

Windsor Intermediate Center

**6208 Highway 61-67
Imperial, MO 63052**

Dr. Matt Carlton, Principal - (636) 464-4407

Michael Holland, Assistant Principal - (636) 464-4415

Office (636)464-4451

FAX Number (636)464-4472



**Student Handbook
2016 – 2017**

NOTICE OF NONDISCRIMINATION

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. Any person having an inquiry concerning the District's compliance with the above regulations and established grievance procedures should contact the District's Assistant Superintendent at 636-464-4404.

WINDSOR C-1 SCHOOL DISTRICT
2016 – 2017 SCHOOL CALENDAR

BOARD APPROVED
March 18, 2015

This calendar equals 179 “teacher” days; 170 “student” days

August 11, 12		New Staff Development
August 16, 17, 18	*	STAFF / PROFESSIONAL DEVELOPMENT MEETINGS
August 22		<u>FIRST DAY</u> of School – (Full Day)
September 5		<u>NO SCHOOL</u> – Labor Day
October 7	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
October 14		<u>EARLY DISMISSAL</u> – Grades K-12 – (Grading) - <u>End of First Quarter</u>
October 27		<u>EARLY DISMISSAL</u> – Grades K-12 - PARENT/TEACHER CONF.
October 28		<u>NO SCHOOL</u>
November 4	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
November 23, 24, 25		<u>NO SCHOOL</u> – Thanksgiving Break
December 21		<u>EARLY DISMISSAL</u> – Grades K-12 (Grading)
December 22		<u>EARLY DISMISSAL</u> – Grades K-12 – <u>End of First Semester</u>
December 23		<u>NO SCHOOL</u> – First Day of Winter Break
January 3	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
January 4		<u>FIRST DAY 2ND SEMESTER</u> - for Students
January 16		<u>NO SCHOOL</u> – Martin Luther King Day
February 17	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
February 20		<u>NO SCHOOL</u> – President’s Day
March 10		<u>EARLY DISMISSAL</u> – Grades K-12 (Grading) - <u>End of Third Quarter</u>
March 17	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT
April 13	*	<u>NO SCHOOL</u> – STAFF DEVELOPMENT (SNOW MAKE-UP DAY #9)
April 14-17		<u>NO SCHOOL</u> – EASTER BREAK (APRIL 17 SNOW MAKE-UP DAY #10)

May 15		<u>EARLY DISMISSAL</u> – Grades K-12 – (Grading)
May 16		<u>EARLY DISMISSAL</u> – Grades K-12 (TENTATIVE LAST DAY OF SCHOOL)
May 17-26		SCHEDULED SNOW MAKE-UP DAYS (#1-#8)

* - Professional Development

EARLY DISMISSAL TIMES: 11:25 AM for Grades 6-12; 12:25 PM for Grades K-5

➤ Graduation: May 25, 2017

Windsor Intermediate Center Windsor C-1 School District

OUR MISSION:

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

CONTACT INFORMATION:

Main office: 464-4451

Dr. Matt Carlton, Principal: 464-4407; Email: mcarlton@windsor.k12.mo.us

Mr. Michael Holland, Asst. Principal: 464-4415; Email: mholland@windsor.k12.mo.us

Nurse's Office: 464-4464

Transportation: 464-5572

Latch Key: 464-4406

Building Website: <http://windsor.k12.mo.us/ic/>

IC Twitter: @WindsorICNews

Policies and Procedures Website: <https://eboard.eboardsolutions.com/mo/windsorc1>

SCHOOL DAY HOURS

School Begins: 8:05 a.m. (Students should not arrive before 7:30 AM.)

School Ends: 3:05 p.m.

Parent Pick-Up and Parent Drop-Off occur in the front of the building each day. We ask that those who pick-up/drop-off use our vehicle lines to ensure the safety of our students and the effectiveness of our procedures.

Please take note of the dismissal time for students or of dismissal times from after-school activities. We ask that parents who pick up students do so at the designated times.

There is a Latchkey program available. The Windsor School Latchkey Program is administered by the district, and may be reached at 636-464-4406.

Introduction

The purpose of this handbook is to familiarize you with the procedure and rules for Windsor Intermediate Center. We hope you will read this booklet and be supportive of your child's school. Items are in alphabetical order for convenience.

Much of your child's success in school depends to a great extent on your continued support and guidance. The elementary school years are developmental years. Your child will be forming attitudes, values, and habits that will be the foundation possibly for his or her whole life. Success in school should be important to your child and to yourself. Encourage your child to work hard and excel in school. Communicate regularly with your child's teacher and encourage your child to read whenever possible.

We in the Windsor C-1 School District pledge to provide a safe, sound educational environment and the finest instruction available.

Working together we can provide an excellent education opportunity for your child.

ATTENDANCE

Parents should always encourage perfect attendance for their children. PERFECT ATTENDANCE (Absolutely no hours missed) – Students that have perfect attendance will go on a field trip with the Principal at the end of the school year. The parent should contact the school office before 10:00 a.m. to report their child's absence. The office number is 636-464-4451.

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 falling below 95% attendance will receive a letter from the office. If necessary, parents will be asked to schedule a meeting with the principal to discuss reasons for absenteeism. Excessive absenteeism may result in a referral to proper authorities and will require a meeting with school personnel. Parents/guardians are asked to make appointments for students outside of school hours whenever possible.

Tardiness

Any child who arrives at school after 8:05 a.m. should report to the office. 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. **Students must maintain a 95% punctuality rate to qualify for the incentive trips each semester.**

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.

BAD WEATHER

In the event that Windsor School must be closed because of bad weather, an announcement will be made on KMOX, WIL, Y-98 FM, KJCF, KTJJ Radio Stations and TV Channels 2, 4 and 5, as well as, an automated phone call from our SIS Parent Link. These announcements will always state: “Windsor C-1 School District, Imperial, Missouri.”

BULLYING

Bullying includes, but is not limited to, physical actions including violence, gestures, theft, damaging property, and or written taunts including name-calling, put-downs, and threats. Any form of bullying, including cyber bullying, will not be tolerated. District policies will be followed to address bullying at the I.C.

Cyber bullying is the use of modern technologies to embarrass, humiliate, threaten, or intimidate an individual in the attempt to gain power and control over them.

CAFETERIA

A centralized cafeteria is provided for the use of our students. A hot lunch is provided at nominal charge. Children who wish may bring their lunch from home. Free and reduced lunches are available for students whose families qualify according to government guidelines. We encourage all parents to apply. Negative lunch account balances will be addressed by building administration on a regular basis.

Students are expected to clean up after themselves when leaving the table.

Food Allergies

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.

Wellness Policy

A wellness policy was established as a result of a federal mandate requiring all schools to have a policy in place by the 2006/07 school year. 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.

On the subject of 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.

Starting in the 2015/2016 school year, ALL birthday treats must be ordered from Chartwell's Food Service. These treats will be allergen safe for most allergies and will be sold at cost; no profit will be made by Chartwell's. We will be providing an updated list of treats, and the list and order forms will be made available on the school website and in the school's office. A one-week notice will be needed when ordering from Chartwell's.

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, fundraisers 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 and www.parents.com and in the search box, type A-Z healthy snacks.

If you have any questions or suggestions, please call Connie Podolsky at 636-464-4448 or via e-mail cpodolsky@windsor.k12.mo.us.

COUNSELING PROGRAM

Windsor Intermediate Center has the services of two certified counselors. The counselors can help your child with learning programs, social problems or emotional problems. Parents should contact Mrs. Sarah Meese at 636-464-4411 or Mr. Tyler Cunningham at 636-464-4451, ext. 5477.

DRESS CODE

Students are to dress appropriately for school. Students should make sure their midriff is covered at all times. Shorts and skirts should be an appropriate length and should be no shorter than one hand length above the knee. Students should not wear clothing that advertises cigarettes, alcohol, drug paraphernalia, promotes violence, or that has inappropriate language that is disruptive to the educational process. Students will not be allowed to wear tank tops, shirts with spaghetti straps, halters, or tube tops. No undergarments are to show on either boys or girls. Extremely baggy pants and unsafe shoes are not allowed. (No shoes with wheels are allowed.)

Please Note: Students will have outdoor recess if the outside temperature is at least 30 degrees. On cold weather days, it is strongly suggested that students wear appropriate clothing for playing in the outdoors.

ELECTRONICS

Students may bring cell phones to school for emergencies or for school-related activities deemed appropriate by classroom teachers. All phone calls and text messages are not allowed during school hours. No laser lights or unauthorized electronics are permitted at any time. Any videotaping or photographs taken by students during school hours is strictly prohibited unless part of a specific, supervised school assignment.

ELECTRONIC COMMUNICATION 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.

EMERGENCY PROCEDURES

Disaster

In the event of a disaster situation, the Windsor C-1 School District has developed a master plan to provide 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.

Earthquake

In the event of an earthquake, students will remain in their classroom 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.

Tornado

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

Evacuation Pick-up Point

In the case of a disaster or event that requires evacuation, parents should pick up their students at a designated point in the field behind the school where staff members will be waiting with your students for your arrival. Students will not be released to parents unless parents follow all instructions given by staff should this type of evacuation be necessary.

EMERGENCY PROCEDURES AND FEMA GUIDELINES

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation. Please see the District's Annual Parent Notifications on the District's website at www.windsor.k12.mo.us for more information.

Fire and Tornado Drills

Fire and tornado drills are given at regular intervals and are an important safety precaution. It is essential that everyone obey orders promptly when 1st signal is given. The fire alarm signal is a series of short, intermittent bell rings. The tornado alarm signal is one continuous ringing of bells.

EMERGENCY REFERRAL CARDS

At the beginning of the school year you will be asked to fill out an Emergency Referral Card for each of your children. This card should always be kept up-to-date. It contains spaces for your current home, cellular 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 parent or guardian to sign a 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 your Middle School and High School students. They are often helpful in an emergency.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) NOTICE REGARDING DIRECTORY INFORMATION

FERPA requires that **Windsor C-1 School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the **Windsor C-1 School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Windsor C-1 School District** to include this type of information from your child's education records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;
The annual yearbook;
Honor roll or other recognition lists;
Graduation programs; and
Sports activity sheets, such as for wrestling, showing weight and height of team members.

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. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.[1]

In accordance with Board Policy JO, the District has designated directory information as follows:

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that

information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound, specifically excluding video footage from the district's security cameras in/around district buildings and properties and on district buses and excluding such records that would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

***If you do not want Windsor C-1 School District to disclose directory information from your child's education records without your prior written consent, you must notify Dr. Carlton in writing by August 31, 2016.**

For more information regarding FERPA, please see the District's Annual Parent notifications on the District's website at: www.windsor.k12.mo.us

FUNDRAISING IN SCHOOL

Fundraising in school should be limited only to school activities and for school organizations. Groups must get permission from the principal in order to initiate their moneymaking projects. **NO FUNDRAISERS SHOULD BE CONSIDERED MANDATORY FOR ANY STUDENT.**

Tom Evans Fundraising

Our first and primary fundraiser for the school year is run by Tom Evans Fundraising, a more traditional fundraiser in which students, with the help of their parents, sell items from a catalog. The sale will be begin at the end of August.

Entertainment Books

This is our second fundraiser of the year and includes the sale of Entertainment coupon books. This sale will begin in mid-October.

Box Tops For Education

We also participate in the Box Tops For Education Program. Please help by collecting box tops from hundreds of familiar products from General Mills. Please trim the box tops in a rectangle and send them to school with your child. This enables us to purchase much needed items for classroom teachers and students.

E-Scrip Program

Windsor Intermediate is proud to partner up with the Schnucks E-Scrip program. This is a way to support your child's school every time you go to the grocery store. For every purchase you make at Schnucks, Windsor Intermediate Center will receive up to 3% of the total. This does not cost you anything. We will do all of the paperwork for you. Just fill out the form and you will then receive your activated card and be ready to shop.

GIFTED EDUCATION

The Windsor C-1 gifted education program, Outstanding Windsor Learners (OWL), is an academic pullout program for qualifying students from 1st to 8th grade and a resource program for 9th 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 OWL program, the first 2 full weeks of the 3rd quarter. No nominations or referrals will be accepted after this time. If a student is transferring from a state funded gifted program to the Windsor C-1 School District, he/she can be nominated for the OWL program. Parents are encouraged to speak to their child's teacher if they feel their child needs to be nominated to this program. For more information on the gifted program, please contact the OWL's teacher at 636-464-4451.

GRADES

Report cards are issued every nine weeks. The report card should serve to keep you informed of your child's progress. Progress reports will be sent home every 5 weeks. Student grades are always available on the SIS ParentLink. For access, please contact the main office.

GRADING SCALE

3rd, 4th and 5th Grade:

A.....93-100	C+.....77-79	D-.....60-62
A-.....90-92	C.....73-76	F.....59-Below
B+.....87-89	C-.....70-72	
B.....83-86	D+.....67-69	
B-.....80-82	D.....63-66	

Honor Roll

Honor Roll will be figured quarterly. Honor Roll certificates will be given every quarter to students who are eligible. Students must have straight "A's" to receive the "Straight A" Honor Roll. Students must have a "B" average to receive the "B" Honor Roll.

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.

HEALTH POLICIES – (See Page 30)

HOMELESS STUDENTS

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. For more information please see Board Policy IGBCA.

HOMEWORK POLICY

3rd, 4th and 5th Grade

Assigned work is due at the start of the following day.

- Work turned in one day late will be lowered by 20%.
- For every 5 late assignments, students will be assigned ASD.
- After 2 ASD, students will be assigned ISS time to make-up missing work. This resets every semester.

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 complete missed assignments.

Students who are suspended from school, for more than 10 days, will not be allowed to earn credit for course work completed during the term of the suspension. Students suspended for 10 days or less, will be able to make up their work. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

HUMAN SEXUALITY CURRICULUM

The district will abide by the Missouri Sunshine Law when making records available to the public. In particular, information regarding all human sexuality curriculum materials. Parents will be notified regarding

the basic content of sexuality instruction and of their right to remove the student from any aspect of the program.

INCENTIVE DAYS CRITERIA

The following criteria will be used for awarding Incentive Day participation for all I.C. students:

- ATTENDANCE: Students will have an attendance rate of at least 95% to be eligible for the incentive.
- DISCIPLINE: Student will not have any office-assigned detentions, ISS, or OSS days in the time period being assessed.
- GRADES: Grades will not be used in the assessment of awarding Incentive Days privilege. **Students with 3 or more missing assignments will not qualify.**
- TARDIES: Students must be on time to school at least 95% of school days to qualify for the incentive trip.

INVITATIONS

Invitations such as for birthday parties given out to other students should include all students in the classroom, or all of the members of the same sex, if distributed at school.

LIBRARY

A professionally certified librarian manages the Windsor Intermediate library. The library contains a good collection of books, periodicals and audio visual aids. All Windsor Intermediate Center students receive regular library periods each week and we hope all parents will encourage their children to read regularly.

Note: Library books are to be returned to the library on time. A normal loan period is one week, but students may renew a book. If a borrowed library book is not returned, a replacement fee will be charged. If you have any questions, please contact the librarian.

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. 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.

MEDICATIONS (Also see Health Policies)

Medication (prescription and over-the-counter) will only be dispensed providing the district has a written physician's order and written parental consent. The school district may not be delegated prescriptive authority by parents in order to give any medication or to change a medication dosage, including over-the-counter medications.

Prescription medication that does not fall within the recommended dosage in the *Physician's Desk Reference* shall not be given without a consultation and/or verification with the prescriber, following which a decision will be made on the administration of the medication.

Sending Medication to School

All medication must be brought to school by the student's parent or parent designee (e.g., babysitter, 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. All prescription and over-the-counter medication is sent in the labeled bottle in a sealed envelope and*
2. The parent must call the nurse/office and report the medication sent and the number of pills that were sent from home.

*This does not apply to liquid medications.

MUSIC CREW

4th and 5th Grade students at Windsor Intermediate School may audition for Music Crew. Music Crew consists of approximately 50 total singers chosen from fifth grade. Music Crew gives our students an opportunity to gain experience in a group singing and instrumental activity while learning a variety of music in many styles. Students must maintain the following criteria to become a member of our school Music Crew:

- Complete a successful audition (singing alone and/or in a small ensemble, matching pitch, echoing melody/rhythm, etc.)
- Maintain a "C" average in all classes
- Must be free from write-ups or discipline on the school bus and in the building
- Must attend all rehearsals and concerts. Students may have 2 unexcused absences and a note or e-mail from parents is always appreciated in case of illness or a missed rehearsal

NOTICE OF DISABILITY CENSUS

IDEA & 504 PUBLIC NOTICES

The District seeks to identify, evaluate and provide free and appropriate educational services to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

The District will provide a free appropriate public education to each qualified student with a disability in the District's jurisdiction. An appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual education needs of students with disabilities as adequately as the needs of students without disabilities are met, and complies with applicable federal regulations. For more information regarding the District's obligations under Section 504 more information contact the District's Director of Special Services, Ms. Christin Holmes, at #(636) 464-4400.

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 Windsor C-1 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 Windsor C-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Windsor C-1 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 Windsor C-1 School District has developed a Local 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 Windsor C-1 School District Central Office, Highway 61-67, Imperial, Missouri 63052, between the hours of 8:00 a.m. and 4:30 p.m. Monday-Friday or for more information contact the District's Director of Special Services, Ms. Christin Holmes, at #(636) 464-4400.

PARENT CONFERENCES

Communication between parents and teachers is essential to establish a partnership for your child's academic success. Parents should feel free to contact teachers to arrange for a conference time. Teachers will arrange for conferences outside of class time. Please call the office to leave a message for your child's teacher. Each teacher has a voice mailbox and an e-mail address where you may leave a message. You can also find teacher websites on the building website. A fall parent-teacher conference will be scheduled in October for all students.

PARTIES

The Intermediate Center students will have a Fall Party and Valentine's Day Party.

DISTRIBUTION OF NON-COMMERCIAL FOODS (Shared Foods in the School Environment).

In the interest of providing a safe and healthy environment, the Windsor C-1 School District prohibits the consumption of shared foods during the school day.

Some medical conditions and allergic reactions to food ingredients pose a serious risk to student safety. This risk is higher when food ingredients are unknown or when appropriate food preparation conditions cannot be controlled. Therefore, only pre-packaged 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 from home for personal consumption. **Starting in the 2015/2016 school year, ALL birthday treats must be ordered from Chartwell's Food Service. These treats will be allergen safe for most allergies and will be sold at cost; no profit will be**

made by Chartwell's. We will be providing an updated list of treats, and the list and order forms will be made available on the school website and in the school's office. A one-week notice will be needed when ordering from Chartwell's.

PICK-UP PROCEDURES

All parents who pick up children during school hours (8:05 a.m. – 3:05 p.m.) must check in at the office.

Pick-Up begins at 3:05 PM. Parents are encouraged to use the Parent Pick-up line in the front of the school. Parents using Parent Pick-up must have a pick-up sign provided to them by the main office. Please stop by the office to pick up a sign and to sign-up for parent pick-up OR come to our Open House where sign-up will also be available.

All students being picked up must be signed out in the office unless you have made permanent arrangements (Parent Pick-Up Form available in the office) in writing to pick up your child on a daily basis. If you know in advance that your child will be picked up early from school, please send a note with him/her stating your request. If someone is picking up your child other than yourself, please send a signed and dated note to school stating the name of the person to whom the child is to be released to.

PROFESSIONAL QUALIFICATIONS

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

RECYCLING PROGRAM

The recycling program is an easy way for everyone to recycle paper and help raise money for a worthwhile cause. Please remember to bring your paper to the school and drop it off in the green and yellow recycling bin that is located in the parking lot behind the building. There is no financial commitment from you, just bring us your paper.

Newspapers, magazines, shopping catalogs, mail, office paper, self-stick notes, computer paper, posters, folders, fax paper and envelopes with and without windows are all types that can be dropped in the bin. We ask that you do not drop off laminated paper, food containers, milk cartons, plastic of any kind, metal, glass or phone books. Thank you for your support of this important fundraising effort!

At breakfast and lunch, special containers will be available for recycling plastics, aluminum cans, and other recyclable lunch waste.

SEARCHES BY SCHOOL PERSONNEL

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection, including inspection by drug dogs, without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. This can include electronic data on phones or computers. 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. Additional information on this topic is available on the school website under policy code JFG.

SMOKING ON CAMPUS

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

STATEWIDE ASSESSMENTS

The district will implement all required components of the Missouri's statewide assessment program in order to monitor the progress of all students in meeting the standards set forth by the Missouri State Board of Education. If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

STUDENT OF THE MONTH

One student from each classroom will be chosen as Student of the Month. The student will receive an award and lunch.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money, expensive jewelry, cameras, sport cards, or other valuables to school. If you wear glasses or watches, keep track of them at all times. Students, not the school, are responsible for their personal property. Electronic devices should not be brought to school. (Phones, iPods, video games, MP3 players, etc.)

SUSPENSION FROM SCHOOL

Academic Consequences

Students, who are suspended from school for more than 10 days, will not be allowed to earn credit for course work completed during the term of the suspension. Students suspended for 10 days or less will be able to make up their work, in accordance with building procedures. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

TRANSPORTATION

Windsor Intermediate 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. Only children living behind the Windsor complex may walk to or from school. No Intermediate Center student is allowed to walk home if he/she must cross either Highway 61-67 or Highway K. Students are expected to follow all bus rules. Failure to follow bus rules and regulations could result in a bus suspension. Please contact the transportation department regarding transportation services, 636-464-5572.

Bus Expectations

At the Bus Stop

- Be at the stop on time, do not be late
- Never run after the bus & never bang on side of bus
- Stand away from the road
- No fighting, pushing or games anywhere near the bus stop
- When bus pulls up, wait in an orderly fashion.
- Board the bus in an orderly fashion, no pushing or shoving
- If you drop anything near or under the bus, tell the driver and ask them for directions to retrieve it.

On The Bus

- Stay seated in the seat – no standing
- No fighting, pushing or shoving of any kind
- No bullying, teasing or picking on any other student
- NEVER put your hands or heads out of the windows
- Keep noise to reasonable levels, no shouting , be extra quiet at railroad crossings
- No eating or drinking on the bus
- Do not distract the driver, when they are driving
- Do not write on or damage the seats in any way
- Do not drop or leave litter

As you leave the Bus

- Do not stand up until the bus has stopped
- Leave the bus in an orderly way – no pushing or shoving
- Take all your belongings with you
- Walk 10' away from the bus, before turning left or right
- If you have to cross the street, walk beyond the crossing gate and wait for driver to indicate to cross. Stop at the end of the bus width, look left & right & cross if clear.
- NEVER go inside the crossing gate for any reason and never cross behind the bus
- If you drop anything near or under the bus, tell the driver and ask them for directions to retrieve it.
- There will be NO unauthorized drops – only exit the bus at your assigned stop.

STUDENT DISCIPLINE
(Intermediate Center)

This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots, and school transportation, or at a school activity, whether on or off school property. These violations are cumulative over the duration of a student's stay in school.

Chronic violation of school rules when detention and in-school suspension have not proven to be a deterrent will result in out-of-school suspension. Unlisted offenses and multiple offenses as part of the same course of conduct may result in suspension up to 180 days or recommended expulsion, depending on the seriousness of the conduct, at the discretion of the superintendent. A student can only serve a maximum of ten (10) school days of in-school suspension per semester. Truancy, repetitive referrals to the office for misconduct or loss of class credit may result in placement in an alternative educational program.

Reporting to Law Enforcement

It is the policy of the Windsor C-1 School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.

15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or 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.

Prohibition Against Being On Or Near School Property During Suspension

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 policy JGF 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, in advance, in writing, to the principal of the school that suspended the student and the superintendent or the superintendent's designee has authorized the student to be on school property.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides 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 in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Windsor Owl's Code of Conduct for 3rd, 4th & 5th Grade Students

1. Respect all members of the school community in thoughts, words, and actions.
2. Homework will be turned in each day for each subject or the homework policy will be followed.
3. Always say thank you when given something (asking for rewards is not polite).
4. When we are in transition from one subject to the other, the change will be swift, quiet and orderly.
5. You will make every effort to be organized and responsible.
6. While you are with a substitute teacher, you will obey the same rules that you follow while the teacher is with you.
7. Clean up after yourself no matter where you are.
8. Walk in a single file line, two to three feet behind the person in front of you with arms at your sides. You should face forward at all times.
9. Bullying and put-downs will not be tolerated.
10. Always be honest.

Classroom teachers on an individual basis will enforce these rules. Repeated failure to follow these rules will result in disciplinary write-ups. Our goal is a safe, respectful, positive environment for learning.

OSS -- Out-of-school suspension

ISS -- In-school suspension

ASD -- After-school detention

Students who are suspended from school, for more than 10 days, will not be allowed to earn credit for course work completed during the term of the suspension. Students suspended for 10 days or less, will be able to make up their work. The district will provide appropriate due process in accordance with law prior to finalizing the student's grade for a course.

Intermediate Center Discipline Policy

CATEGORY	OFFENSE	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Dishonesty/ Cheating	Plagiarism or cheating on assignments or tests. Includes forging parent signatures.	Conference with student. Parent contact. 2 Lunch Detentions Zero on assignment.	1 Day ISS and Zero on Assignment	1-3 Days ISS and Zero on assignment
Assault	Hitting, striking, and/or attempting to cause injury to self or another person; placing self or another person in reasonable apprehension of imminent physical injury; physically injuring self or another person.	Conference with student. Parent contact. Contact SRO. OSS (3-10 days)	Recommend expulsion. Juvenile authorities notified.	
Bomb Threat/ False Fire Alarm/False 911 Emergency	Student delivers a message of possible explosive materials being on campus. Triggers false alarm or makes false 911 call.	Conference with student Parent contact Contact SRO Up to 3 days OSS	Ten (10) days OSS and referral to superintendent	
Bullying/ Harassment	Repeated and systematic intimidation, harassment, and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts,	Conference with student. Parent contact. 1-3 Days ISS	3-5 Days ISS or OSS	5-10 Days OSS

	name-calling and putdowns, threats, extortion, theft, damaging property, and exclusion from a peer group.	(May include OSS depending on severity)		
Bus Problems	Based on reports turned in by bus drivers. Depending on the offense, steps may be skipped. (See Disruption)	Conference with student. Parent contact. Lunch Detention ISS	2-3 Days ISS	3-5 Days ISS And/Or 5 Day Bus Suspension
Cell Phone/Device (Unauthorized Use)	Student uses cell phones or devices for unassigned purposes during school day.	Device confiscated and sent to office. Parent contact.	1 day ISS and Parent Picks up Device	3-5 Days and Parent Picks up Device
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. 1-3 Lunch Detentions OR 1-3 Days ISS	1-3 Days ISS	3-5 Days ISS
Disruption	High Level Repeated Behavior demonstrative of behavior causing interruption in a class or activity. Sustained loud talk, yelling, screaming, noise with materials, horseplay, rough housing and/or sustained out-of-seat behavior. Or if a student is unsafe and/or destructive (kicking furniture,	Conference with student. Parent contact. Lunch Detention OR 1-3 Days ISS	Up to 5 Days ISS	Up to 3 Days OSS

	knocking over chairs, etc.) If injury, see Physical Contact.			
Drugs and Alcohol	Student is in possession (on their person or in personal belongings) or using any controlled substance or paraphernalia.	Conference with student, contact parent and SRO. OSS 3-10 Days and referral to superintendent.	10 Days OSS	
Fighting	Inciting or participating in a fight where blame can be attached to one or more individuals. This can include but is not limited to pushing, punching, kicking, wrestling, etc.	3-5 Days OSS	5 Days OSS	10 Days OSS and referral to juvenile authorities
Inappropriate Touching or Sexual Harassment	Inappropriately touching the body of another individual in a sensitive, private place, making them feel uncomfortable. Repeated verbal remarks, suggestive objects, physical gestures or pictures.	Conference with student and counselor. Parent contact. ISS (Depending on circumstances, suspension or expulsion can occur)	ISS or OSS	OSS
-Missing or Late Assignments	Fewer than 5 late or missing assignments.	May include Think Sheets, Parent Contact,	May include Think	

-Frequently Late or Missing Assignments	Student has 5 late or missing assignments.	Study Hall Conference with student. ASD	Sheets, Parent Contact, Study Hall Conference with student. ASD	1-3 Days ISS (After 2 ASD)
Physical Contact, Physical Aggression	Student engages in serious physical contact where injury may occur (Includes but not limited to hitting, pushing, etc.)	Conference with student. Parent Contact. 1-3 Days ISS	3-5 Days ISS or OSS	5-10 Days OSS
Profanity to Staff	Student uses profanity to any staff member.	3-5 Days OSS	5 Days OSS	5-10 Days OSS
Property Damage/Vandalism	Referral would occur with behavior deliberately impairing the usefulness of property, or activity that results in destruction of property.	Conference with student. Parent contact. Full Financial Restitution and Contact SRO, depending on severity	1-3 Days ISS and Financial Restitution; Contact SRO, depending on severity	2-5 Days ISS and Financial Restitution; Contact SRO, depending on severity
Rude and/or Inappropriate Comments	Student makes comments that are inappropriate for the school setting.	Parent Contact, 2 days Lunch Detention or 1 Day ISS	1-3 Days ISS	3-5 Days ISS
Smoking and Tobacco or Nicotine-Related Products	Possessing or consuming tobacco or nicotine products (Includes e-cigarettes.	3-5 Days OSS	5 Days OSS	10 Days OSS and referral to superintendent
Technology Violation	Student uses computer or	Confiscation if applicable. Conference with	1-3 Days ISS	3-5 Days

	devices in an inappropriate or disruptive manner.	student. Parent contact. 1-2 Lunch Detentions or 1-3 Days ISS depending on severity	And Confiscation if applicable (parent will pick up)	ISS And Confiscation if applicable (parent will pick up)
Theft	Stealing or misappropriation of personal or school property	Conference with student. Parent contact. Restitution. 1-3 Days ISS	3-5 Days ISS or OSS	10 Days OSS and referral to superintendent
Threats	Verbal, written, or pictorial language or gestures that create reasonable fear of physical injury/property damage.	3 Days ISS or OSS	5-10 Days OSS and possible referral to superintendent	10 Days OSS and possible referral to superintendent
Unsafe/Inappropriate Object/Weapon	A firearm as defined in 18 W.S.C. 921; a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, switchblade knife; a dangerous weapon defined in 18 U.S.C. 930 (g) (2); all knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense; any object designed to look like or imitate a device as described above.	Weapon confiscated. Depending on circumstances, suspension or expulsion may be assigned. Juvenile authorities notified.		

