12) and student council shall nominate a king and queen candidate from their respective class/organization. The Homecoming King and Queen will be selected from the six (6) sets of candidates by a vote of the student body grades 7-12.

SECTION G: Proper Supervision

No team or other group of pupils shall leave school for any interscholastic game, practice, or activity unless accompanied by a coach, director, or sponsor delegated by the principal who shall remain with the team, group, or student until the activity or practice is over and the student has left the school building. The team, group, or student shall at all times be subject to the authority of the person accompanying them.

SECTION H: Student Eligibility

The eligibility requirements for all interscholastic athletics and athletes shall be the requirements of the Missouri State High School Activities Association. 9-12 students will be eligible/ineligible for a semester based on the previous semester's grades. 6-8 students will be eligible/ineligible based on the previous reporting period. More rigorous standards and eligibility/ineligibility periods can be adopted by the Winston School Board at any time during the year.

JH 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 raise the grade. 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 a "D" or above. Teachers will update their grades every Tuesday. Teachers will not be asked to update grades over a weekend.

SECTION I: Restricted Activity Status

Winston High School will perform weekly grade checks for our students 7-12 on each Tuesday of the school year. Any student who has a grade below a 60% in any class, including Launch and dual credit classes, 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 (7:30-3:35).

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.

SECTION J: Student Transportation

Students will not be allowed to take their autos to any school activities away from home without administrator approval.

SECTION K: School Provided Transportation

Students who are participants in away activities must ride the school provided transportation. Unusual circumstances requiring alternative transportation may be approved by the Principal in advance. The student will be allowed to ride home with their guardian or other persons designated by guardians if the guardian is present at the event and contacts the school personnel in charge. Other circumstances may be arranged for special situations with prior contact with the administration.

**ARTICLE V
SPECIAL EDUCATION PUBLIC NOTICE**

Individuals with Disabilities Education Act (IDEA)

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.

SECTION A: Grading of Handicapped Students

Any student who, because of a learning handicap, cannot receive a passing percentage in mainstreamed classes may be placed on an individual grading scale for those classes that are affected by the learning handicap. A student that has a learning handicap in reading will have those instruments used to determine grades read to him or her by the instructor for handicapped students. It will be determined by the students IEP committee based on diagnostic tests if the student with maximum effort and devotion to study can receive a passing percentage. Because of a learning handicap the following options will be available for the committee selection.

Option 1. Place the student on a pass/fail system in those classes affected by the learning handicap. The minimum percentage needed to pass classes will be determined by the IEP Committee.

Option 2. Place the student on a scale based upon the student's maximum effort and devotion to studies as being an "A" and scale to the bottom as an "F" being equal to zero effort.

It should be noted that any grades based upon an individual grading scale will be noted as such on grade cards and permanent records with an asterisk. On the grade card and transcripts an explanation of the asterisk will be written as "based on IEP performance". The final placement of grades on grade cards and transcripts will be recorded by the student's special education instructor. Instructors who have handicapped students mainstreamed into their classes will inform the special education instructor of the grade earned, based upon the grading scale written into the student's IEP. (Adopted December 10, 1986)

SECTION B: Graduation Requirements for Handicapped Students

Those students who cannot meet the established graduation requirements because of diagnosed learning problems will be granted an Individualized Education Program diploma after eight (8) semesters of attendance and after satisfactorily meeting the stated objectives in the student's Individualized Education Program.

SECTION C: Suspension, Expulsion, or the Use of Corporal Punishment for Handicapped Students

Those students who have been diagnosed and placed in a program for students with learning problems will follow the same established discipline guidelines as all other students who attend Winston High School. In some cases, and in addition to the established guidelines, further restrictions may be used as they are written into the student's Individualized Education Program. (Adopted 10/8/86)

SECTION D: Responsibilities for Services to Handicapped Students

The Winston R-VI Board of Education has the primary responsibility for guaranteeing an appropriate educational program for every handicapped student between the ages of five (5) and twenty-one (21) residing within this district. In the event that needed services are not currently available in the district, it is the responsibility of the local Board of Education to provide appropriate services by district personnel or contractual arrangement. Pertinent medical, psychological, educational and other such records must be obtained for each student prior to program placement and shall reflect the student's level of performance and expected academic growth. Formal reevaluation shall be provided as often as necessary to assure that

the student's file is current and reliably reflects his development and placement. Such reevaluation shall occur at least once every three (3) years.

The appropriate special education program shall be based on the results of professional evaluation recommendations. The student's parents or guardians shall be advised of the results of the evaluation and basis for the assignment. The Winston R-VI School District is committed by law to serve children with the following handicapping condition or conditions.

BLIND - Those who have visual acuity of 20/200 or less in the better eye after best corrections with glasses or peripheral vision subtending an angle not greater than twenty (20) degrees.

PARTIALLY SEEING - Those who have visual acuity range of 20/70 to 20/200 in the better eye with the best correction by glasses.

DEAF - those with a hearing loss of 75 to 80 decibels or greater across the speech range in the better ear without a hearing aid.

HARD OF HEARING - those who exhibit a hearing loss in the range from 40 to 60 decibels across the speech range in the better ear.

SPEECH - those whose speech or language deviates so far from other individuals that it calls attention to itself, interferes with communication, or causes its possessor to be maladjusted.

EDUCABLE MENTALLY RETARDED - Those who are capable of academic, social, and vocational training but require specialized instructions.

TRAINABLE MENTALLY RETARDED - Those who have potential for training in self-care, social adjustment, and vocationally related areas rather than academic.

BEHAVIORAL DISORDERS - Those students who have one (1) or more of the following characteristics:

- A. Difficulties in learning that cannot be explained by intellectual, sensory, or other health factors.
- B. Difficulties in maintaining satisfactory interpersonal relationships with others.
- C. A general pervasive mood of unhappiness or depression.
- D. A tendency to develop physical symptoms associated with personal or social problems.

SPECIFIC LEARNING DISABILITIES - Those near average, average, or above average in intelligence but manifest mild to severe difficulty in attaching meaning to sensory stimuli, difficulty with language, memory, motor skills, and control of attention.

ORTHOPEDICALLY HANDICAPPED - Those who have conditions such as, but not limited to, cerebral palsy, spina bifida, muscular dystrophy, congenital defects (such as hydrocephalus), and other physical defects in varying degrees, requiring special adaptation and modification of school facilities, equipment, and curriculum.

SPECIAL HEALTH PROBLEMS - Those having cardiac disorders, asthma, diabetes, cystic fibrosis, hemophilia, leukemia, anemia may be included in this category.

CEREBRAL PALSY - Those who have cerebral palsy to such a degree that special provisions or programs must be offered.

EPILEPSY - Those who have epilepsy to the extent that they are handicapped enough to require special services.

NOTE: Materials from the Department of Elementary and Secondary Education, The Columbia Public School System and Harrison County R-IV were used as guidelines in formulating the handicap student policies.

**ARTICLE VI:
EMERGENCY PROCEDURES AND NOTICES**

Emergency procedures will be posted throughout the building and will be practiced throughout the year. Drills will be conducted at the beginning of both Semesters and records of those drills will be maintained by the building Principals.

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.

Equal Opportunity

Form 1300

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

GENERAL ADMINISTRATION

Form 1621

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

**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.
7. **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).
8. **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.
9. **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.

NOTIFICATION OF STUDENT RIGHTS

The preceding pages contain the general school rules, policies, and procedures that have been adopted by the Winston R-VI School Board with the recommendation of the school administration. These outlined policies are those that will be used in the administration of Winston High School for the upcoming school year. The sole purpose of these rules and regulations is to create the most beneficial learning environment possible for collective students of the Winston R-VI School District. These rules were all designed to fit within the established parameters set forth by state and federal laws.

All students will be afforded due process as guaranteed by constitutional provisions with respect to suspension, expulsion, and or policies and decisions that the student believes injures his or her legal and civil rights. All students should familiarize themselves with this text so that they are aware of their rights and the legal authority of the Board of Education to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the school system.

If you have any questions regarding the policies outlined in this text, the interpretation of said policies, or their application, please do not hesitate to contact me.

Thank you,
Brenda Pliley, K-12 Principal

EQUAL EDUCATIONAL OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the Winston School District will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, sex, national origin, economic status, or handicap.

NOTICE OF NONDISCRIMINATION

The Winston R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Kayli Burrell
Superintendent
200 West Third Street
Winston, MO 64689

WINSTON HIGH SCHOOL
Discipline Handbook
2025-2026



Dr. Kayli Burrell, Superintendent
Brenda Pliley, K-12 Principal

Winston R-VI School District

200 West Third, PO Box 38

Winston, MO 64689

Phone: (660) 339-6462

Fax (660) 339-6468

Dr. Kayli Burrell
Superintendent

Brenda Pliley
K-12 Principal

Nicole Curtis
Asst. Principal

The Safe Schools Act was passed by the Missouri Legislature in an attempt to provide safer schools in Missouri by ensuring that appropriate information is shared between state agencies working with youth. The Safe Schools Act requires that students and parents receive a copy of the written discipline policy for the school they (the student) attend. This booklet, entitled Winston R-VI Discipline Policy, is a copy of our school district's discipline policies.

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610 (Student Discipline Code). Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to punish the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

Cases referred for disciplinary actions may have extenuating circumstances and discretion to the Principal or Superintendent to alter or adjust the disciplinary action in any offense.

DISCIPLINE HANDBOOK

The Safe Schools Act requires that students and parents receive/access a copy of the written discipline policy. This handbook is available on the school website or a hard copy can be requested from the office.

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610 (Student Discipline Code). Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct.

Individual acts of misconduct are calculated to punish the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

Cases referred for disciplinary actions may have extenuating circumstances and discretion to the Principal or Superintendent to alter or adjust the disciplinary action in any offense.

Parental initials/signature and student signature on the permissions and agreements page indicates that you have been informed of school policies concerning school lockers and parking lots, and that you have been provided/accessed a student handbook and discipline handbook.

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.

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.

DETENTION, IN-SCHOOL SUSPENSION AND SATURDAY SCHOOL FOR STUDENTS

Policies 2660, and 2661

The provisions for after-school detention and/or in-school suspension/Saturday School for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program, Saturday School, or supervised after school detention. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

Detention Policy:

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

In School Suspension Policy:

1. The student upon arrival at school, must go directly to his or her locker and bring with them to the ISS room the work that will be needed for the day.
2. Teachers will bring (or send) all assignments for the student to the ISS before the first hour.
3. The student will not be allowed to go outside the ISS room except to eat lunch, to use the restroom, and to get a drink of water. The student will be allowed a five (5) minute break in the morning and afternoon to use the bathroom and get a drink.
4. Students will not be allowed to sleep while in ISS, or have contact with other students.

Violations of any school regulation, policy, law, classroom rules, or directives issued by a teacher or administrator may result in the following punishments being issued:

1. detention, assigned by building principal or teacher
2. in-school suspension (ISS)
3. out-of-school suspension (OSS)
4. corporal punishment
5. expulsion and/or other punishment rendered by the faculty and/or administration
6. Saturday School

Saturday School: Saturday School is from 8 am to noon on the assigned Saturday. Students missing Saturday school will be given a day of ISS and reassigned the Saturday School.

Social Suspension:

Is defined as prohibiting a student(s) from attending or participating in extracurricular activities. The length of the suspension and activities missed will be determined by the principal, superintendent, and/or Board of Education. (Adopted 12/12/90)

STUDENT SUSPENSION AND EXPULSION

Policies and Regulations 2662 and 2663

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an exclusion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period. Procedures that should be followed to suspend a student differ from those that are required to expel a student.

Suspensions:

Note: Any student who is suspended from school for any length of time will not be allowed to participate in, or attend any extra-curricular activities, either at home or away from home.

A building principal may suspend a student for a period not to exceed ten (10) school days. Such suspension shall immediately be reported in writing to the Superintendent who may revoke or reduce the suspension of the Superintendent concluding that circumstances warrant such action.

When a student is suspended, the principal / designee shall attempt to reach the student’s parent/guardian to inform them of the school’s action and to request that they come to school for their student. If the parent/guardian is unable to come for the student, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day in the ISS room or with the principal.

If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the Superintendent for such suspension.

The Superintendent of Schools may suspend a student for a period not to exceed ninety (90) school days. No student shall be suspended by the Principal or the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and

2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the Principal of Superintendent.
4. Any suspension shall be recorded immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student.
5. A copy will be forwarded to the superintendent.

If a suspension is ordered by the Superintendent for more than ten (10) school days, the Superintendent's order may be appealed to the Board of Education if written notice of appeal is delivered to the office of the Board of Education. If such suspension is appealed, the Superintendent shall promptly provide the Board with a report of the facts involved in the suspension, the action taken by the Superintendent, and the reasons for the Superintendent's decision.

In such event, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

Any appeal to the Board of Education of the Superintendent's decision to suspend a student for more than ten (10) days may be heard and determined by the full Board or by a quorum thereof, or by a committee of three Board members appointed by the President of the Board. Such committee shall have full authority to act in lieu of the Board.

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. Participants in such pre-admission conferences will include:

1. Any teacher directly involved in the suspension offense
2. The student
3. The parent / guardian
4. The representative of any agency having legal jurisdiction, care, custody, or control of the student.
5. District staff members designated by the Superintendent / designee.

Expulsions:

No student may be permanently expelled from school without a prior hearing before the full Board or, at least, a quorum of the Board. A decision to expel a student requires the vote of a majority of those Board members present.

Due Process for expulsion of students shall include the following:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care. Such notification will include charges, contemplated action, and time and

- place of a hearing on such charges and that the student, parent/guardian, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed unless the student, parent/guardian or others having custodial care requests an open hearing. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parent/guardian or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.
 3. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the District. Prompt written notice of the decision shall be given to the student, the parent/guardian or others having custodial care, and counsel, if applicable.

Rules of Procedure in Hearings Before the Board of Education on Suspension and Expulsion Matters – Regulation 2671

1. Students or students' parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request may be addressed to the Superintendent who will review all matters concerning the suspension.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. Parents/guardians may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and the disposition of the case. If a parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent for such representation at least twenty-four (24) hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student which would be criminal offenses.
7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire. (Before testifying, witnesses shall be sworn.)
8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public,

the Board may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings. The Board shall also have the right to exclude the public or any person or persons if it shall determine that the hearings are being disrupted by any person or group of persons. Unless public, as herein above provided, hearings may be attended only by members of Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.

10. A record shall be made of any information presented at the hearing. Statements and other written matters presented shall be kept on file by the District.
11. As soon as practicable after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent.

The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

Policy 2664

Notwithstanding any provision of this regulation to the contrary, no student shall be readmitted or enrolled in a regular program of instruction if:

1. The student has been convicted of one of the offenses listed below.
2. The student has been charged with one of the offenses and there has been no final judgment.
3. A juvenile petition has been filed alleging that the student committed an act, which if committed by an adult, would be one of the offenses listed below, and there has been no final judgment; or
4. The student has been adjudicated to have committed an act, which if committed by an adult, would be one of the offenses listed below.

Offenses to which this policy applies:

1. First degree murder under Mo.Rev. Stat. 565.020
2. Second degree murder under Mo. Rev. Stat. 565.02 1
3. First degree assault under Mo. Rev. Stat. 565.050
4. Forcible rape under Mo. Rev. Stat. 566.030
5. Forcible sodomy under Mo. Rev. Stat. 566.060
6. Robbery in the first degree under Mo. Rev. Stat. 569.020
7. Distribution of drugs to a minor under Mo. Rev. Stat. 195.2 12
8. Arson in the first degree under Mo. Rev. Stat. 569.040
9. Kidnapping, when classified as a Class A felony under Mo. Rev. Stat. 565.110
10. Statutory rape under Mo. Rev. Stat. §566.032
11. Statutory sodomy under Mo. Rev. Stat. §566.062

Nothing in this regulation shall be construed to prevent the District from imposing discipline under the Student Code of Conduct for conduct underlying the above-listed offenses, even if the adult charge or juvenile petition has been dismissed, or the student has been acquitted or adjudicated not to have committed such acts in a criminal or juvenile court – if by a preponderance of the evidence, it can be established that the student engaged in the underlying conduct. The District may enroll a student, otherwise excluded under this regulation, in an alternative education program if the District determines that such enrollment is appropriate.

I. VIOLATIONS AGAINST PERSONS

- A. Careless or negligent behavior:** that results in injury, or has the potential to cause injury, to another student or staff member.

1st Offense: up to 1-3 days of detention and/or 1-3 days of ISS and/or Saturday school

2nd Offense: up to 3-5 days detention, and/or 3-5 days of ISS and/or 1-3 Saturday schools

3rd Offense: up to 1-3 days of ISS and/or OSS

Repeated Offenses: up to 4-10 days of ISS and/or OSS, with referral to superintendent for extended suspension greater than 10 days.

- B. Assault:** Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

1st Offense: up to 10 days of ISS and/or OSS

2nd Offense: up to 11-90 days of ISS and/or OSS

3rd Offense: Expulsion

- C. Fighting:** Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.

1st Offense: up to 1-3 days of ISS and/or OSS and/or Saturday School

2nd Offense: up to 3-5 days of ISS and/or OSS and/or Saturday schools

3rd Offense: up to 10 days of OSS, with possible recommendation to the superintendent for longer term suspension and/or possible expulsion.

D. Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students 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 physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc.

Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

1st Offense: Principal/student conference and up to 1-3 days ISS or up to 1-180 days ISS and/or OSS.

2nd Offense: up to 1-5 days ISS and/or OSS or up to 1-180 days OSS. 3rd Offense: up to 1-180 days OSS

E. Firearms and Weapons in School: (Policy and Regulation 2620)

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The district will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individual with Disabilities Act, and other applicable federal and state law.

1st Offense: 365 days of OSS and possible expulsion. The superintendent may recommend to the Board a modification of the suspension on a case by case basis.

2nd Offense: Expulsion

F. Insubordination: Discipline will depend on the nature and severity of the offense.

1st Offense: up to 1-5 days detention or ISS and/or OSS

2nd Offense: up to 5-10 days detention or up to 3-10 days of ISS and/or OSS

3rd Offense: up to 1-5 ISS and/or Saturday schools or up to 1-10 day ISS and/or OSS

4th Offense: Extended OSS (beyond 10 days) or expulsion

G. Verbal Abuse to Staff: Disrespectful language to a staff member.

1st Offense: up to 1-3 days detention, 1 day of ISS and/or OSS and/or Saturday school

2nd Offense: up to 1-3 days of ISS and/or OSS

3rd Offense: up to 3-10 days of ISS and/or OSS

4th Offense: suspension beyond 10 days and/or possible expulsion

H. Verbal Abuse to Staff of a Threatening Nature: Disrespectful language to a staff member that is threatening in nature.

1st Offense: up to 30-day ISS and/or OSS

2nd Offense: Expulsion

I. Student actions that are violent in nature and are directed against WINSTON R-VI School staff members:

Assault- Use of physical force to do bodily harm. Any student who commits an act of violence against a WHS staff member during the regular school term, at school activities, or while on school property will be given an immediate OSS by the superintendent until the next school board meeting.

At the school board meeting, the student and his parents/guardians, and if desired their representative must show a good reason why the student should not be expelled (permanent dismissal) from the Winston R-VI School District. If, in the opinion of the school board and the Winston R-VI school administration, good reason is not given, the student shall be expelled by a majority vote of the Board of Education.

Reporting Student Abuse:

The Board of Education believes that school staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. In addition, school employees are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

Child abuse is defined as any physical injury, sexual abuse inflicted on a child other than by accidental means.

Neglect is defined as the failure to provide the proper or necessary support, education, nutrition or medical, surgical or other care necessary for the child's wellbeing.

District employees who know or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor.

II. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

- A. Drugs/Controlled Substance:** Possession, use, attendance under the influence of controlled substances, alcoholic beverages or substances represented to be such, while on school grounds, on a school bus/vehicle or at a school activity (on or off school property).

1st Offense: Up to a 30 days suspension

2nd Offense: The student will be suspended from school until the next board meeting, where a hearing will be held. At this hearing the student and his/her parent/guardian and/or representative must show good reason why the student should not be expelled by a majority vote of the Board. In any case, the student may be referred to law enforcement officials.

B. Sale or Distribution of controlled substances, alcoholic beverages or substances represented to be such.

1st Offense: Expulsion

Any student found to be selling mood altering and/or illegal substances will be on the first (1st) offense:

-Brought before the BOE for expulsion proceedings.

-If at all possible, be referred to the law enforcement officials.

C. Tobacco Use: Student possession or use of tobacco, tobacco products, or e-cigarettes on school grounds, transportation or activities.

1st Offense: up to 3 days ISS and/or OSS

2nd Offense: up to 10 days ISS/OSS

D. Student Vehicle Use:

Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations

III. VIOLATIONS AGAINST PROPERTY

A. Extortion:

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

1st Offense: up to 5 days ISS and/or OSS

2nd Offense: up to 6-10 days OSS, with the possible recommendation to the Superintendent for a longer-term suspension

3rd Offense: Expulsion

B. False Alarm

1st Offense: up to 10 days of ISS and/or OSS

2nd Offense: Expulsion and reported to law enforcement agencies.

C. Theft: Non-consensual taking or attempt to take the property of another. Stealing or attempting to steal private or school property

1st Offense: Restitution and up to 1-3 days of ISS and/ or OSS

2nd Offense: Restitution and up to 4-10 days of ISS and/or OSS

3rd Offense: Referral to the superintendent for longer-term suspension or expulsion

D. Willful Damage to School, Staff or Student Property-Vandalism

Any student who willfully causes substantial damage or attempts to cause substantial damage to a property, real or personal belonging to the school, staff or students.

Students who willfully deface or injure or damage any school property shall pay in full for all damages caused thereby. Damaging or destroying school property may be punishable by a fine and/or jail sentences as prescribed by law.

1st Offense: Restitution and up to 1-3 days of ISS and/or OSS

2nd Offense: Restitution and up to 4-10 days of ISS and/or OSS

3rd Offense: Referral to the superintendent for longer term suspension or expulsion

E. Arson-Intentionally causing or attempting to cause a fire or explosion

1st Offense: Restitution and expulsion with referral to law enforcement

IV. VIOLATIONS AGAINST SCHOOL ADMINISTRATION

A. Truancy:

Truancy is defined as being absent from school or class without the knowledge of school officials or parents.

1st Offense: up to 3 days of ISS and/or OSS and parent conference

2nd Offense: up to 5 days of ISS and/or OSS

3rd Offense: up to 10 days of ISS and/or OSS

4th Offense: Expulsion

B. Closed Campus (Policy 2630):

With the safety and welfare of the students in mind, the BOE has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent or guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the principal.

Consequently, after arriving at school students who leave the school grounds before school is dismissed without the permission from the principal or superintendent will be given a three (3) day out of school suspension. Permission to leave will be granted upon written request of the guardian, or for good cause known to the principal or superintendent

C. Tardiness is defined as not being in the classroom in the seat ready to work at the tardy bell. After fifteen minutes the student will be counted absent.

Any student tardy to school or class (5) times in a semester will be required to serve one (1) 30-minute detention. Any student who accumulates an additional two (2) tardies will be given an additional one (1) 45-minute detention. Any student who accumulates an additional two (2) tardies will be given an additional one (1) 60-minute detention. Further violations will result in ISS.

D. Detentions are to be served on the date assigned. Failure to attend a detention will result in two (2) detentions. Further failure to attend detentions will result in additional discipline at the Principal's discretion up to OSS.

V. VIOLATIONS AGAINST PUBLIC DECENCY AND GOOD ORDER

A. Use of Obscene Language

Language that depicts sexual acts, human waste, and blasphemous language.

Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards; and which does not have a serious literary, artistic, political or scientific value.

1st Offense: up to 1-3 day out of ISS and/or OSS

2nd Offense: up to 5 days ISS and/or OSS

3rd Offense: up to 10 days of ISS and/or OSS with possible referral to the superintendent for longer term suspension or expulsion

B. Use of Language that is Disparaging or Demeaning

Words which are spoken solely to harass, injure other people, such as threats of violence, defamation of a person's race, religion or ethnic origin.

1st Offense: up to 1-3 days detention and/or ISS

2nd Offense: up to 5-day ISS and/or OSS

3rd Offense: up to 10 days ISS and/or OSS

C. Use of Disruptive Speech or Conduct

Conduct or speech, be it verbal, written or symbolic, which materially and substantially disrupts classroom work, school activities, or school functions.

1st Offense: up to 1-3 days of detention, ISS and/or Saturday School

2nd Offense: up to 1-5 days of ISS

3rd Offense: up to 10 days of ISS and/or OSS
possible referral to the superintendent for longer suspension or expulsion

D. Improper Display of Affection Consensual kissing, fondling or embracing

1st Offense: warning

2nd Offense: up to 1-3 days detention or Saturday school

3rd Offense up to 1-3 days ISS or Saturday school

Subsequent offenses: 1-3 days OSS

E. Cell Phones/Electronic Devices:

Our goal is to assist in teaching our students the appropriate use of their phones. Any violation of this policy will result in the ban of the device and/or additional consequences.

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

Cell phones are a prevalent part of today's culture in a rapidly changing world. As a privilege for students, the use of cell phones is permitted before and after school and at lunch. Cell phones should be on the silent function during these designated time periods.

Cell Phone Policy

Cell phones are not to be used or be visible during the school day, 7:50-3:35. Students are not to use personal devices (cell phones, wireless ear phones, wireless headphones, smart watches or any device with connectivity to a cell phone) at any time. Inappropriate material may not be accessed during school hours or using school equipment. Students are reminded that the use of the device during the school day, 7:50-3:35, will result in confiscation of the device.

Violation of this policy will result in the following disciplinary action:

1st Offense: Confiscation of Device. Parents must pick up the phone.

-30 minute detention will be assigned.

2nd Offense: Confiscation of Device. Parent meeting when parents pick up the phone.

-45 minute detention

3rd Offense: Confiscation of Device. Parents must pick up the phone.

-60 minute detention

-Phone must be left at home or turned in to the office for 5 school days.

Subsequent violations will be handled by principal's discretion.

Refusal to turn over the cell phone to teachers will result in a referral to the office. If a student refuses to turn the phone over to the administration, parents will be notified and the student will be sent home.

F. Sexual Harassment

Sexual harassment includes but is not limited to: sexual slurs, threats, verbal abuse and sexually degrading descriptions, graphic verbal comments about an individual's body, sexual jokes, notes, stories, drawings, pictures or gestures, spreading sexual rumors, touching an individual's body or clothes in a sexual way, displaying sexually suggestive objects, covering or blocking normal movements, unwelcome sexual flirtation or propositions, and acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX, may be directed to the superintendent of schools, to the district Title IX coordinator or the director of the Office of Civil Rights, Department of Education, Washington, D.C.

Students who are found guilty of committing one or more of the above listed acts may incur one or more of the following penalties: OSS, ISS, Saturday school, and possible expulsion. Subsequent offenses will be subject to more severe consequences.

G. Bus Misconduct

The safety of students during 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 in the student handbook.

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Misconduct will be treated the same as school building misconduct

DISCIPLINE OF DISABLED STUDENTS

Regulation 2672

Removal from Current Educational Placement for Not More Than Ten Consecutive School Days; Not More Than Ten Cumulative Days Removal for the Current School Year

A student with a disability who violates the District's discipline policy who has not been removed from the current educational placement for more than ten (10) cumulative days for the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students.

Services will not be provided to the student when the total number of days the students has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

Removal from Current Educational Placement for More than Ten Cumulative School Days

A student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short-term exclusions totaling more than ten (10) cumulative days does not constitute a change of placement.

On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

Long-Term Changes in Placement (Drugs and Weapons)

In addition to any other actions consistent with this regulation, District administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability:

1. Possesses a weapon at school or at a school function; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to assign a student to an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine the interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to receive the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

Definitions

Illegal Drug means a controlled substance not including drugs legally used or possessed under the supervision of a health care professional.

Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

Controlled substance means a drug or other substance identified under schedules I, II, III, IV or V in 21 U.S.C. § 812 (c).

Legal Refs: Individuals with Disabilities Education Act, P.L. 94-142
§ 504 of the Rehabilitation Act of 1973
§§ 160.261, 162.955 - .963, 167.161 - 171, RSMo.
Honig V. Doe, 108 S.Ct. 592 (1988)
Americans With Disabilities Act (42 U.S.C. 12101 et seq.)