

FREER ELEMENTARY

K-2

HANDBOOK



2015-2016

Updated June, 2015

District Mission Statement

The mission of the Windsor C-1 School District, a focal point and guiding force within the community, is to inspire all students to develop the vision within themselves and become contributing members of society, by providing excellent education opportunities founded on the fundamentals of a caring family, school, and community.

Important Numbers

Freer Elementary..... 636-464-2951

Fax.....636-464-4471

Nurse's Office.....636-464-4448

Transportation..... 636-464-5572

Latchkey 636-464-4406

**Freer Elementary
1800 Hanover Lane
Barnhart, MO 63012**

“Apples For The Students” Program

Apples for the Students Program will help us earn educational items for our school. More information will be coming home in late August. When you shop at Karsch’s please keep your register receipt; there will be certain dates that the receipts need to be collected.

Arrival

School Hours

School Begins: 8:20 A.M.

School Ends: 3:20 P.M.

Teachers are not scheduled to be at school until 7:45 A.M.

- **Students should not arrive at school prior to 7:50 a.m.** There is a Latchkey program available. The Windsor School Latchkey Program is administered by the district, and can be reached by dialing 636-464-4406.

Attendance

Parents should always encourage perfect attendance for their children. Attendance awards will be given to students who are able to keep a record of perfect attendance. The parent should contact the school office each day that the student is absent.

The classroom teacher will be informed about your child's absence and if requested by the parent, homework assignments may be picked up in the office after 2:00 p.m.

Any student missing 10 or more days will receive a letter from the office and a call from the school counselor. If necessary, parents should schedule a meeting with the classroom teacher, counselor, and/or principal to discuss reasons for absenteeism. Continued absenteeism beyond 10 days may result in a referral to proper authorities and will require a meeting with school personnel.

Audio and Visual Recording

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process. The district prohibits the use of video or audio recording equipment on district property or at district activities by students except: 1.) If required by a school-sponsored class or activity. 2.) At performances or activities to which the general public is invited such as athletic competitions, concerts or plays. 3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board. 4. As otherwise permitted by the building principal. If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.

Board Policy Manual and District Annual Notices

A copy of the district's Board Policy Manual is located in the principal's office. Contact the school secretary if you would like to access the manual. Board policy and the District's annual notices are also available on the school website at <http://www.windsor.k12.mo.us> .

Box Tops

Box Tops for Education F.E. participates in the Box Tops for Education Program. Watch for the Box Tops stamp on many products and send those you find in to your child's teacher. General Mills will then send W.E. money for each Box Top collected.

Cafeteria

A centralized cafeteria is provided for the use of our students. A hot lunch is provided at nominal charge. Parents should send lunch money to school in a marked envelope with your child's name. Please keep your child's account up-to-date. Letters with account information are sent home to help with this process. Children who wish may bring their lunch from home. All children will be under the supervision of cafeteria supervisors. Free and reduced lunches are available for students whose families qualify according to government guidelines. We encourage all parents to apply. The names of students receiving free/reduced meals will be kept confidential and will only be released to district personnel or persons administering the district's program on a need-to-know basis, in accordance with law. Contact the school office for more information regarding the free/reduced lunch program.

Freer Code of Conduct

1. Students should follow the teacher's directions at all times.
2. Students should keep their hands and feet to themselves.
3. Students should raise their hands to be recognized.
4. Students should stay in their desks unless they have permission to leave.
5. Cussing, teasing, or bullying will not be tolerated in school.
6. Students should stay in assigned areas.
7. Students should not misuse school material or equipment.
8. Fighting is not allowed.
- 9. Weapons of any description are not allowed at any time. Any weapons brought to school will result in an out of school suspension. (A weapon is any item that may be used to do harm against another student).**
10. Students should bring all required and necessary materials to class each day.
11. Assignments should all be completed on time.
12. Students should show respect to their teachers at all times.

13. Students should be aware of the feelings of their fellow classmates.
14. Students should respect the property of others.
15. Rock, wood chips, tire chips should not be picked up or thrown on the playground.
16. Chewing gum is not allowed.
17. **Threats of any kind will be taken seriously. Any threat made by a student will result in an out of school suspension or in school suspension.**

Fast food (McDonald's, Burger King, Taco Bell, etc.) will not be allowed in the cafeteria. Students are not allowed to drink soda in the cafeteria.

Parents are welcome to enjoy a cafeteria lunch with their child at a nominal fee, but due to space and time such visitations will be limited to **ONCE** per month. Please sign in at the office for a visitor's badge prior to lunch with your child.

2015-2016 School Lunch Prices

Student Breakfast: \$1.35 per meal

Adult Breakfast: \$1.85 per meal

Student Lunch: \$2:15 per meal

Adult Lunch: \$2.65 per meal

Single Milk: \$.35

Student Reduced Breakfast: \$.30

Student Reduced Lunch: \$.40

IMPORTANT Please inform your child's teacher, the school nurse, and the cafeteria if your child has any specific food allergies (e.g. peanut, milk, etc.) or any special dietary needs.

Communication

The school believes in the importance of strong communication between the home and school. We are committed to providing channels in which to provide this communication. Monthly Family Focus packets, the school website, Parent Link, and a telephone broadcast system are forms of communication in addition to phone calls and notes to the teachers to get information to and from you to help with meeting the needs of your child.

Webpages: All teachers K-2 now have WebPages available for your access. Each webpage provides specific information about that particular class. Many of the pages include homework assignments, classroom newsletter information, and calendar information. Some even have links to appropriate websites for children and photos of special activities.

Social Media: See Social Media section in this handbook. Parent Link: Parent Link offers parents the ability to access daily information about your child through the Windsor website. It includes attendance history, lunch balances, medical information, discipline notes and more. To obtain access to this account submit your email address to the office. Your email address will then be entered into our system and you will be sent a code that will allow you access to your child's school information. Be sure to keep the school updated with your current e-mail addresses in order to have access to Parent Link.

SIScall/SISemail System: This system enables school personnel to notify all households and parents by phone and email within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, late start, and announcements or reminders.

Counseling Program

Freer Elementary has the services of a certified counselor. The counselor can help your child with learning programs, social problems or emotional problems. Parents should contact Ms. Robin Swain at 464-2951 x4460 if your child is in need of assistance.

Curriculum

Curriculum development is an ongoing process in the Windsor School District to ensure that all students are exposed to up-to-date research based instruction that meets the needs of all students. Teachers meet together in grade level teams (called learning improvement teams-LIT at Windsor) to plan instruction on a regular basis. They seek ways to actively engage the students in learning. Curriculum is available for review for parents upon request. Windsor Elementary is fortunate to have the services of Mrs. Dawn Pluff, our curriculum coach for grades Kindergarten through grade 5. You may reach Mrs. Pluff at 636.464.4451, ext. 4929.

Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent.

The District has designated the following information as directory information: (See Board Policy JO)

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Students in kindergarten through eighth grade – Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

If you would not like to have your student's directory/non personal information disclosed please return the attached "Release of Directory Info", page 31, school office with a response of "OPT OUT". We will mark your record as opting out of directory information and it will not be included in any future requests for records.

Discipline

In order to provide a safe school environment for all students (as required by the Safe Schools Act), which is conducive to the learning process, students are expected to follow the code of conduct. Most minor infractions are handled in the classroom by teachers. Unacceptable behavior that is not corrected, or involves a more serious infraction may result in a discipline referral to the principal. School administrators retain the final authority to determine which disciplinary actions are warranted by unacceptable behavior.

When a student is sent to the principal for a discipline, he/she will be given a form for his/her parents to sign. It is the student's responsibility to make sure the discipline slip is signed by a parent and returned to the principal by the **next morning**. If the form is not returned the student will owe a recess.

	Offense	First Offense	Second	Third Offense
Drugs and Alcohol	Giving or receiving of controlled substances or alcohol as defined by Board Policy. Abuse and use of drugs. (Use or possession of any controlled substance or paraphernalia)	Three (3) days OSS. Contact Sheriff.	Ten (10) days OSS. Contact Sheriff	
Assault On School Personnel		Ten (10) days OSS. Recommend suspension to superintendent. Juvenile authorities notified.	Recommend expulsion. Juvenile authorities notified.	
Pulling Fire Alarm		Three (3) days OSS. Contact Juvenile authorities. Refer to Fire Marshall	Ten (10) days OSS	
Fire		Ten (10) days OSS. Recommended suspension to superintendent. Juvenile authorities		

		notified.		
Weapons	Any item that can be used to do harm against another person.	Weapon confiscated. Depending on circumstances, suspension or expulsion may be given. Juvenile authorities notified.		
Smoking	Students are not to smoke or use tobacco on school grounds or on buses during the school day or at activities. Students should not even carry smoking paraphernalia or chewing tobacco on their person.	Three (3) days OSS	Five (5) days OSS	Ten (10) days OSS
Bus Problems	Based on reports turned in by bus drivers. Depending on the offense, steps may be skipped.	Warning	ISS	One (1) day bus suspension. Any further offenses will result in five (5) additional days for each offense.
Fighting	Inciting a fight or pushing and shoving on school property	ISS	ISS or OSS	OSS
Destruction of Property		Full financial restitution by the student to include all labor and materials plus suitable penalty if deemed necessary. Parent Conference.		
Bullying	Includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, cyber bullying, damaging property and exclusion from a peer group.	ISS	ISS or OSS	OSS
Threats	Verbal, written or pictorial language or gestures that create reasonable fear of physical injury or property damage.	Three (3) days ISS or OSS	OSS	OSS or expulsion

Theft	Stealing or misappropriation of personal or school property (regardless of intent to return)	Return or restitution to the victim, conference with parents	ISS	
Inappropriate Touching, Inappropriate Display of Affection	Inappropriately touching the body of another individual in a sensitive, private place, making them feel uncomfortable. Continued/repeated verbal remarks, suggestive objects, physical gestures, or pictures.	Conference with student and counselor. Parent contact. ISS (Depending on circumstances, suspension or expulsion may occur).	ISS/OSS	OSS
Defiance/ Disrespect/Non-compliance	Office referral would occur when there is sustained high level inappropriate behavior refusal to follow directions, talking back, and/or socially rude interactions or student is unsafe and/or destructive.	Conference with student. Parent contact. Loss of privilege. ASD ISS	ISS/OSS	ISS/OSS
Dishonesty or Cheating	Repeated Behavior causing serious repercussions, or repeated lying to avoid consequences. Or, repeatedly cheating on academic work.	Conference with student. Parent contact. Loss of privilege ASD ISS	ISS	ISS/OSS
Technology Violation	Student engages in serious and/or repeated use of cell phone, pager, music/video players, camera, and/or computers.	Confiscation. Conference with student. Parent contact. ISS	ISS/OSS	ISS/OSS

The list of offenses in the Discipline Policy is not exhaustive, and the district can discipline a student for any action that is disruptive to the school environment, whether it occurs on or off school property. Consequences may be increased or decreased depending on the circumstances. The district works cooperatively with the police and will notify police when a crime occurs on school property. No person employed by or volunteering on behalf of the Windsor C-1 School District shall administer or cause to be administered corporal punishment upon a student.

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record. The following definitions and terms apply to this policy: Act of School Violence/Violent Behavior- The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities. Serious Physical Injury- Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body. Serious Violation of District's

Discipline Policy- One (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.
4. All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in 160.261, RSMo., or any act of violence or drug-related activity defined by Board Policy JGF (see above) as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian and the superintendent or the superintendent's designee has authorized the student to be on school property.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian and the superintendent or the superintendent's designee has authorized the student to be on school property.

The designation must be made in advance and in writing to the principal of the school that suspended the student.

3. The student is in an alternative school that is located within 1,000 feet of a public school in the district and is on the property of his or her residence. If a student violates this prohibition he or she may be suspended or expelled

Dismissal

Dismissal time is 3:15 p.m. for parent pick-up students. Bus Riders will be released approximately 3:20. Early dismissal interrupts classroom instruction. Students are not to be signed out before 3:20 unless for an emergency.

Dress Code

Students are to dress appropriately for school and for the weather. Clothing should cover the midriff and shorts should be an appropriate length. Students should not wear clothing that advertises cigarettes, alcohol, drug paraphernalia, or that has inappropriate language that is disruptive to the educational process. Girls will not be allowed to wear tank tops with spaghetti straps, halters, or tube tops. No undergarments are to show on either boys or girls. Clothing which is viewed as a safety hazard should not be worn to school (ex- extremely baggy pants, flip-flops, high heels). We highly recommend that students wear tennis shoes only, except on days for special events such as "School Photo Day". Caps/hats/scarves should not be worn inside the building except on special days. No

skate shoes (Ex. Heely's Skate Shoes). Teachers will use "good teacher judgment" to determine if coats are needed for play outdoors.

Drop Off/Pick Up

Please drop your child off near the dumpster at the back entrance in the mornings. For school safety purposes please refrain from walking your child into the building.

Parents are not permitted in the hallways during school hours. This is not only a distraction to instruction, but also poses a serious security problem. Any visitors to Freer Elementary must check in with the office for a visitor's badge.

1. All parents that pick their child/children up on a REGULAR or SEMI-REGULAR basis will need to fill out a registration form to get a number for their car or carpool. Students will be called by way of these numbers.

You will need to have this number in the car when you or anyone else picks them up. Please stop by the office to pick up your number.

2. If you need to pick up your child before 3:20 P.M., please send a note to school stating the reason for this pick up. Early pick-ups must be for a **VALID** reason **ONLY**, ex – Doctor/Dentist appointment.

3. Carpool pick-ups will exit the building at the NORTH patio doors/by the cafeteria.

4. Cars needing to exit the driveway in an emergency situation will need to use the upper parking lot.

5. Walkers will be released only after the buses have left the campus.

6. In order to help alleviate the traffic jam on Hanover, it is recommended that parents picking up walkers use the carpool plan.

E-Scrip Program

For those of you who are familiar with the E-Scrip program, it is a way to support your child's school every time you go to the grocery store. Every purchase you make at Schnucks, no matter what it is, Freer receives up to 3% of the total. This does not cost you anything! If you already have a card, you can still support Freer, as well as another organization. For more information about the E-Scrip program, contact the school office.

Electronics/Cell Phones/Toys

Students should NOT bring cell phones/electronics to school. All phone calls and text messages are not allowed during school hours. No Laser Lights are permitted at any time. Electronics (including Game Boys, I-Pods, etc.) should NEVER be brought to school. If found the item will be confiscated and held in the office until a parent picks it up. **No toy weapons will be allowed in school at any time. Any student found with a toy weapon is subject to suspension from school.**

Electronic Communications Between Staff and Students

Per Windsor School District Policy GBH, staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be

maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Elementary Choir

Freer Elementary School has a fine choir, which is open to second grade students only. Auditions are held once a year in the fall. Talent, grades, and behavior are considered. The choir performs each year, including an evening performance for the Freer community.

Emergency Procedures

EARTHQUAKE

In the event of an earthquake, students will remain in their classrooms and take a safe position underneath a sturdy object (desk, etc.). Once the shaking has stopped students will evacuate the building following our evacuation procedures.

EVACUATION

In the case of an event that requires evacuation (fire, bomb threat, etc.) all students will evacuate the building and each classroom will report to a designated area. Each room, located near the door, has evacuation procedures.

LOCK-DOWN

Freer Elementary has a procedure in place in the instance of an intruder.

TORNADO

In the event of a tornado, each classroom will report to their designated relocation point and take cover. These procedures are posted in each room.

Disaster

In the event of a disaster situation, the Windsor C-1 School District has developed a master plan for the evacuation and care of all children. During such time official statements will be made public to help parents locate and pick up their students.

Emergency Verification Form

At the beginning of the school year you will be asked to fill out an Emergency Verification Form for each of your children. This form should always be kept up-to-date. It contains spaces for your current home and work telephone numbers and also provides space for individuals that you designate who can be contacted in case of an emergency. No one else will be allowed to pick up your child. A

hospital will not treat a minor without a signed parent or guardian release form. Therefore, please advise the office of all changes to your home or work phone numbers. Valuable time can be lost in the event of an emergency if the phone numbers on file are not current. The telephone numbers of relatives or neighbors who might be able to locate you in an emergency would also be helpful. We also ask that you list the names of your Middle School or High School students. They are often very helpful in an emergency.

Food (Shared)

In the interest of providing a safe and healthy environment, the Windsor C-1 School District has adopted a policy effective for all schools, K-12, on food consumption during the school day. Some medical conditions and allergic reactions to food ingredients pose a serious risk to student safety. This risk is typically where food ingredients are unknown or where appropriate food preparation conditions cannot be controlled. Consequently, only prepackaged foods with nutritional labeling may be brought to school for student consumption. Home-prepared foods are not permitted or sold to students during the school day. This policy does not pertain to students' individual lunches and/or snacks brought home for personal consumption.

Gifted Education

The Windsor C-1 Gifted Education Program, Outstanding Windsor Learners (O.W.L.S.), is an academic pullout program for qualifying students from 1st to 12th grade. This differentiated educational program provides a student-centered environment that challenges the student to fully develop his/her abilities. Creative thinking skills, along with a variety of other thinking skills, are explored and applied to all areas of study. Each grade level is exposed to a unit on being gifted to aid in the student's self-awareness. Enrichment activities in the academic areas of Math, Language Arts, Science, Social Studies, and Computer Technology are appropriate to each grade level and are often applied to other areas of study. Students may be nominated to the Windsor C-1 School District's Gifted Program each winter during the first 2 weeks of the 3rd quarter. No nominations or referrals will be accepted after this date, unless the student is transferring from a state funded gifted program to the Windsor C-1 School District. (If a child has already begun the testing process at the school they are transferring in from, the testing for qualification into the gifted program will continue.) Parents of an elementary student, who wish to nominate their child, should consult with the child's teacher to determine if the child is a candidate for the screening process. The teacher will make the final decision for student nominations. The most recent test scores will be used for screening and placement in the gifted education program.

Gifts At School

Students are not allowed to have flowers or balloons delivered to them at school.

Grades

Report cards are issued at the end of each quarter. The report card should serve to keep you informed of your child's progress. Mid-quarter reports are also sent when needed to inform you of any concerns prior to the end of the quarter. Report cards will not be given to parents prior to the designated time.

Students will be evaluated in the specific areas of Reading, Written Communication, and Math, as appropriate for each grade level. Progress toward meeting expectations in each area will be reported in lieu of letter grades. Special Classes (Physical Education, Art, and Music) will include evaluation in the skill area for each as well as for behavior

Grading Scale

K-2nd Grade:

/.....Meets Expectations

X.....Making Adequate Progress

*.....Area of Concern

Grievance Policy

In accordance with Board policy JFH, Alleged acts of unfairness or any decision made by school personnel, (except as otherwise provided for under student suspension and expulsion or as otherwise provided for in Board Policy AC regarding alleged harassment or discrimination), which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- ▶ The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- ▶ If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- ▶ If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Halls

We have a no-talking rule for classes while passing through the halls. This includes going to or from special classes, recess or lunch. There is to be absolutely no running in the halls.

Health Policies

See information in the back of this handbook for the 2015-2016 health information provided by the Windsor C-1 School Nursing Department.

Homeless

The Windsor C-1 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Homework

For every day absent, the same amount of days will be allowed to make up work missed. Teachers should be informed of extraordinary circumstances and arrangements will be made to make up work. Please note though that in K-2 much of the work is done through “hands-on” learning, which can't be sent home.

Inclement Weather

In the event that Windsor School must be closed because of bad weather, an announcement will be made on SIS call, KMOX (1120 AM), KTJJ (J-98 FM), and KJFF (1400 AM) radio stations and TV Channels Fox 2, KMOV 4 and KSDK 5. These announcements will always state: “**Windsor C-1 School District.**”

Internet Usage

Internet access is available to students and teachers in the Windsor C-1 School District. We have taken precautions to restrict access to controversial materials by teaching students about responsible use and by using a software package to block student access to inappropriate materials. A student and parent signed Internet Agreement is required for students to have access to the Internet. All new students will receive this at registration.

Invitations

Invitations to parties will not be passed out at school unless everyone in the classroom is invited or every boy is invited/girl is invited. The school will not give out the address of any students for any reason.

LEP (Limited English Proficiency) Identification and Services

The Windsor C-1 School District will identify and assess the needs of students whose native or home language is other than English and will provide appropriate programs to address their unique needs.

IDENTIFICATION: All students will be screened upon enrollment to determine if a Language Minority (LM) situation exists. This will be accomplished by a parent history and interview. Interviewing parents to get a history of the student's language skills will accomplish this. In addition, all students in the district will have in their permanent file a completed Student Home Language Survey.

ASSESSMENT: Any student who is identified as LM will be informally screened by a building counselor to determine if further assessment is needed. Informal screening will consist of observation of the student's functional use of language and reading skills. If further assessment is required, the student will be referred to the District Director of Special Services.

SERVICES: If the results of the Woodcock-Munoz indicate that a student is LEP (Limited English Proficient), a multidisciplinary team will convene to determine services. Services may include pull-out services, tutoring, Title I programs, etc.

Library

Freer Elementary has a library containing a good collection of books, periodicals, and audio visual aids and equipment. The library is managed by a professionally certified librarian. All Windsor students receive regular library periods each week. We hope all parents will encourage their children to read regularly.

Lost and Found

Articles found on campus will be placed in the Lost and Found box in the foyer of the elementary office. Items found on the bus will be held on the bus for a short time, and then turned into the office. Money or other valuable items should be turned into the Office. At the end of the year, unclaimed items will be donated to Goodwill.

Marital or Guardianship Changes

Please keep the school aware of any changes in guardianship or parental rights. This is especially necessary in cases of divorce. Your child can be released to either parent or a listed guardian unless we are notified otherwise. [The District requests a copy of the Decree of Dissolution and/or parenting plan in instances of divorce so as to have necessary information regarding educational decision making rights and custodial rights.](#)

Mr. Feathers' Followers (Grades K-2)

One student from each classroom will be chosen as Mr. Feathers' Followers. The student will receive an award and lunch

Nondiscrimination Policy

The Windsor C-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's non-discrimination policies:

Mr. [Jeff Buscher](#)

[Assistant Superintendent](#)

6208 Hwy 61-67

Imperial, MO 63052

636-464-4400 x4467

jbuscher@windsor.k12.mo.us

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.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal, Mr. Charlie Bouzek, a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's educational records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, Denise Funston, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Parent Conferences

Good communication between parents and teachers is essential to a good working relationship. Parents should feel free to contact teachers to arrange for a conference time. Teachers will arrange for conferences outside of class time. Teachers are not to take time during class time to meet with parents. Please call the office to set up a conference time to contact the classroom teacher. Each teacher has a voice mailbox and an e-mail address where you may leave a message.

Parties

We have three parties a year (Fall, Winter, and Valentine's Day). Parents are encouraged not to plan parties beginning prior to 1:45 p.m. Parties should be finished by 2:45 p.m. for students to clean up and prepare for dismissal. Students may bring costumes to school on the day of their Fall Party to be worn only during their party. Students will be given time before their parties to get into their costumes. They should not wear costumes to school.

Physical Education

All students are required to participate in physical education. Unless determined in accordance with a Student's IEP or Section 504 plan, students will not be excused from P.E. activities without a note from home stating the reason why.

If the student should need to miss two consecutive class periods, a doctor's note, will be required for the student to be excused from P.E. Please obtain a note from physician for expected extended absences (fractured bones, surgery, etc.)

Students are expected to dress accordingly on the days their class has P.E. (Tennis shoes and appropriate dress for all).

Positive Behavior Support

Freer Elementary is implementing PBS. PBS stands for Positive Behavior Support. The goal of PBS is to reinforce positive behavior in our students and faculty members. You will notice that we have included our new PBS expectations entitled Freer Focus. This matrix details our expectations for our students. Through PBS we will have a positive and successful experience here at Freer Elementary.

Recess

One or more recess periods are provided for each student during the school day depending on his/her grade level. Our recess time allotment conforms to state regulations. Restroom breaks are also provided. All students are to remain within the boundaries of the schoolyard during recess. All students must obey the teachers on duty during the recess period. There is to be no rock throwing on the school grounds at any time. Fighting is a very serious violation of school rules, which could result in school suspension.

Recycling Program

Our school participates in recycling programs to help our environment and to teach students environmental awareness. Parents are invited to place all used, unneeded paper (no cardboard boxes please) in the recycle bins located on our school parking lot. Some of our recycling efforts earn our school money. Please help us recycle by bringing in empty printer cartridges. Some parents collect these items at their workplace for us. We appreciate your help with recycling

Response to Intervention

Our school believes that every child can learn, but not every child learns at the same rate or in the same way. Because of this, we have adopted a Response to Intervention process, frequently called "RTI" that utilizes interventions to help all students be successful in reading, math, and social settings. Students are found eligible for additional help through this process using a variety of criteria. If you have any questions about the process, you may contact Robin Swain, counselor, at 636.464.2951 x4460, or Mrs. Lisa Dillingham, Interventionist, at 636.464.2951 x4686. Our school provides interventions four days a week for the majority of the year. During this time, students transition to a variety of classrooms. Students who do not need interventions will participate in enrichment activities, or additional core activities in their classrooms. These groups of students tend to change every six weeks. Your child's teacher will notify you of his/her progress and placement.

Selling Items In School

Selling in school should be limited only to school activities and for school organizations. Groups must get permission from the Superintendent in order to initiate their moneymaking projects.

Smoking On Campus

To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the Windsor C-1 School District bans the use of all tobacco products and electronic cigarettes in all school facilities, buildings, buses or any school grounds at all times, this applies to all people on campus.

Special Class Schedule

Freer Elementary follows a Day 1 – Day 5 schedule in lieu of a Monday – Friday schedule. A Day 1 – Day 5 schedule prevents students from missing special classes on days like early outs, holidays, or snow days. For example, if your child has Art on Mondays and school is not in session for Labor Day your child would not have Art that week. This over time could add up to a lot of instruction missed in a particular special class. With a Day 1 – Day 5 schedule this is eliminated as we continue to follow the special class rotation despite the day of the week that it may be. Your child's teacher will be providing you with more details about your child's special class schedule.

Special Services

Students who qualify for Special Education services will receive appropriate programs through their Individual Educational Plan (IEP).

Students with physical or mental impairments which substantially limit major life activities may qualify ~~based~~ for a section 504 accommodation plan. If there are any questions call Mrs. Robin Swain (Counselor) at (636) 464-4460.

Student Searches

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice, including search by drug dogs. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted. School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not ~~32 Windsor Elementary Handbook Updated May 2015~~

immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Student Transfers

Please contact the school upon moving out of the Windsor School District in order to stay in compliance with school and residency laws. Freer Elementary will transfer student records, including discipline records, to the new school district upon receiving the school's request.

Target “Take Charge For Education” Program

We've discovered a terrific way to raise funds for our school. It's super-easy, and all you have to do is use your Target® Visa® or Target® Card. We will receive a percentage of the amount of each purchase in the form of a cash donation from Target through the Take Charge of Education® program. It's easy. Just visit target.com/tcoe, or call 1-800-316-6142 to designate our school. So if you're going to Target anyway, please consider using your Target® Visa® or Target® Card. Big thanks to those who are already doing their part to make a great school even better.

Tardiness

Any child who arrives at school after 8:20 A.M. should report to the office with a note from his/her parents or guardian explaining his reason for being late. We hope all parents will encourage their children to be prompt. We believe this is a value that all children should learn. Parents should always make every effort to get their child to school if he or she is tardy or has missed the bus. Every lesson is important to your child's academic development.

Any student who is tardy 5 or more days will receive a letter from the office and a phone call from the school counselor. If necessary, parents should schedule a meeting with the classroom teacher, counselor, and/or principal to discuss reasons for tardiness.

Target “Take Charge For Education” Program

We've discovered a terrific way to raise funds for our school. It's super-easy, and all you have to do is use your Target® Visa® or Target® Card. We will receive a percentage of the amount of each purchase in the form of a cash donation from Target through the Take Charge of Education® program. It's easy. Just visit target.com/tcoe, or call 1-800-316-6142 to designate our school. So if you're going to Target anyway, please consider using your Target® Visa® or Target® Card. Big thanks to those who are already doing their part to make a great school even better.

Title 1 School Information

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

Upon your request, our district is required to provide 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.

Transportation

Transportation is provided to and from school to all students within the Windsor Elementary attendance area that meet the bus expectations. For the safety of all students it is very important that bus riders know and follow the expectations. Parent support is needed in this area. Please talk with your child about the importance of his/her school bus behavior. Bus tapes are routinely viewed with follow-up as needed.

Freer Elementary students are assigned to ride a specific bus. Under no circumstances will children be allowed to ride another bus without a note from their parents and then only for a valid reason. The office will issue a dated bus pass to any student who is granted permission to ride a bus other than his own. Contact the school office by 2:00 P.M. if dismissal plans change unexpectedly. Failure to obey bus rules and regulations could result in a bus suspension

Please contact the Director of Transportation at 636.464.5572 for more information about transportation concerns or questions.

Kindergartners must be met at the bus by a parent or their designee unless arrangements have been made with the Transportation Dept. and the principal. If someone is not there, the student will be returned to school. If this becomes a re-occurring problem transportation privileges will be revoked.

Missouri Transportation Laws, Regulations & Standards (Provided by the Transportation Department)

- 1.The driver is in charge of students and the bus. Students must follow the directions of the driver promptly and cheerfully.
- 2.Students must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
- 3.Students should never stand in the roadway while waiting for the bus.
- 4.Unnecessary conversation with the driver is prohibited. Profane language is strictly forbidden.
- 5.Classroom conduct is to be observed by students while riding the bus.

- 6.The use of tobacco is not permitted on the bus.
- 7.Students must not throw waste paper or other rubbish on the floor of the bus.
- 8.Students must not at any time extend arms and heads out of the bus windows.
- 9.Students are not to leave the bus for any reason without permission, except when they reach their destination.
- 10.Students must not try to get off the bus or move about within the bus while it is in motion.
- 11.Students should not deface, scribble or mark the interior or exterior of the bus. Any damage to the bus should be reported to the driver at once; students and their parents may be held financially responsible for damage.
- 12.No Animals (including insects) shall be permitted on school buses.
- 13.The driver shall assume control of all children while they are being transported and should require from them respectable and orderly behavior. Any continued disorderly conduct should be reported to the proper school authority.
- 14.A seating chart is in place for all bus riders with the K-2 students being placed closest to the driver.
- 15.No food or drinks on the bus at any time.
16. All students are to remain seated until the bus has stopped.
17. No electronic devices such as a cell phone or Gameboy.

Visitor Parking

During A.M. arrival the school driveway will be CLOSED to parent parking/drop-off, from 7:35-8:00 A.M. daily. The school driveway is reserved for bus drop-off ONLY.

No cars on upper lot 3:00pm-4:00pm. The upper lot is reserved for after school daycare vehicles.

Volunteers

Parent volunteers may be used as needed by the faculty and staff. Volunteers who will be working in the school MUST have a background check. The background check will not be paid by the district. Volunteers are to work under the direction of a staff member. They should demonstrate professionalism and confidentiality. Volunteers will be given a specific handbook to guide them through the process.

Wellness Policy

The primary goal of the Windsor C-1 School District Wellness Policy is to promote student health, reduce student overweight/obesity and facilitate student learning of lifelong healthy habits.

A wellness committee was established to help write the program. The committee consisted of administrators, teachers, parents, students, nurses and the food service director. The program and plan were submitted to the Board of Education and approved to be implemented for this school year. The committee will continue to meet and revise the plan as needed.

The wellness program addresses, the nutritional guidelines, nutrition education, physical fitness education, family involvement, outdoor air quality and staff wellness. The program can be viewed on the school website under the board policy segment with the letters ADF-AP.

Regarding classroom parties, celebrations, fund raisers, rewards and celebrations, the program states the following:

It is recommended that food and beverages offered through rewards, celebrations, parties, fund raisers and after school programs will have at least 25% of the items meeting the Snack Parameter Guidelines.

Nutrient	Parameter	Source
Calories	200	Healthier US School Challenge
Fat	35% of calories	US Dietary Guidelines
Saturated Fat	10% of calories	US Dietary Guidelines
Sodium	480 mg	FDA
Sugar	35% of weight	US Dietary Guidelines

Windsor Schools will encourage staff, parents and coordinators of after-school programs to offer non-food rewards or healthy foods and beverages for rewards, celebrations, parties, fund raisers and after-school programs.

Some suggestions for healthy snacks are: pretzels, pretzels with cheese, fresh fruit, cheese cubes and crackers, jello jigglers, sliced apples with caramel dip, popcorn, veggies and dip, and granola bars. Some other suggestions are available on the following web sites: www.healthy-kids-snacks.com, www.healthy-kids-snacks.com and www.parents.com and in the search box, type in A-Z healthy snacks.

WFPA

The Windsor Freer Parent Association is available for parent participation. This parent group helps to provide activities and resources for our students. Contact the school office for membership information.

Windsor C-1 School District
Imperial, MO

HEALTH POLICIES – PARENT INFORMATION

The nurses of Windsor C-1 Schools would like to welcome you and your child. Our role as school nurses is to provide first aid and emergency care, to conduct health and developmental screenings, to participate in the prevention and control of communicable diseases, to promote wellness through health education, and to meet the special needs of any chronically ill or child with a disability.

Immunizations

According to Missouri State Law, Section 167.181 RSMo, students must have the required immunizations before enrolling or attending school. Immunizations may be obtained at the Jefferson County Health Department in Arnold (phone 636-282-1010) or in Hillsboro (phone 636-942-3101). Appointments are necessary. Call for days and times.

Physical Exams / Dental Exams

Physical Exams are required for all students entering Kindergarten, and recommended for all students every two years thereafter. This form may be obtained in the nurse's office. A dental exam is also recommended for students each year. Please give a copy of these exams to the school nurse to be kept in your child's health file.

Health Care Plans

Any parent who has a child with a medical diagnosis is asked to contact the school nurse to discuss their child's condition and to determine if a health care plan and/or Section 504 plan needs to be developed for school to accommodate his/her individual needs.

- **Asthma**

All students with a diagnosis of asthma must have an "Asthma Action Plan" on file in the school nurse's office. Please obtain a copy of this form for your physician to complete. The purpose of this plan is to assist the school nurse in managing your child's asthma at school.

- **Allergic Reactions / Anaphylaxis**

True medical emergencies are rare but may happen at school. In the case of a severe allergic reaction (anaphylaxis), time is of the essence.

Students with a known severe or potentially severe allergic reaction must have an "Allergy Plan" completed by their physician and kept on file in the nurse's office. The parent must also provide any medications required as part of that plan to the school nurse. It is the parent's responsibility to discuss with the appropriate school staff, including the school nurse, any accommodations that need to be made at school, especially in the case of food allergies. At the parent or school's request, a meeting can be arranged for this purpose.

NOTICE

Schools in this district are equipped with pre-filled epinephrine auto syringes and asthma-related medication. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training that the student is having a life-threatening anaphylactic reaction or asthma episode. In accordance with written protocols provided by the authorized prescriber, students authorized to carry and self-administer epinephrine or asthma medications, may do so in accordance with Board policy.

Illnesses

In an attempt to control the spread of illness, it is the policy of the district that any student be sent home who has: a fever (100° F or greater), vomiting, diarrhea, or as otherwise determined in the best interest of the student and/or the classroom. STUDENTS MUST BE FREE OF THESE PROBLEMS FOR 24 HOURS BEFORE RETURNING TO SCHOOL. Students with any illness or communicable disease will be allowed to attend school in accordance with their doctor's recommendation and the policies and guidelines of the Missouri Division of Health.

District Sponsored After-School Programs (e.g. Tutoring, Detention, Sports, etc.)

For any student participating in a district sponsored after school program, it will be the responsibility of the parent to discuss any medical **needs** that their child has with the assigned coach/teacher **and or applicable IEP or Section 504 team**. The school nurses are in a position to serve in an advisory capacity for these programs; however, there is no nursing coverage available during these times.

Communicable Diseases

In the event of any communicable disease, control measures and interventions will be implemented in accordance with state statutes governing disease control, and in consultation with the student's physician and the Missouri Department of Health.

Head Lice

Windsor C-1 Schools has a "nit free policy," which means that no student is allowed in school with head lice or nits and will be sent home if either of these is detected at school. Students will **not** be allowed to return to school until he/she is checked by the school nurse/office. All students in the classroom of the **known** case will receive an information sheet to take home to their parents. It is the policy of the district that all students be screened in the classroom when **two or more cases of head lice** have been identified.

Conjunctivitis ("Pinkeye")

The school nurse will exclude from school any child who has drainage from the eye and instruct the parent to contact their doctor regarding treatment of the condition and school attendance.

Health Screenings

Annual Health Screenings Performed by Grade					
	Height	Weight	Vision	Hearing	Blood Pressure
Kindergarten	✓	✓	✓	✓	
1 st grade	✓	✓	✓	✓	
2 nd grade	✓	✓			
3 rd grade	✓	✓	✓	✓	
4 th grade	✓	✓			
5 th grade	✓	✓	✓	✓	
6 th grade	Screenings performed as needed or by request of teacher, parent or Special Services Dept.				
7 th grade	✓	✓	✓	✓	✓
8 th grade	Screenings performed as needed or by request of teacher, parent or Special Services Dept.				
9 th grade	✓	✓	✓	✓	✓
10 th grade	Screenings performed as needed or by request of teacher, parent or Special Services Dept.				
11 th grade	Screenings performed as needed or by request of teacher, parent or Special Services Dept.				
12 th grade	Screenings performed as needed or by request of teacher, parent or Special Services Dept.				
An opt-out form is available for you to sign if you do not want your child screened.					

Speech Screenings are conducted each year at the discretion of the Special Services Department.

All forms are available for download on line under the nursing tab on the district website. If you are unable to obtain these forms on line, they will be available in the nurse's office.



We hope this information will help you understand some of the health policies of our district. Please do not hesitate to contact us if you have any questions, or if your child has any special need with which we can assist.

Fia

Windsor C-1 School District
Imperial, MO

MEDICATION POLICY – PARENT INFORMATION

This information is provided as a reference to parents regarding the district's medication policy. The policy in its entirety is available for review in the school nurse's office.

Prescription Medication

All prescription medication must be sent to school in a currently dated and labeled prescription bottle (request an extra bottle from the pharmacy) and accompanied by a signed **PRESCRIPTION MEDICATION AUTHORIZATION FORM.**

Over-The-Counter Medication (Physician and Parental Consent Required)

No over-the-counter medication (e.g. cough syrup, ibuprofen, etc.) will be administered at school without a written consent/order from the student's physician. This order must state:

- Name of student
- Name of medication, dose, and time to be given
- How long it will be given and indication for use

All over-the-counter medication must be sent in the original manufacturer's labeled bottle and accompanied by a signed **OVER-THE-COUNTER MEDICATION AUTHORIZATION FORM.**

Stock Medication

The school district has secured the services of a physician to write standing orders to cover the use and administration of specific over-the-counter medications which are supplied by the school district. These include Tylenol, Tums, Cepacol Lozenges, and Menthol Cough Drops. Written parental consent on the "Student Health Referral Card" must be obtained before a stock medication is given.

In addition, there is a district policy in place that allows for the administration of epinephrine in the case of a severe allergic reaction.

Student Self-Administration

Students are NOT allowed to carry any medication on their person for self-use, including asthma inhalers, without first consulting the school nurse regarding the district's policy.

Important: Any student found carrying any medication without authorization in their file, will be sent to the principal's office. The medication will be confiscated and the parent contacted. The student may be subject to disciplinary action.

Sending Medication to School

All medication must be brought to school by the student's parent or a parent designee (e.g. baby-sitter, neighbor, etc.). If the parent is unable to do this, the medication may be sent with the student, providing the following conditions are met:

1. The prescription or over-the-counter medication is sent in the correctly labeled bottle inside a sealed envelope, and
2. The parent must call the nurse/office and report that medication is being sent to school with a count of the number of pills sent.

**Windsor C-1 School District
Imperial, MO
STANDING MEDICATION ORDERS**

The employees of the Windsor C-1 School District may use the following medications on a PRN (as needed) basis, in accordance with the district's medication policy. Please notify the school nurse if your child is allergic or sensitive to any of these products.

Product	Indications	Dose
Acetaminophen – 80mg, 160mg, 325mg, 500mg	For the temporary relief of minor aches and pains, headaches, toothache, menstrual cramps and fever.	Per instructions on label.
Ibuprofen 200mg	For temporary relief of minor aches and pains, headaches, muscular aches, joint pain, menstrual cramps and fever.	Adults and Children over 12 years old: Give 1-2 tablets every 4-6 hours PRN
Antacid/Tums	Antacid to relieve the symptoms of acid indigestion, heartburn or sour stomach.	Adults and children over 6 years old: chew 1-2 tablets every 2 hours PRN
Throat Lozenges	For dry mouth and irritated throat.	Adults and children 5 years and older: one lozenge every two hours PRN
Menthol Cough Drops	For temporary relief of minor sore throat irritation and coughs due to colds or inhaled irritants.	Adults and children 5 years and older: one drop every 2 hours PRN.
Product	Indications	Dose
Analgesic Rub/Ben Gay	For relief of sore, aching and strained muscles.	Apply and gently massage until disappears. Repeat 3-4 times daily.
Antibiotic Ointment	To help prevent the risk of infection in minor cuts, scrapes and burns.	Apply small amount on the area 1-3 times per day.
Antifungal Cream 1%	To relieve itching due to possible fungal infection.	Apply evenly to affected area.
Bactine	Antiseptic/anesthetic used to cleanse wounds, and for the temporary relief of insect bites, sunburn and minor cuts and skin irritation.	Apply to area with clean applicator saturated with product.
Burn Ointment (Ungentine)	For the temporary relief of pain associated with minor burns.	Apply to affected area not more than 3-4 times daily.
Caladryl/Hydrocortisone Cream ½ - 1% / Anti-Itch Cream	Relief of itching due to insect bites, minor skin irritations, poison ivy and poison oak.	Apply locally for itching 3-4 times daily.
Hydrogen Peroxide	Local anti-infective, as a topical antiseptic.	Apply to affected area.
Insect Bite and Sting Relief "Sting Kill" (Benzocaine 20% & Menthol 1.0%)	Relief of pain and itching due to insect bites.	Apply to affected area 1 x only.
Isotonic/Saline Eyewash	To cleanse and sooth minor conjunctiva irritations.	1-4 drops in eye as needed.
Albuterol Sulfate Inhalation Aerosol (MDI)	To prevent or treat bronchospasm in patients with reversible obstructive airway disease.	1-2 puffs every 4-6 hours.
Albuterol Sulfate Inhalation Solution 0.083% 2.5mg/3ml	To prevent or treat bronchospasm in patients with reversible obstructive airway disease.	1 ampule per nebulizer every 4-6 hours.
Epi-Pen	For severe allergic reaction (anaphylaxis) per district policy.	Adults and children over 66 lbs.
Epi-Pen Jr.	For severe allergic reaction (anaphylaxis) per district policy.	Adults and children less than 66 lbs.

PRESCRIPTION MEDICATION AUTHORIZATION FORM

(To be completed by the parent. Please send medication in a prescription labeled bottle).

_____	_____	_____
(Student's Name)	(DOB)	(Grade/Teacher)
_____	_____	_____
(Name of Medication)	(Dose)	(Time)

(Diagnosis - Special Instructions)		

I authorize the employees of the Windsor C-1 School District to dispense this medicine to my child and to contact my physician below to discuss any questions or concerns about this medicine.

NOTE: Any medicine that is routinely given just before or during lunchtime WILL NOT be given on early dismissal days unless prior arrangements are made with the school nurse.

_____	_____	(_____)	(_____)
Signature Parent/Guardian	Date	Home Phone	Work Phone
_____	_____		(_____)
Physician's Name	Phone		Cell Phone

PRESCRIPTION MEDICATION AUTHORIZATION FORM

(To be completed by the parent. Please send medication in a prescription labeled bottle).

(Student's Name)

(DOB)

(Grade/Teacher)

(Name of Medication)

(Dose)

(Time)

(Diagnosis - Special Instructions)

I authorize the employees of the Windsor C-1 School District to dispense this medicine to my child and to contact my physician below to discuss any questions or concerns about this medicine.

NOTE: Any medicine that is routinely given just before or during lunchtime WILL NOT be given on early dismissal days unless prior arrangements are made with the school nurse.

(____) _____

(____) _____

Signature Parent/Guardian

Date

Home Phone

Work Phone

(____) _____

Physician's Name

Phone

Cell Phone

Windsor C-1 School District
Imperial, MO

OVER-THE-COUNTER MEDICATION AUTHORIZATION FORM

To be completed by the physician and the parent.

According to the Nurse Practice Act for the State of Missouri, nurses are not allowed to dispense medication unless prescribed by a physician. Please use this form when sending over-the-counter medication to school.

Student _____ D.O.B. ___/___/___ GR/Teacher _____

PHYSICIAN'S SECTION (To be completed by the physician).

Medication _____ Dose _____ Interval _____
Diagnosis/Reason for Treatment _____
Special Instructions/Restrictions _____

Medication _____ Dose _____ Interval _____
Diagnosis/Reason for Treatment _____
Special Instructions/Restrictions _____

Medication _____ Dose _____ Interval _____
Diagnosis/Reason for Treatment _____
Special Instructions/Restrictions _____

Physician's Printed Name

Date

Physician's Signature

Office Phone

PARENT SECTION (To be completed by the parent)

I authorize the employees of the Windsor C-1 School District to dispense the above over-the-counter medicine(s) to my child, and to contact my physician to discuss any related questions or concerns.

NOTE: Any medicine that is routinely given just before or during lunch WILL NOT be given on early dismissal days unless prior arrangements are made with the school nurse.

Parent Signature

Date

Home Phone

Work/Cell Phone