

**WINFIELD
HIGH
SCHOOL
STUDENT
HANDBOOK**

2026-2027



BE RESPECTFUL – BE RESPONSIBLE – BE SAFE

2026-2027 HS Bell Schedule

Warning Bell 7:16

1st Period 7:20 – 8:10

2nd Period 8:14 – 9:04

3rd Period 9:08 – 9:58

4th Period 10:02 – 10:52

5th Period (Advisory/ Lunch) 10:52 – 11:40

Lunch 1: 10:56-11:16

Lunch 2: 11:20-11:40

6th Period 11:44 – 12:34

7th Period 12:38 – 1:28

8th Period 1:32 – 2:22

Detention 2:30 – 3:30

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Welcome to a new and exciting school year at Winfield High School! Our dedicated staff is committed to fostering an environment where students not only appreciate the value of intellectual learning but also strive to become independent thinkers and responsible individuals.

This handbook is designed as a valuable reference tool for both students and parents throughout the year. While it is impossible to cover every potential situation or scenario that may arise at school, we have made every effort to include as much pertinent information as possible. We encourage you to take the time to read and discuss the handbook together thoroughly.

At Winfield High School, we believe that strong communication between the school and home is crucial in helping students reach their full potential. We also believe that the most successful students are those whose parents and school work together as a team. Parental involvement is a key component of a student's success, and you can contribute to this success by:

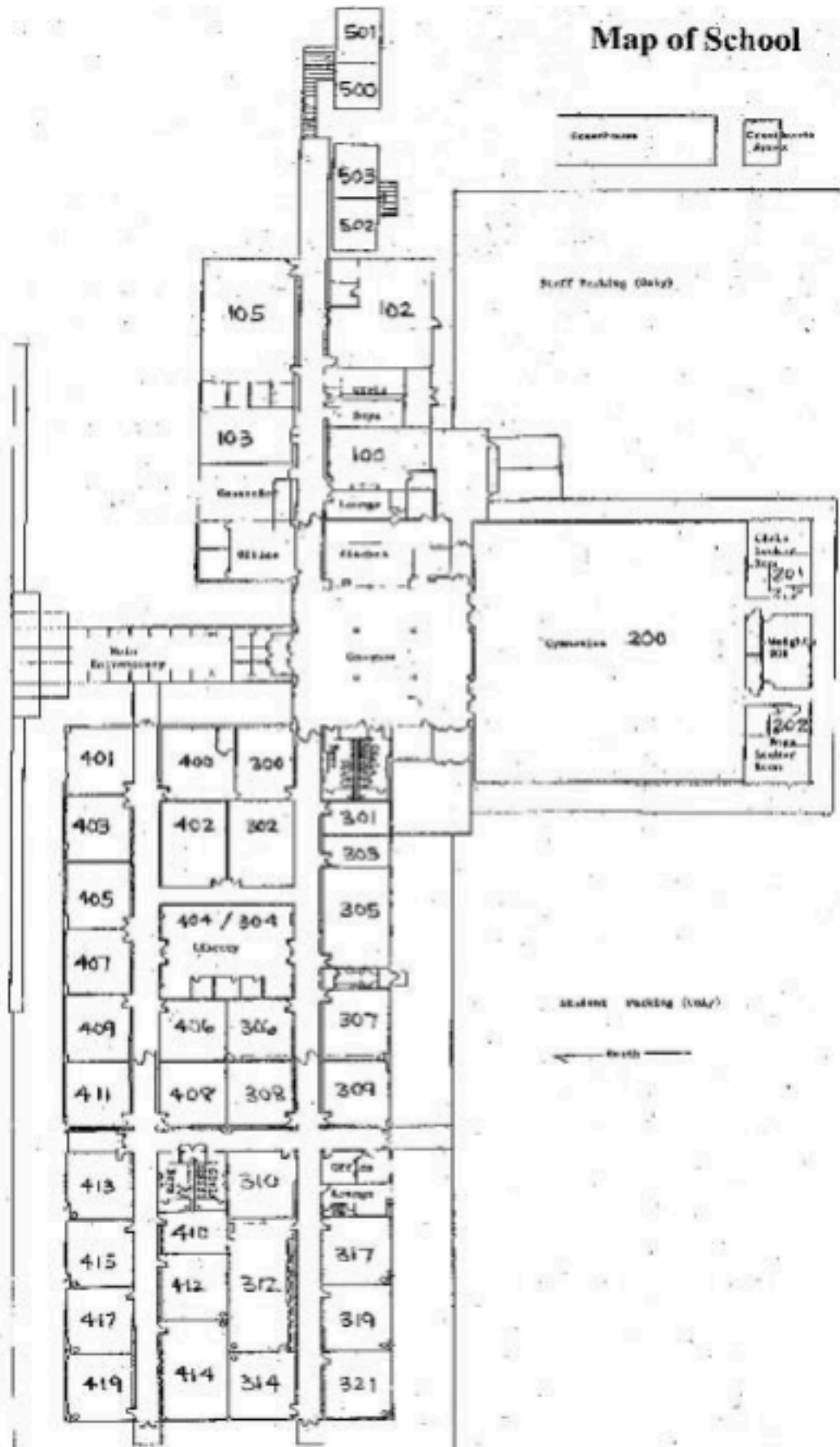
- Regularly checking the Infinite Campus Parent Portal.
- Maintaining regular contact with your child's teachers.
- Attending your child's conferences, activities, and events.

As we progress through this school year, we hope your student finds success and fulfillment at Winfield High School. If you have any questions or concerns at any time, please do not hesitate to contact us. Together, we can make this a memorable and successful year for all.

Drew DeManuele/ Trent Crenshaw
Associate Principals

WINFIELD HIGH SCHOOL FIGHT
SONG

Joyous and ever loyal, let us cheer for
Winfield High We'll be together, now
and forever,
Winfield's banner we'll hold high
We all are trying to make it better
And we're all so full of zest
We'll give up anything so Winfield stays
the BEST! Loyal and full of spirit, we
are all for Winfield High Let every heart
sing, let every voice ring There's no
time to grieve or sigh
It's ever onward, our course pursuing
We'll defend our honor true
But united we will boost for our Winfield High School



2026-2027 School Calendar

Adopted 2/18/26

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Winfield R-IV	
100 8th Street	
Winfield, MO 63389	
H.S. & M.S. Hours 7:20 AM-2:22 PM	
Inter. & Prim. Hours 8:15 AM-3: 22 PM	
INSTRUCTIONAL DAYS	
Students	Teachers
August	5
September	21
October	20
November	18
December	16
January	18
February	19
March	17
April	21
May	14
TOTALS	169
First Day	8/25
Last Day Early Release	5/20
New Teachers	8/12 & 8/13
ALL Teachers	8/17-8/20 & 8/24
Graduation Date	5/14
PD Days (NO school for students)	
10/29, 1/4, 4/19, 5/21	
PD Days 1/2 days	
9/21, 10/12, 11/9, 2/1	
Early Release Days and Times	
9/21, 10/12, 10/28, 11/9, 12/22, 2/1	
MS & HS; 12:07 PM, Prim. & Inter. 1:07 PM	
Category of Events	
NO School days for Students	
Labor Day	9/7
Fall Break	10/29 & 10/30
Thanksgiving	11/25-11/27
Christmas	12/23-1/4
MLK	1/18
Presidents	2/15
Spring Break	3/22-3/29

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
March 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
April 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
July 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Category of Events	
Semester 1	80 Days
Aug. 25- Dec. 22	
Term 1 Ends on 10/23 (43 days)	
Progress 1	10/2
Term 2 Ends on 12/22 (37 Days)	
Progress 2	11/20

Category of Events	
Semester 2	89 Days
Jan. 5-May 20	
Term 3 Ends on 3/12 (47 days)	
Progress 3	2/5
Term 4 Ends on 5/20 (42 Days)	
Progress 4	4/16

Category of Events	
Total School Hours	1116.55

■ School Closed	■ PD Professional Development (no school for students)	■ Progress End Dates
■ Early Release	■ Graduation Date	

LINCOLN COUNTY R-IV BOARD OF EDUCATION

Nick Martin, President
Steven Wilder, Vice President
Carl Hines, Member
Paul Behle, Member
Jim Taylor, Member
Kevin Kaimann, Member
Jen Bryan, Member

DISTRICT ADMINISTRATION

Mr. Rod Hamlett, Superintendent 668-8188 Ext. 506
Mrs. Ericka Dixon, Assistant Superintendent 668-8188 Ext. 503
Mrs. Rachael Robinson, Director of Special Education 668-8188 Ext. 504
Mr. Bobby Spoonster, Principal, Pike Lincoln Technical Center (573) 485-2900

HIGH SCHOOL ADMINISTRATION AND SUPPORT STAFF

Mr. Drew DeManuele, Associate Principal 668-8130 Ext. 224
Mr. Trent Crenshaw, Activities Director/ Associate Principal 668-8130 Ext. 250
Mrs. Jean Thomas, Counselor 668-8130 Ext. 239
Mrs. Christina Maschmeyer, Counselor 668-8130 Ext. 287
Mrs. Crystal Smith, Main Office Admin. Assistant 668-8130 Ext. 221
Mrs. Michele Gallup, Counselor's Admin. Assistant 668-8130 Ext. 222
Mrs. Stacey Diederich, A.D. Admin. Assistant 668-8130 Ext. 223 ,
Mrs. Rebecca Kelly, School Nurse 668-8130 Ext. 199
Deputy David Davenport, SRO 636-668-8130

HIGH SCHOOL ADDRESS

Winfield High School
3920 East Highway 47
Winfield, Missouri 63389

HIGH SCHOOL MAILING ADDRESS

Winfield High School
100 8th Street
Winfield, Missouri 63389

HIGH SCHOOL PHONE AND FAX NUMBERS

Main Office Phone: 636-668-8130 Fax: 636-668-8671

A+ PROGRAM

Winfield High School students will be potentially eligible for two years of free tuition from any Missouri public community college, vocational, or technical school upon completion of the A+ Schools Program. This program requires students to complete an A+ contract, attend a designated A+ high school for 2 years prior to graduation, maintain a minimum of a 2.5 GPA (on a non-weighted 4.0 scale), 95% attendance rate or better, maintain a good citizenship record, perform 50 hours of free in-district tutoring, and students must perform ADVANCED or PROFICIENT on the Algebra 1 end-of-course exam or complete DESE requirements in the field of mathematics. These requirements begin in 9th grade.

ACADEMIC AND SCHOLARSHIP AWARDS PROGRAM

Just prior to graduation, the Academic and Scholarship Award Program will be presented to Winfield High School students and parents. At this awards program, WHS teachers will recognize top students from their classes with medals and/or certificates. Scholarships received, as well as state and national awards earned by our students, will be presented.

ACADEMIC LETTERS

Academic Awards will be presented to Honor Roll students each semester. Students will receive an Academic Letter the first time they achieve honor roll status. Each subsequent semester that the student is on the Honor Roll (3.0-3.49 GPA), he/she will receive a "bar" (hash mark). Those students who are on the Principal's Honor Roll (3.5 or higher GPA) will receive a "gold star." Honor Roll Awards will be issued annually.

ACCESS TO STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974— The following information is provided to inform students and parents of rights related to educational records.

- 1) TYPES OF EDUCATIONAL RECORDS MAINTAINED: The following are examples of records regularly maintained by Lincoln County R–IV School District related to each student:
 - a) Personal data and family background information
 - b) Medical and health information
 - c) Date of school entry
 - d) School grades
 - e) Transcripts from previous school attended
 - f) School-wide test results
 - g) School activities
- 2) RIGHTS TO A HEARING: Parents can request a hearing to challenge the contents of student records on the grounds that they are inaccurate, misleading, in violation of the privacy or other rights of students, or contain inappropriate data. The hearing provides an opportunity for the correction or deletion of any inaccurate, misleading, or inappropriate data and for the insertion of a written explanation related to the records.
- 3) PARENT ACCESS TO RECORDS: Parents are entitled to access to educational records for inspection and may contact an administrator for an appointment to review the records. If a student is 18, the student can, upon written notice, deny parental access to records.
- 4) RIGHT TO INTERPRETATION: Parents have the right to the appropriate interpretation of the content of the educational record.
- 5) The school must have written permission from the parent or from the “legal age” student before

releasing any information to the following parties:

- a) other school to which a student is transferring
- b) Certain government officials, in order to carry the lawful functions
- c) Appropriate parties in connection with financial aid to a student
- d) Organizations doing certain studies for the school:
 - i) Individuals who have obtained court orders or subpoenas
 - ii) Persons who need to know in cases of health and safety emergencies
 - iii) State and local authorities to whom disclosure is required by state law

- 6) **DIRECTORY INFORMATION:** The following information is defined as Directory Information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student. Any parent with a privacy concern about directory information release should contact the principal.

ACTIVITY ORGANIZATIONAL MEETINGS/EVENTS

Meeting and special event times and locations for all clubs and activities will be announced in the daily bulletin and on specified bulletin boards as determined by the activity sponsor. All members are to attend such meetings and events. Failure to attend such events could result in the student being dropped from the organization or activity and disciplinary action.

Advisory

The advisory program is used to help students plan a program of study, monitor their progress, and provide advice for school and career issues. It is designed to personalize education for every student. Teachers are assigned a small group of students and will work with the same students throughout their high school years for the purpose of academic, career, and personal-social advising. Part of Advisory is Response to Intervention (RTI). This allows students time for mastering skills and understanding, completing assignments, and studying.

ATTENDANCE AND ABSENCES

The Board of Education has established the following rules and regulations regarding attendance, absences, and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.), which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The district will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused. In addition, students must have at least a 90% attendance average to be able to participate in school-sponsored activities, including extracurricular activities. A student will be allowed six absences. Notices of absences will be sent home periodically. If a student misses more than six days, the student is in danger of losing class credit and will have to appeal to the Attendance Review Committee. Additionally, if a child is absent for more than 10 consecutive days, the Department of Family Services will be contacted (unless a

doctor's excuse note has been provided). If a student misses more than six days, written medical records need to be provided by a doctor. It is the student's responsibility to get and complete all make-up work. The student will be given the amount of time missed due to an excused absence to complete the work. (ex. 1-day make-up for each day missed.) Students will be required to take any test scheduled or hand in homework that was announced prior to their absence on the day they return to school. Tests, or homework, scheduled and announced during an absence will be treated the same as other make-up work. Any work not completed in the allotted time may be entered in the grade book as a zero. Any student arranging to be absent for any personal reasons or a school function must make arrangements with their teachers prior to leaving for any tests/homework, or those assignments could be subject to zeroes in the grade book for those absences. Any out-of-school suspension is unexcused, it will be the responsibility of the student to get their missing work. When a student is absent from school, the principal or his representative will call the parents to verify the reason for absence.

Procedures for Reporting an Absence

When a child is absent, it is the parent's responsibility to contact the building office by 9 a.m. on the day of the absence. A doctor's note should be provided when a child misses school for a doctor's appointment. If the parent does not contact the school, the absence will be counted as unexcused.

Excused Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be excused. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. Parents must report a student's absence by 9 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early, and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed or immediately returned with notification and approval of the principal
- An absence that has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unexcused Absences

Absence for reasons other than the categories of excusable reasons or that does not have the proper documentation for an excused absence, as determined by the principal, will be considered unexcused. It is the student's responsibility to get and complete all make-up work. The student will be given the amount of time missed due to an excused absence to complete the work. (ex. 1-day make-up for each day missed). Excessive, unexcused absences will result in a written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns, and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Permission to Leave School Early

Students are not to leave the school grounds during school hours without a written pass from the office. If a student is to leave the building before the usual dismissal time, the parents must call the office (636-668-8130) prior to the time they wish the student to be excused. A student must sign out before leaving early. Students will not be permitted to sign out without prior parental permission and a valid reason. Students who are ill or injured must report to the nurse's or principal's office for permission to leave the school grounds. Failure to do so will result in immediate disciplinary action.

FIELD TRIP ATTENDANCE

Students MUST maintain 90% attendance or higher to attend field trips or overnight trips with clubs and activities. All appeals **must** be administrator-approved.

ILLNESS WHILE AT SCHOOL

Students who become ill at school may obtain a pass from their teacher or the office to see the nurse. The nurse will examine the student to determine whether or not the illness is serious enough to warrant going home. The nurse will contact the student's parents to determine if the student can go home due to illness. PRIOR TO LEAVING, THE STUDENT MUST CHECK OUT THROUGH THE ATTENDANCE OFFICE.

ABSENCE GUIDELINES (VERIFIED OR UNVERIFIED)

Following the 4th absence in a semester: Parents will be contacted by letter from the school stating the number of days the student has been absent.

Following the 6th absence in a semester: Parents will be requested to contact the principal or counselor by letter to discuss attendance.

Following the 8th absence in a semester: Parents will be contacted by letter indicating the consequences of future absences. Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy.

After the 8th absence in a semester for a particular course, the student will be placed on audit status for the course(s). A review of the attendance policy, including make-up opportunities and the appeal process, will be addressed. When a student is placed on audit status, he/she will not receive credit at the end of the semester for that class unless the student successfully appeals to a building attendance committee or successfully completes non-disciplinary make-up time during Saturday school.

ATTENDANCE MAKE UP

Students in audit status for one or more classes are eligible to make up absences by attending approved make-up time outside the regular school day. The student must notify the principal that he or she wishes to make up attendance days, and the building principal will provide the student with information on the next available session. **Make-up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five absences by attending make-up sessions.** Students are required to complete academic coursework to receive credit for

time served. **All makeup time must be completed before returning to sport(s) &/or club(s) activities, at the end of the semester, and prior to attending prom near the end of the second semester.**

Students who have 4 hours or LESS will be required to attend make-up hours on Saturday from 8 am to 11 am. Students who have MORE than 4 hours will be required to serve make-up hours from 8 am to 2:45 pm. If you do not stay your required time that day, those hours will NOT count. Ex. if you owe more than 4 hours and leave at any time before 2:45 pm, whether by choice or by a staff member requesting you to leave due to inappropriate behavior, the hours will NOT count.

ATTENDANCE APPEAL

The student must notify the administration of their intent to appeal the audit. At that time, a meeting with an attendance committee will be scheduled within five in-session school days from the time received. The

committee will consist of an administrator, a guidance counselor, and at least one teacher. At this meeting, the student will present information to justify why credit should be given. Evidence worthy of sharing at the meeting will include hospital/doctor's notes, death in the Immediate Family, proof of significantly improved attendance since being placed on audit status, proof of completed assignments, proof of improved performance in class, etc. The committee will then rule on whether the audit status should be removed, and letter grade and credit awarded. If the appeal is denied, the student will receive an NC (no credit) on the transcript with no letter grade recorded unless he/she completes make-up time as described prior to the end of the semester.

BULLYING

*"Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; **substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school.** Bullying may consist of **but is not limited to**, physical actions, including gestures or oral, cyberbullying, electronic or written communication, and any threat of retaliation for reporting such acts. **Bullying by students is prohibited on school property, at any school function, or on a school bus.***

*"Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. **** Bullying statement/incident forms are located in the Main Office!***

CAFETERIA - BREAKFAST AND LUNCH

Meal and milk prices will be determined annually. Students will deposit money into their account and as a student purchases breakfast/lunch, money will be deducted from their account. If a student does not have sufficient funds in their account a cheese sandwich and milk will be provided. Free and reduced-priced meals are available for students who qualify. Applications will be sent home to every family on the first day of school and are also available at the school office. Breakfast and lunch will be offered daily. Breakfast will be served from 6:50-7:20 am. Students who elect to eat breakfast are expected to get their meal as soon as they arrive at school and eat in a timely manner. The students will eat lunch during two 20-minute lunch periods as scheduled. Students shall report to the commons during their scheduled lunch period and remain there until the completion of the shift. After eating, students must return trays, dinnerware, and paper goods to the appropriate area. **Students are NOT allowed to leave school grounds to purchase/consume a break or lunch. Due to increased health risks, we also ask that parents do not drop off lunch to students.**

Food Service—"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. To file a complaint of discrimination, write USDA, Director of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CASHING CHECKS/MAKING CHANGE

The WHS Office will accept cash or checks ONLY in payment of school fees. The cafeteria will accept checks for deposit in a student's lunch account. Providing monetary change to students before, during, and after school will not be accomplished in the school office. Students need to bring their own change from home if they plan to use the vending machines. In the unfortunate event that a vending machine will not disperse the item or refund the money, the office will not be responsible for reimbursing the money back.

CELL PHONES AND ELECTRONIC DEVICES

Students are allowed to possess cell phones and electronic devices while on campus. Cell phones must remain turned off and out of site during class time and may ONLY be used with teacher approval. Charging cell phones during the school day is prohibited. Students will need to follow cell phone/electronic device

expectations and policy to avoid disciplinary action stated in the Code of Conduct. The school is not responsible for any lost or stolen cell phones or electronic devices.

CLOSED CAMPUS

In accordance with policy and with the safety and welfare of the students in mind, Winfield High School is a **CLOSED CAMPUS**. Permission to leave school will be granted only for valid reasons and only with a written request signed by a parent/guardian or verification over the phone by the office staff.

COLLEGE VISITS

Students are allowed four college visits throughout their four years. Students need to notify their counselors of the college visit date and complete the proper college visit form. Upon completion of the form, the student will receive a verified absence on their permanent record. College visits will not count against students for final exam exemptions and attendance incentives.

DRESS CODE

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers.

2. See-through garments.

3. Tops that are backless, strapless, low-cut, bare midriff, have overly large arm openings, or spaghetti straps.
4. Clothing that does not cover undergarments when a student is sitting or standing.

5. Undergarments worn as outerwear.

6. Clothing that does not reach to fingertip length.

7. Holes in pants that are above fingertip length unless patched.

8. Clothing with profane, obscene, or otherwise inappropriate language.

9. Clothing with words, symbols, or images that promote illegal, sexual, or violent behavior.

10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs.

11. Language or symbols that promote gangs.

12. Hats and hoods (hooded sweatshirts worn up).

13. Do-rags.

14. Handkerchiefs.

15. Sunglasses.

16. Face paint.

17. Overly dramatic make-up.

18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have a religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);

19. Blankets carried or worn as coats or wraps while in the building.

20. Heavy or loose chains or straps that create a safety risk.

Additional Dress Code Information Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hairstyle for the duration of the

class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities. Violations of the District dress code will be addressed with remedial actions and/or consequences.

DRUG TESTING POLICY (EFFECTIVE JULY 2026)

A drug or alcohol test is not necessary to discipline a student when there is evidence that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. In accordance with law, district administrators may, at their discretion, utilize drug and alcohol testing to assist with student discipline when there is reasonable suspicion that a student has consumed drugs or alcohol and is on district property or at a district activity.

Notification

The district will provide notice to students and their parents/guardians, via student handbooks and other means, that the district may require students to be drug tested if the district has reasonable suspicion to believe that they are under the influence of or have recently consumed alcohol or any drug prohibited by district policy.

Reasonable Suspicion

Staff members will share any reports, evidence, or observations that a student may be under the influence of drugs or alcohol with the building administrator or designee as soon as possible. The building administrator or designee will determine whether reasonable suspicion exists and may consult the district's attorney to assist in the determination. If the building administrator or designee determines that reasonable suspicion exists, the district will notify the student's parents/guardians.

Drug Testing

The district will provide tests on campus that are purchased from a reputable pharmacy such as Walgreens or CVS to collect the necessary sample from the student. The student will not be left alone or allowed to leave school property prior to collection of the sample.

Positive Test Results

Following a confirmed positive result, students and their parents/guardians will be given an opportunity to submit additional relevant information to the laboratory. Parents/Guardians who wish to dispute the drug test results must request an additional test of the same sample from the district's selected laboratory at their own expense.

Consequences

Students who test positive will be disciplined in accordance with the district's discipline code, including suspension from school. Students may also be temporarily or permanently excluded from all district extracurricular activities and/or excluded from the A+ scholarship program. Students who obstruct the district's drug or alcohol testing process may be disciplined as if they submitted a sample that returned a positive test result. Students may also be subject to discipline for the act of obstruction itself. Students obstruct the drug testing process when they:

1. Refuse to submit to a drug test under this policy;
2. Intentionally submit a falsified sample for testing (such as submitting someone else's sample as their own, providing a sample for another person to submit as theirs, submitting an old sample as if new, or submitting a sample containing a substance intended to cause a negative result on the test); or
3. Otherwise intentionally interfere or attempt to interfere in any way with the integrity of the sample collection and testing process under this policy. Students who have not been asked to submit a sample but obstructing the testing of another person's sample may be disciplined for the obstruction.

Privacy and Confidentiality

Testing will be conducted in a manner that will protect the privacy of the student. The names of students being tested will be shared only with district staff who need to know the information to implement the drug testing program.

ELECTRONIC DEVICES

(i.e., Cell Phones, iPad, Watches, AirPods, etc.) – In accordance with SB 1481, Electronic devices will not be allowed during class/instructional time, during passing time, during lunch, or in any bathroom/changing area (including after-school extra-curricular activities) because of their potential to disrupt the educational process. Cell phones may be kept in lockers and turned off. If the student is using their electronic device in class, it will be confiscated. Parents are encouraged to call the office if they need to reach their child. The school is not responsible for electronic devices or individual technology and will not use any administrative time to investigate if they are lost or stolen.

Wireless earbuds (AirPods, etc.) are not allowed during the school day. Students will be allowed to have wired headphones to use with their Chromebook, but only with the teacher's approval.

Electronic Devices (i.e. Cell Phones, iPad, etc.) – Inappropriate Use of Camera

Function/Unauthorized photographing or videotaping – Students are not allowed to record/photograph/make videos, etc. of any student, staff member, or any personnel without prior approval by both the subject(s) of the video/photo and a supervising teacher and/or an administrator. This includes sending pictures or videos with the intent of inflicting emotional or mental suffering on another individual or group of individuals; this will result in school discipline.

Students who violate this policy will be subject to disciplinary actions, which can include suspension or a recommendation for expulsion. Students and parents are warned that posting/distributing video, audio, and/or photos on the internet, to other people, or on any type of social media will result in strong consequences, as well as notifying law enforcement.

At no time will cell phones be allowed in the bathrooms, locker rooms, or any changing area.

Winfield High School reserves the right to review cell phone policies on a case-by-case basis or review the District cell phone policy at any point throughout the school year. The District may make any changes necessary for the overall safety of students, staff, and the school as a whole.

FOOD AND DRINK IN CLASSROOM

No open containers for drinks allowed in the classroom. All drinks must have a screw on lid or cap, and secure, and **NO GLASS**. Food is only allowed if permitted by the teacher.

GPA, CLASS RANK, AND VALEDICTORIAN/SALUTATORIAN

A student's grade point average (GPA) is computed by dividing the total grade points earned by the number of courses completed. Students are ranked by grade level based on their cumulative GPA. At graduation, the senior student with the highest GPA will be honored as the class Valedictorian. The senior student with the second-highest GPA will be honored as the class Salutatorian. Each will be able to present a short speech to his/her class during the graduation ceremony. Parents are urged to contact the school about matters concerning their children.

Policy Update: Valedictorian and Salutatorian Honors

Effective Starting with the Sophomore Class of 2027

Beginning with this year's sophomore class, Winfield High School will no longer designate valedictorian or salutatorian honors. Instead, we will adopt the Latin honors system to recognize the academic achievements of our students.

Latin Honors Criteria:

- **Summa Cum Laude:** Awarded to students with a cumulative GPA of 4.2 and above.
- **Magna Cum Laude:** Awarded to students with a cumulative GPA between 4.0 – 4.19.
- **Cum Laude:** Awarded to students with a cumulative GPA between 3.5 – 3.99.

This change aims to encourage a collaborative learning environment and reduce the competitive pressure often associated with ranking students. By recognizing a broader range of academic excellence through the Latin honors system, we hope to celebrate the diverse achievements and efforts of our students.

Should you have any questions or need further clarification regarding this policy change, please contact the school administration office.

GRADING

The following scale is used as a guide for the assignment of student grades:

<u>Scale Percentage Grade Standard Weighted</u>			
A	93 – 100%		A–Superior 4.00 5.00
A-....	90 – 92%	3.67 4.67	
B+....	87 – 89%	3.33 4.33	
B	83 – 86%		B–Excellent 3.00 4.00
B....	80 – 82%	2.67 3.67	
C+....	77 – 79%	2.33 3.33	
C	73 – 76%		C–Average 2.00 3.00
C-....	70 – 72%	1.67 2.67	
D+....	67 – 69%	1.33 2.33	
D	63 – 66%		D–Inferior 1.00 2.00
D-....	60 – 62%	0.67 1.67	
F	Below 60%		F–Failing 0.00 0.00

GRADUATION REQUIREMENTS

In order to receive a diploma from WHS, a student must complete a planned program during grades nine through twelve. The planned program includes the following specific requirements:

General

Language Arts I 1
Language Arts II 1
Language Arts III 1
Language Arts El. 1

Math 3
Science 3
Am. Gov't 1
American History 1
World History 1
Intro. to P.E. ½
PE elective ½
Health ½
Fine Arts 1
Practical Arts 1
Personal Finance ½
Electives 8

Total 25

***Note: Warrior Connect Students will have a separate graduation ceremony**

GUIDANCE AND COUNSELING

Counseling services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, help with home, school, and/or social concerns, or any question that the student may feel he/she would like to discuss with the Counselor. Students wishing to graduate with honors or attend vocational school should consult with the Counselor regarding the requirements.

HOMEWORK

Homework is an integral part of the learning/education program because students need to practice the skills they learn at school and need to learn the discipline of accomplishing assigned work. Homework will constitute 30% of your overall semester grade. The remainder of your grade will be based on 60% tests/quizzes/projects/papers/etc. and 10% for the semester final.

Homework should...

- Be well-planned with a specific purpose
- Be clearly related to ongoing classwork
- Graded and returned to the student in a timely manner
- Provide specific feedback to students on their progression in meeting the learning objective
- Provide an opportunity to practice concepts taught in class
- Have clear procedures and expectations, including due dates
- Be manageable for the students (15–30 minutes per class)

HONOR ROLL

To be eligible for the *WHS Honor Roll*, a student must be a full-time student and have a grade point average between 3.0 and 3.4999 on a four (4)–point scale. To be eligible for the *Principal's Honor Roll*, a student must be a full-time student and have a minimum grade point average of 3.5 on a four (4)–point scale.

HONORS PROGRAM

Cum Laude Honors will be announced as students' names are read at commencement. Students

will wear a Cum Laude stole according to GPA requirements: Summa Cum Laude = Gold Stole, Magna Cum Laude = Silver Stole, Cum Laude = Bronze Stole.

Requirements to be eligible for cum laude awards:

GPA calculated after eight semesters. (**Note* - GPAs will not be rounded up*):

Summa Cum Laude = 4.2 and Above

Magna Cum Laude = 4.0 – 4.19

Cum Laude = 3.5 – 3.99

- Students must accumulate a minimum of twenty-seven credits at graduation. Only high school courses qualify for cum laude credit (excludes credit recovery courses).
- Students are required to take a minimum of four credits in each of the core areas: math, communication arts, science, and social studies, and two foreign language credits.
- Students must submit 50 Community Service hours on required paperwork by May 1st of the graduating year.
- Students must have attended Winfield High School for a minimum of one full school year.

Honors Program Effective with the class of 2027

At the end of the last semester of their senior year, only those students who have completed all graduation requirements may participate in the graduation ceremony. To graduate with honors, a student must earn 25 units of credit, graduate with at least a 3.5 GPA (weighted), and complete the guidelines listed below. One unit of credit is earned for passing a course that meets for two semesters. Successful completion of a course that meets for only one semester earns one-half unit of credit. Specific requirements are listed below:

Cum Laude Honors System		
Cum Laude	Magna Cum Laude	Summa Cum Laude
*3.7-3.99 Cumulative GPA	*4.0-4.19 Cumulative GPA	*4.2-Above Cumulative GPA
*6 Honors Credits	*9 Honors Credits	*12 Honors Credits
*4 Credits Language Arts	*4 Credits Language Arts	*4 Credits Language Arts
*4 Credits Science	*4 Credits Science	*4 Credits Science
*4 Credits Math	*4 Credits Math	*4 Credits Math
*4 Credits Social Studies	*4 Credits Social Studies	*4 Credits Social Studies
*2 Foreign Language	*2 Foreign Language	*2 Foreign Language
*2/4 EOC's Proficient/Advanced or 20+ on ACT	*3/4 EOC's Proficient/Advanced or 22+ on ACT	*4/4 EOC's Proficient/Advanced or 24+ on ACT

In order for a student to be placed into core honors classes, the student must have a minimum of 85% in the class. In order for a student to remain in the core honors class, the student must obtain a minimum

80% or have a teacher recommendation.

IMMUNIZATIONS

The school nurse audits all immunization records yearly and serves as a resource person for health education, providing counseling services upon individual requests. According to Regulation 14 of the Missouri State Statutes, the parents or guardians of a child attending public, private, or parochial schools must furnish the school administration with satisfactory evidence of CURRENT, up-to-date immunization records **BEFORE** being permitted to enroll or attend classes. In order to enroll or remain in school, students must receive immunizations as soon as they become due. The immunization requirements include each of the following diseases: Diphtheria, Pertussis, Tetanus (i.e., DPT), and Rubella ("hard" measles or 10-day measles). Rubella ("German" measles or 3-day measles), and mumps. In addition, Missouri requires three doses of Hepatitis B (HB) for students entering grade seven. Specific immunization requirements will be placed in each building's office for reference.

LIBRARY

The high school library will be open before school and during the entire school day. Students are encouraged to use the library both for research as well as reading for personal enrichment. A library pass from the classroom teacher is necessary for a student to enter the library during regular class time. Students are responsible for all books checked out in their name. No food or drinks will be allowed in the library.

LOCKERS

Hallway lockers will be assigned to the students during registration upon request. The students will maintain their lockers in a clean, neat appearance. Each locker, except the gymnasium lockers, is equipped with a combination lock. The locker assigned to a student is still school property and is subject to inspection by school personnel at any time. Periodic locker inspections and specific times that lockers shall be cleaned out will be conducted during the school year. Repairs due to damage or defacing a locker will be charged to the student assigned to that locker. Any locker malfunction should be immediately reported to the WHS office. Students will provide their own combination locks for the lockers in the gymnasium locker rooms. These lockers will only be used for physical education classes during the school day and athletic events after school. Students must remove their locks after their physical education class, or their athletic practice/game has concluded each night.

LOST AND FOUND

All items found in and around the school buildings should be turned in to the WHS office. If a lost item has not been located, students may leave a written description of the item in the office, and every attempt to find the item will be made. Items not identified and/or picked up at the end of the quarter/school year will be given to charity. Please report all items lost to the WHS office ASAP.

LOST/DAMAGED TEXTBOOKS AND EQUIPMENT

Textbooks will be furnished free of charge to all students. Students are responsible for returning the textbooks assigned to them. Fines will be assessed for those students who have lost or damaged books. Any book that is lost must be paid for before a new book is issued. Any equipment damaged by students because of carelessness must be repaired or replaced at students' expense. All fines and obligations must be paid before receiving a grade card.

MEDICATION POLICY

As per BOE policy JHCD, Students who are required to take medication during the regular school day must comply with the following school regulations:

1. Prescription and non-prescription medications will be given ONLY on written orders from a physician detailing the name of drug, dosage, and time interval that the drug is to be given. Medication must be in the prescription bottle labeled with the student's name. It is requested that duplicate bottles of medication be given whenever possible – one for home and one for school. A parent or guardian should bring enough medication for the day or by the week.
2. Written permission from the parents or guardians requesting the school district comply with the physician's orders must be brought with all medications.
3. When a student requests over-the-counter drugs such as Ibuprofen or Tylenol, they will need either written or verbal consent from the parent/guardian. This consent may be used for the entire school year from the day the consent is given.
4. The parent or guardian must bring all medication with permission slips to the school office or school nurse.
5. Medications will be stored in a safe, appropriate place. The nurse or designated school personnel assigned by the school administration will record the medications administered.

Failure to follow these regulations will be subject to disciplinary actions pursuant to the policy on Possession of Drugs.

MISSOURI SAFE SCHOOLS ACT

The Missouri Safe Schools Act became law in August 1996. The Lincoln County R–IV Board of Education has adopted policies that implement this law. These policies deal with enrollment procedures, reporting procedures to law enforcement officials for serious offenses, suspension of students for serious offenses, and discipline procedures for students in possession of a weapon. The intent of this law is to reduce violence in schools and make Missouri schools safer.

NATIONAL HONOR SOCIETY

To qualify for membership in the National Honor Society, junior or senior students must have a 3.0 unweighted cumulative grade point average based on grades received in the standard curriculum of the high school. This is considered the "Scholarship" rating for the application process. Students who meet the scholarship requirements will then be allowed to complete the application process. Students will be rated by a faculty council in the areas of Leadership, Service, and Character. Students who have demonstrated excellence in all four areas will be inducted into the National Honor Society. Members are expected to maintain high standards in all four areas to continue membership and must complete 30 hours of school and/or community service per year of membership. At graduation, a blue and gold stole worn over their robes recognize senior members of the National Honor Society.

NON–SANCTIONED STUDENT GROUPS/GANGS

WHS encourages participation in school–approved groups, clubs, and organizations that promote a positive purpose. The Board of Education (as per BOE Policy 2653) prohibits membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. Such gangs or groups that advocate drug use, violence, death, disruptive behavior, and anti-social or anti-educational attitudes will not be allowed at WHS.

NOTICE OF NONDISCRIMINATION

Students and parents of elementary and secondary schools, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with the Lincoln County R–IV School District are hereby notified that this institution does not discriminate on the basis of sex, race or disability in admission, access to treatment, or employment in its programs and activities. Any person

having inquiries concerning the Lincoln County R– IV School District's compliance with the regulations implementing Title IX, the Age Discrimination Act, or Section 504 is directed to contact the Director of Special Services, Title IX, ADA, and Section 504 Coordinator, at (636) 668–8188, who has been designated to coordinate the Lincoln County R–IV School District's efforts to comply with the regulations implementing Title IX, ADA and Section 504. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the Lincoln County School District's compliance with the regulations implementing Title IX, ADA, or Section 504.

NURSE/CLINIC

The school nurse is available for student medical assistance when the need arises. In addition, the school nurse can provide vision and hearing screenings to students during the course of the school year. Please advise the school nurse of any health concerns in writing at the beginning of the school year. This can greatly assist our attentiveness to your student's needs. ***NOTE: Students/Parents – Must ensure that emergency telephone numbers are current and on file. A student who is ill must first get a pass from his/her teacher to visit the nurse.** If a student must go home because of an illness, the Administrative Assistant will verify that illness and call the parents. Students will not be sent home without the parent's permission. In the nurse's absence, the student's illness or injury will be evaluated by personnel in the WHS Office.

OPEN GYM

During the school year and in the summer, WHS does, at times, allow an "open gym" where students can come and play indoor/outdoor type sports. MSHSAA and the Lincoln County R–IV School District's insurance carrier provides guidance on "open gym," and questions and comments referring to "open gym" procedures need to be addressed to the Activities Director. The following general procedures are in effect when using the "open gym."

- "Open gym" is a privilege and not a right; therefore, neither the students nor their parents have a right to enroll in or participate in "open gym."
- The privilege can be revoked for many reasons, including but not limited to deficiencies in the student's grades, poor behavior during school hours or during "open gym, etc."
- "Open gym" is restricted to current students enrolled in the Winfield R–IV School District.
- "Open gym" participants are required to follow the directions of the supervisor.
- Students are required to sign the "sign in" sheet prior to participating.

PERSONAL PROPERTY

WHS will assume **NO** responsibility for the security of personal belongings brought to the school, nor will WHS assume responsibility for the security of assigned lockers or the gymnasium lockers. Students are not to bring large amounts of money, wear expensive jewelry, or have expensive items in their possession.

POSTERS, BULLETINS, AND HALLWAY DECORATIONS

All posters and bulletins to be placed in the WHS halls must have the Principal's, A.D.s, or the WHS Counselor's approval PRIOR to being posted. Posters, bulletins, and other hallway decorations will be hung only on the brick walls and only with masking tape. Posters/pictures, etc., of naked or semi-naked people, will not be displayed anywhere (this includes inside student lockers) in WHS.

PROOF OF RESIDENCY

Prior to registration, a student, parent, or legal guardian must establish proof of residency (i.e., utility bill with name/address) or must have requested a waiver of the proof of residency. Submitting false information relating to residency is defined by state law as a Class A misdemeanor.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, 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 Winfield R-IV School District assures that it will provide a Free, Appropriate Public Education (FAPE) to all eligible children with disabilities between the ages of three (3) and twenty-one (21) under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young children with a developmental delay. The Winfield R-IV 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 Winfield R-IV 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 amendments 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 Winfield R-IV 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 Lincoln County R-IV School District, 701 Elm Street, Winfield, MO, 63389, between 8:00 am and 4:00 pm Monday – Friday. Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include the name of the child, parent/legal guardian's name/address, birth date and age of the child, the child's disability, and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the Lincoln County R-IV School District, 701 Elm Street, Winfield, Missouri, 63389, (636) 668-8188. This notice will be provided in native languages as appropriate.

REPORT CARDS / PROGRESS REPORTS

Students will be issued grade cards after the end of each nine-week grading period. Parents are expected to pick up their first-quarter grade cards during Parent-teacher conferences. Second, third, and fourth-quarter grade cards will be emailed home. In addition, students will be issued progress reports in the first five weeks of each quarter.

SCHEDULE CHANGES

Schedule changes are not automatically granted. Students wishing to transfer from one course to another should visit the Counselor **within the first 5 days of the semester**. Schedule changes are only granted based on criteria, which is found on the schedule change request form. Note, not all changes will be granted.

SCHOOL AND STAFF AUTHORITY

The Lincoln County R-IV School District has the authority to control student conduct, which is prejudicial to good order and discipline in the schools as provided by law. School officials are authorized to hold students

accountable for misconduct in school, on school property, during school-sponsored activities, and for conduct away from school or in non-school activities that affect school discipline. Students are under the authority of all staff members at WHS at any time they are on the public school grounds or at any school function, including off-campus activities/trips. Students are expected to give respectful attention to the requests and directions of all staff members.

SCHOOL CLOSINGS

There may be times throughout the school year when weather conditions may cause the school to be canceled. If school is canceled, updated phone numbers will receive a global call, and the following radio and television stations will be notified as soon as possible:

KTVI Channel 2 KMOV Channel 4 KSDK Channel 5

SCHOOL DANCE POLICY

School dances will be scheduled through the Activities Director and the Principal. Unless otherwise stated, dances are ONLY open to WHS students; students attending Warrior Academy are not eligible for school dances. The following dances are open for outside dates: Football Homecoming, Basketball Court warming, Prom, and other dances as approved. Guests must be cleared through the WHS office five (5) school days prior to the dance. Student Handbook policies concerning dress, appearance, and conduct will be enforced, and WHS students are responsible for the actions of their guests as long as the guests are on campus. The school reserves the right to refuse admittance to any person not presently a WHS student. Students who have dropped out of WHS will not be eligible to attend dances. **Students must be in attendance for a FULL DAY of school the day of the dance in order to attend. For dances that occur on days when school is not in session, the student must have attended school a FULL DAY on the most recently scheduled school day. Exceptions will only be allowed with approval from the Building Principal. Students must have 90% attendance for the current semester. NO OSS referrals for the quarter the dance is in and no current F's..** Students will not be allowed to return to the dance if they leave the building and/or dance area at any time during the dance. Students on Social Probation are not allowed to attend dances. No middle school students are allowed to attend any high school dances. No person 21 years or older will be allowed to attend any high school dances.

Obscene or vulgar language or dancing is prohibited. No dancing deemed to be unsafe will be allowed (i.e., crowd surfing, mosh-pits, etc.). Dance attire is as follows: **Informal** – jeans, shorts, and shirts (school dress code still applies), **Semi- Formal** slacks and shirt and tie for men and dresses for women, **Formal** tuxedos, suits, and ties for men and formal dresses for women. Back-To-School Dance attire is informal. Homecoming/Court warming attire is semi-formal. Prom attire is formal. **All students must have their fines/fees paid and all make-up hours completed before purchasing Prom tickets.**

SCHOOL ACTIVITIES AND TRIPS

Students attending school-sponsored activities are responsible for following school expectations. **Students must be in attendance for a FULL DAY of school the day of the event in order to participate. The student must have attended school a FULL DAY on the most recently scheduled school day for events that occur on days when school is not in session. Exceptions will only be allowed with approval from the Building Principal or Activities Director.** School rules apply to all school activities regardless of their locations. For trips, students are expected to travel both to and from such events with the school sponsor, teacher, or coach. Any deviation from this policy needs to be cleared through the Activities Director and/or the Principal prior to departure. Students are expected to follow rules of common courtesy and safety. Sponsors will provide specific expectations for all students. Students who fail to follow the school and sponsored policies while away on a trip are subject to disciplinary action by the school as well as local law enforcement agencies.

SEMESTER FINAL EXAMS

Written and/or computer-generated semester final exams will be given in all classes and taken by all students. The exam will be weighted 10% or more of the final semester grade as determined by the teacher and/or department.

SIGN-IN/SIGN-OUT PROCEDURES

Students arriving after the school day has begun shall ***sign in*** with the office. Students who fail to ***sign in*** will be considered absent and will be subject to disciplinary action. If at any time it is necessary for a student to leave the building for any reason, students must come to the office. **LEAVING EARLY:** Every student, **regardless of age, MUST** have a parent come into the office to sign out the student and/or verify through the office via student contact info. and phone consent. Any student who misses school must assume responsibility for making up the missed work. It is the student's obligation to check with each teacher and get assignments. Students who leave the building without signing out through the office will be considered truant and will be subject to disciplinary action.

STUDENT ACCIDENT INSURANCE

The Board of Education recommends that all students have accident insurance. Although arranging for such insurance is the responsibility of the student and parents/guardians, the Board ***may*** name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents/Guardians and students will deal directly with the insurance carrier. Students participating in interscholastic athletics and certain other activities governed by the Missouri State High

School Activities Association (MSHSAA) are required to have accident insurance coverage before being allowed to practice or compete for a school team. A student will not be allowed to participate in these activities, including practices, until proof of insurance coverage is received in the principal's office. The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available if household income is within eligibility standards.

STUDENT COUNCIL

A governmental body called the "Student Council" represents the students of WHS. Members of the Student Council are elected by the student body and will act as the student body's representative in meeting all requests as submitted by the school administration. The Student Council's primary goal is to stress the academic excellence of all students, recommend changes to the Student Handbook, develop ideas to improve attendance, promote a high level of respect for all students and faculty, improve sportsmanship, and create a harmonious educational atmosphere within WHS. Students elected to the student council must maintain a "C" (2.0 cumulative GPA) and be in good standing (**NO** Saturday Detentions, ISS, or OSS). Students who fail to maintain their grades and conduct will be removed from the Student Council. Rules and procedures that govern members of the Student Council will be developed by the members of the Student Council and will be approved by their sponsor and the Principal.

STUDENT EMPLOYMENT/WORK RELEASE PROGRAM

WHS recognizes that many students are employed at regular or part-time jobs. The school views such employment as being positive for the student as long as it does not interfere with school attendance and academic achievement. In special situations where students are attending beyond their eighth semester of high school, and with the Principal's approval, students may receive a reduced academic schedule in order to obtain appropriate part-time employment during the school day (i.e., work release). Work releases will only be approved prior to the start of each semester. Students in their senior year wishing to qualify for work release must plan this out with the Counselor, be enrolled in the Marketing Class, and be approved for release by the business teacher and Principal. Students in this program will be excused from 1st, 7th, and/or

8th hours based upon the work release that has been approved by the business teacher and Principal. Students leaving for work without following this procedure will be considered truant and disciplined.

STUDENT OF THE MONTH

During school months, teachers and administrators at WHS will nominate students for the Student of the Month Award. The criteria for selection of Student of the Month include academics, school pride and spirit, student leadership, student behavior, and school service. Students who are selected will be recognized by having their picture displayed on the "Student of the Month" board.

STUDENT PARKING AND VEHICLE OPERATIONS

As per policy, students are advised that driving a car to school is a privilege and **not** a right. Based on the size of the parking area, parking spaces will be assigned on a priority basis, beginning with seniors and juniors and then other students as space allows.

1. Students must park in the student parking lot located at the west-rear side of the high school building in their designated parking spot. Students and parents **MUST** complete and sign the Vehicle Registration Agreement.
2. Upon arriving at school, students should park their car in the approved lot and immediately enter the building.
3. **Students will not be allowed in the parking lot during the day unless approved by an administrator.**
4. All student vehicles must be registered in the main office, including students attending MO Options. The Registration Fee is \$5.00 per student driver per year, no matter when the permit is issued during the school year. All student motor vehicles will be issued a "Hanging Tag" parking permit, and it shall be suspended from the rearview mirror of the vehicle. Students who own or drive more than one vehicle need to have each vehicle registered and may transfer the "Hanging Tag" from one vehicle to another. Students may receive a disciplinary notice for not following proper parking guidelines.
5. All accidents that occur on campus shall be reported to the main office.
6. As per policy, all vehicles on campus are subject to random searches (i.e., weapons, drugs, contraband, etc.) by police personnel, drug dogs, etc., if there is reason to believe a vehicle contains materials prohibited by District Regulations. Damages done to any vehicle as a result of these searches will be the responsibility of the owner, and the Lincoln County R-IV School District or the Lincoln County Sheriff's Department will not be held responsible.
7. Students shall not at any time have weapons (e.g., rifles, pistols, knives, bows, crossbows, etc.) and other contraband (e.g., alcohol, illegal drugs, tobacco products, etc.) in their vehicles while on campus.
8. Students who are of driving age will have their driving privileges suspended if they are late to or absent from 1st period.
9. Students who are being dropped off or picked up at the high school by friends or relatives during normal school hours must do so in front of the school (i.e., north side) only. No one is to be dropped off or picked up from the student parking lot.

STUDENT PUBLICATIONS

WHS sponsors a school newspaper and/or a school yearbook. These publications are part of the WHS curriculum and are subject to review and censorship by the faculty/staff and the school's administration.

TARDY TO CLASS

Students who arrive after the bell rings will be considered tardy to class. Students will be allowed 4

accumulative tardies per quarter without penalty. While accumulating tardies in each class, students will be disciplined by the principal for receiving more than four tardies in each class. Consequences for tardiness are explained in the Code of Conduct. At the beginning of each class, after the tardy bell rings, tardy students need to get a pass from a teacher or administrator in the hallway and then go to class. Teachers will then mark their attendance accordingly.

TEACHER AVAILABILITY

Teachers are available to work with students before and after school as coordinated. Students who are experiencing difficulty in learning the course content should arrange a time to meet with their teacher to seek assistance.

TECHNOLOGY

Winfield High School assigns all students an individual laptop. These devices will be used for educational purposes in the classroom and at home. Teachers will use computer technology for instruction, assignments, projects, research, and assessments. The access to laptops and increased use of technology in education will have beneficial effects on student learning and achievement and help engage students in critical thinking, collaboration, and communication.

Because of this implementation of technology, students are required to charge their devices at home to be prepared for classes the next school day. Students are responsible for bringing their laptops to every class, just as they would any other classroom supplies, such as writing utensils and paper. This means they MUST have their devices for each class. Violation of this expectation and/or device use and procedures will result in disciplinary actions, as specified in the Student Handbook.

TELEPHONE CALLS

In an emergency, if a student needs to be reached, the caller should contact the main high school office at 636-668-8130. The office will then contact the student in class and relay the message. Also, students shall not receive personal calls through the office.

TRANSPORTATION

Students and parents will be assigned a morning and evening bus stop where students will be picked up and dropped off. These two stops may be different, but they will be the only two places where a student will be picked up and dropped off. All rules and regulations of WHS apply to all high school students riding on a school bus. **Students MUST get off the bus at their designated stop, and they need to move away from the bus after they disembark for safety reasons.** Behavior on school buses that violates school policy shall result in a student being suspended from riding on the bus and/or having other disciplinary actions taken. Consequences are explained in the Code of Conduct. Students are ONLY allowed to ride another bus with an approved bus pass. Students participating in extracurricular activities are expected to ride the bus to and from the activity. **A student who desires not to ride the activity bus home may only be released to the student's parents.**

“Monthly Incentive “

The last Friday of the month starting in September will be an incentive day during 5th hour for students to go to the gym, commons, etc. In order to qualify for the incentive the student must meet the following criteria:

- 90% attendance
- No D's or F's
- No discipline referrals

TRUANCY

Truancy is being absent from school or class without permission. Students who are truant will receive discipline according to the Code of Conduct. NOTE: Juvenile Court will be notified of any student 16 years of age or younger who is absent from school for a non-valid reason.

VISITORS

WHS welcomes parents and other adult members of this school district to visit our school. In order to ensure the safety of our students and to reduce the potential disruption of the learning process, all visitors shall report to the WHS office upon their arrival at school. A Principal or Counselor may act as an escort and accompany the visitor. Visitors are not allowed to visit classrooms during instructional time. All visitors will be asked to visit with teachers or staff before/after school hours. **Visitors are not allowed to be with students during lunch periods unless they have prior approval by the Principal. Visitors are also not allowed to bring outside food for students unless it has been pre-approved by the building administration.**

WITHDRAWAL FROM SCHOOL

A student intending to withdraw from school must report to the WHS Office to receive a withdrawal/clearing form. Parents shall physically come to the school to ensure the WHS Office understands the reason for the transfer, that all student-related fines and fees are paid, textbooks are returned, the student's hallway locker is cleared, and that the withdrawal/clearing form is processed.

CODE OF CONDUCT

The Code of Conduct lists the majority of infractions with which a student can be charged. The students of Winfield High School (WHS) are expected to abide by the following guidelines for behavior while at school, on school property, on the bus or at bus stops, during school-sponsored activities, and at any location where students are representing WHS. When students violate those rules and regulations that pertain to the good order and discipline of the student body, appropriate discipline will be administered.

No Code of Conduct can be expected to cover all infractions that impede or distract from the educational process. It will be the responsibility of the Principals to assign consequences for any type of inappropriate behavior not specifically covered in this Code of Conduct. It should also be understood that based on the circumstances of an offense, a student's disciplinary record, education concerns, medical facts, and other information that may only be known to the Principal, special education teachers, etc., the Principal has the authority to modify the discipline administered to a student as required.

Definition of Consequences

ASD: After School Detention: After-school detention on regular school days will be held from 2:30 p.m. to 3:30 p.m., Tuesday through Thursday, in the designated classroom. Students will be assigned a date to complete each detention. Therefore, arrangements for rides from school can be made in advance. Failure to serve detentions will result in additional disciplinary actions.

ISS (In-School Suspension): Students who receive ISS will need to report to school at the scheduled start time. Students may receive credit for the missing assignments. It is the student's responsibility to complete the assignments and then return the materials to the teacher the next school day. The student will be allowed on campus **only** from 6:50 a.m. to 2:52 p.m. during the normal academic day. The student will not be permitted to attend extracurricular activities, athletic events, dances, meetings, etc., either as a spectator or as a participant at both home and away events. Students can resume these activities or events on the next school day.

OSS (Out-of-School Suspension): Students who are serving OSS are prohibited from being on school property at any time during their suspension. Students serving OSS are automatically on Social Probation for the duration of their OSS and until they return to a normal school day. Students on OSS will be expected to make up their work per policy for credit.

Social Probation – Should a student be placed on Out-of-School and/or In-School Suspension, the student will automatically be placed on Social Probation for the same period of time until he/she returns to normal school, (i.e. students whose OSS/ISS is completed after classes on Friday are still on Social Probation for that upcoming weekend until they return to normal academic classes on Monday). In addition, a student may receive additional time on Social Probation as a separate disciplinary matter based on their behavior. During the period of time that a student is placed on Social Probation, the student will be allowed on campus **only** from 6:50 a.m. to 2:52 p.m. during the normal academic day. The student will not be permitted to attend extracurricular activities, athletic events, dances, meetings, etc., either as a spectator or as a participant at both home and away events.

Short-term suspension: a period of time a student is removed from school, not to exceed ten (10) school days (usually administered by the school Principal).

Extended-term suspension: a period of time a student is removed from school for more than ten (10) days (administered by the school Superintendent, appealable to the Board of Education).

Expulsion: The student is removed from school for an extended time, up to 180 school days (administered by the Board of Education).

Teachers have the authority to impose logical interventions and/or consequences in the classroom, which may range from a verbal warning to an after-school detention.

Offenses

Classroom disruptions include, but are not limited to, excessive talking, being out of seat, throwing objects, disturbing others, and/or other actions that interfere with the educational process.

Tardy Policy

The teacher confers with the student on the first, second, and third tardies, notifies the parents, and completes an office referral for a detention on the fourth tardy. Students with five or more tardies will receive further disciplinary actions.

Winfield High School

TOBACCO FREE

SMOKE FREE

VAPOR FREE

ALCOHOL FREE

DRUG FREE

CAMPUS

Winfield R-IV is a smoke, tobacco, drug, and alcohol-free campus. Winfield prohibits the use of all alcohol, drug, tobacco, and any products or substances appearing to be drug/tobacco products, including electronic cigarettes, at school and school activities. Thank you for your cooperation.



Academic Dishonesty/ AI

Cheating on tests, assignments, projects, or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources, or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

"WHS recognizes that Artificial Intelligence (AI), programs and apps which utilize AI functionality, is rapidly becoming more and more prevalent. Artificial Intelligence, programs and apps using AI, should only be used at the individual teacher's discretion, to ensure that student learning is taking place. Usage of AI, or similar programs and apps, without the individual teacher's request is considered academic dishonesty and will face consequences as laid out in the WHS Handbook"

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Teacher/student conference, parent notification, or detention, zero score on assignment/test	Principal/student conference, parent notification, in school suspension (1 day), zero score on assignment/test	Principal/student conference, parent notification, in school suspension (2 days), zero score on assignment/test.	Principal/student conference, parent notification, 1 day OSS, zero score on assignment/test.

Arson

Starting or attempting to start a fire or causing or attempting to cause an explosion.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
10 days OSS	expulsion	expulsion	expulsion

Assault

1. Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative, or any other act that constitutes criminal assault in the third or fourth degree.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
1-180 days out of school	1-180 days out of school	1-180 days out of school	expulsion

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

Automobile/Vehicle Misuse

Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move the vehicle at the request of school officials, failure to follow the directions given by school officials, or failure to follow established rules for parking or driving on district property.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Warning by principal parent phone call conference w/ student Loss of parking privilege	Detention parent phone call Loss of parking privilege	In school suspension (1 day) Loss of parking privilege	

Bullying and Cyberbullying (see Board policy JFCF)

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures,

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theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication devices, computer or pager.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference parent notification In school suspension (1-10 days)	5 days out of school suspension Parent notification	1-180 days out of school suspension, or expulsion Notice to law enforcement officials Parent notification Student record documentation	Expulsion

Bus or Transportation Misconduct (see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Warning by principal Parent phone call Conference with student or bus suspension 1 day	1-2 day bus suspension parent notification	3-4 day bus suspension parent notification conference with Principal possible bus expulsion	5 day bus suspension parent notification conference with Principal possible bus expulsion after 5 bus expulsions for the rest of the school year.

Cell Phones/Electronic Devices

Any use of cell phone or electronic devices used outside of appropriate times allowed will be provided the following consequences. Students should not share phones with other students, have them in the restroom, have them in the hallways or classrooms. Students may have them during breakfast. Outside of this they are prohibited in the school.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
1/2 day ISS. Phone turned into office parent pick up at end of the day	1 day ISS. Phone turned into office parent pick up at end of the day	2 days ISS. Phone turned into office parent pick up at end of the day	3 days ISS Phone turned into office parent pick up at end of the day

Dishonesty

Any act of lying, whether verbal or written, including forgery.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference parent notification detention	In school suspension (1 day) parent notification	In school suspension (2 days) parent notification	

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial, or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings, or that materially and substantially disrupts classroom work, school activities, or school functions. Students will not be disciplined for speech in situations where it is protected by law.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference, parent notification, detention	1 day ISS, parent notification	3 days ISS, parent notification	5 days OSS, parent notification

Dress Code Violations

If a student wears clothing that has violence, drugs/alcohol, or inappropriate sexual connotations, it is deemed to be short or excessive exposure. The district personnel will determine what is inappropriate/excessive.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase, or distribution of any over-the-counter drug, herbal preparation, or imitation drug or herbal preparation.
2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

3. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
10-180 days out of school suspension parent notification	10-180 days out of school suspension parent notification	Expulsion	Expulsion

Extortion

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference parent notification Out of school suspension (5 days)	Principal/student conference parent notification Out of school suspension (10 days)	10-180 days out of school suspension	Expulsion

Failure to Care for or Return District Property

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

Failure to Meet the Conditions of Suspension, Expulsion, or Other Disciplinary Consequences

Violating the conditions of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled "Conditions of Suspension, Expulsion, and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

FIRST OFFENSE
Removal from school sponsored event. Possible law enforcement contact. Progression to the next consequence. i.e. Missed detention=ISS

False Alarms (see also "Threats or Verbal Assault")

Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Restitution principal/student conference, ISS (1 day)	Restitution, principal/student conference, 5 days OSS	Restitution,principal/student conference, 10-180days OSS	Expulsion

Fighting (see also "Assault")

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference parent notification Out of school suspension (5 days)	Principal/student conference parent notification Out of school suspension (10 days)	Principal/student conference parent notification out of school suspension (10- 180 days)	Principal/student conference parent notification out of school suspension (10-180 days or expulsion)

Gambling

Betting on an uncertain outcome, regardless of stakes, engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes but is not limited to, betting on outcomes of activities, assignments, contests, and games.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Teacher/student conference parent notification detention	Principal/student conference parent notification In school suspension (1 day)	Principal/student conference, parent notification, out of school suspension (1 day)	Principal/student conference, parent notification, out of school suspension (1 day)

Harassment, including Sexual Harassment (see Board Policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name-calling; or threatening, intimidating, or hostile acts based on a protected characteristic.
2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing or pushing or fighting based on protected characteristics.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference parent notification detention ISS (1-10 days) OSS(1-180 days)	Principal/student conference parent notification 1-180 days out of school suspension	Expulsion	Expulsion

Hazing (see Board policy JFCG)

Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for the purposes of initiation, affiliation, admission, membership, or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or

district-sponsored activity. Hazing can occur even when all students involved are willing participants.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
ISS (2 days), OSS (5 days) Expulsion dependent upon severity	OSS (5 days) Expulsion dependent upon severity	OSS (10-180 days) Expulsion dependent upon severity	Expulsion

Horseplay/Hands-On Touching of Others:

Inappropriate Physical Contact: Student engages in non-serious (low intensity) but inappropriate physical contact. This includes but is not limited to pushing, wrestling around, flicking, poking, pinching, pulling, running, chasing, kicking, etc. **Consequences will be determined based on the severity of the infraction.**

Inappropriate Language:

Using inappropriate language and cursing.

First Offense	Second Offense	Third Offense	Subsequent Offense
Principal/Student conference Parent notification 1 day of ISS	Principal/Student conference Parent notification 2 day of ISS	Principal/Student conference Parent notification 3 day of ISS	Principal/Student conference Parent notification 5 day of ISS

Inappropriate Language:

Cursing at a staff member or using inappropriate comments towards a staff member, or a threat towards a staff member.

First Offense	Second Offense	Third Offense	Subsequent Offense
Principal/Student conference Parent notification 2 day of OSS	Principal/Student conference Parent notification 3 day of OSS	Principal/Student conference Parent notification 5 day of OSS	Principal/Student conference Parent notification 10 day of OSS

Incendiary Devices or Fireworks

Possessing, displaying, or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Confiscation of product Principal/student conference parent notification In school suspension (2 days) Out of school (1-180 days) or expulsion	Confiscation of product Principal/student conference parent notification In school suspension (5 days) Out of school (1-180 days) or expulsion	Confiscation of product Principal/student conference parent notification Out of school (1-180 days) or expulsion	Expulsion

Nuisance Items

Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Confiscation of product Principal/student conference parent notification warning	Confiscation of product Principal/student conference parent notification detention	Confiscation of product Principal/student conference parent notification, 1-10 days in school suspension	

Public Display of Affection

Physical contact is inappropriate for the school setting, including, but not limited to, kissing and groping.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference detention parent notification	Parent/student conference in school suspension	Parent/student conference 1 day of out of school suspension	Parent/student conference 2 days of out of school suspension

Restroom Misuse

Students are not allowed to bring phones or any other electronic device into the restrooms, record other students, or gather in the stalls with others. **Consequences will be determined based on the severity of the infraction**

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material, including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
5 days out of school suspension Law enforcement referral	10 days out of school suspension Law enforcement referral	30-180 days out of school suspension law enforcement referral expulsion	

Sexual Activity

Consensual acts of sex or consensual simulations of sex include but are not limited to, intercourse or oral or manual stimulation.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
5 days out of school suspension Law enforcement referral	10 days out of school suspension Law enforcement referral	30-180 days out of school suspension law enforcement referral expulsion	

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1) 1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

FIRST OFFENSE	SECOND OFFENSE
Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out of-school suspension, or expulsion.

2. Using, displaying, or turning on pagers, phones, personal digital assistants, personal or school laptops, or any other personal electronic devices during the regular school day, including class change time, mealtimes, or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

FIRST OFFENSE	SECOND OFFENSE
Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1, or any policy or procedure regulating student use of personal electronic devices.

FIRST OFFENSE	SECOND OFFENSE
Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

FIRST OFFENSE	SECOND OFFENSE
Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out of-school suspension, or expulsion.

Theft

Theft or attempted theft or knowing possession of the stolen property.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Return of or restitution of property Principal/student conference parent notification 2 days out of school suspension	Confiscation of product Principal/student conference parent notification 5 days out of school suspension	Confiscation of product Principal/student conference parent notification 10 days out of school suspension	30-180 days out of school suspension or expulsion

Threats or Verbal Assault

Verbal, written, pictorial, or symbolic language or gestures that create a reasonable fear of physical injury or property damage. The school may have the student not return to school until an investigation is complete.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
In school suspension (1-10 day)/ possible OSS	Out of school suspension (2-10 days)	Out of school suspension (5-10 days)	30-180 days out of school suspension or expulsion

Threats or Verbal Assault

Any threat of catastrophic nature (i.e. threats towards school, bomb threats). The school may have the student not return to school until an investigation is complete.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
10 days OSS, referral to Superintendent, notification to Law Enforcement.	10 days OSS, referral to Superintendent, notification to Law Enforcement.	10 days OSS, referral to Superintendent, notification to Law Enforcement.	10 days OSS, referral to Superintendent, notification to Law Enforcement.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.
2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation, or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Confiscation of product Principal/student conference, parent notification, 3 days OSS	Confiscation of product Principal/student conference, parent notification, 5 days OSS	Confiscation of product Principal/student conference, parent notification, 10 days OSS	30-180 days out of school suspension or expulsion

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal student conference Parent contact 1 day In school suspension	Principal student conference Parent contact 2 days In school suspension	Principal student conference Parent contact 5 days In-school suspension	Principal student conference Parent contact 5 days In school suspension

Unauthorized Entry

Entering or assisting any other person in entering a district facility, office, locker, or other areas that are locked or not open to the general public; entering or assisting any other person in entering a district facility through an unauthorized entrance; assisting unauthorized persons in entering a district facility through any entrance.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference parent notification in school suspension (1-5 days) restitution of damages possible notification to law enforcement officials	Principal/student conference parent notification out of school suspension (1-5 days) restitution of damages possible notification to law enforcement officials.	Principal/student conference, parent notification 10-180 days of out of school suspension restitution of damages possible notification to law enforcement officials	Principal/student conference, parent notification 10-180 days of out of school suspension restitution of damages possible notification to law enforcement officials

Vandalism (see Board policy ECA)

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff, or students.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Principal/student conference parent notification in school suspension (2days) 1-10 days	Principal/student conference parent notification in school suspension (5 days) 10-80 days of out of	Principal/student conference parent notification in school suspension (5 days) 10-80 days of out of	Principal/student conference parent notification 10-180 days of out of school suspension

of out of school suspension restitution of damages possible notification to law enforcement officials	school suspension restitution of damages Notification to law enforcement officials	school suspension restitution of damages Notification to law enforcement officials	restitution of damages Notification to law enforcement officials
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Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
3. Possession or use of ammunition or a component of a weapon.

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	SUBSEQUENT OFFENSE
Depending on violation: ISS, 1-180 days out of school suspension or expulsion notification of law enforcement officials (The superintendent of schools may modify the punishment based on individual circumstances).	Depending on violation: ISS, 1-180 days out of school suspension or expulsion notification of law enforcement officials (The superintendent of schools may modify the punishment based on individual circumstances).	Expulsion	Expulsion

Note: Students and parents should become very familiar with the guidelines of the district medication policy before carrying any medications onto campus or buses

LONG-TERM SUSPENSION AND EXPULSION OF STUDENTS

As per BOE Policy 2663, a student may receive a long-term suspension or be expelled from school by the Board of Education for consistently or egregiously refusing to conform to school policies, rules, and/or regulations. When such action is recommended by the Principal, the Board will review such recommendations and decide whether to proceed with an expulsion hearing.

DURATION OF SUSPENSION OR EXPULSION; NOTICE OF HEARING; REPORTS OF HEARING

1) No suspension shall extend beyond the 180 school-day limit. A suspension may be for a short term not exceeding ten (10) school days or for an extended term exceeding ten (10) school days. 2) Except as authorized in subsection “3,” no suspension for a short term shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing thereon. The notice may be oral or written, and the hearing may be held immediately thereafter between the student and the Principal. The hearing may be conducted informally but shall include the following procedural due process requirements:

- a) The right of the student to be present at the hearing
- b) The right of the student to be informed of the charges

- c) The right of the student to be informed of the basis for the accusations
 - d) The right of the student to make statements in defense or mitigation of the charges or accusations
- 3) A short-term suspension may be imposed upon a student forthwith and without affording the student or the parents/guardians thereof a hearing for acts that endanger other persons or property or substantially disrupt, impede, or interfere with the operation of the school. When this occurs, a written notice of any short-term suspension and reason, therefore, shall be given to the student involved and/or to the parents or guardians thereof within 24 hours after the suspension has been imposed. In the event the student has not been afforded a hearing prior to any short-term suspension being imposed, an informal hearing shall be provided as soon thereafter as practicable.
- 4) No suspension for an extended term and no expulsion shall be imposed upon a student until an opportunity for a formal hearing on the suspension or expulsion shall be afforded to the student. A written notice of any proposal to suspend for an extended term or to expel and the charges upon which the same is based shall be given to the student, and it shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing.

ELIGIBILITY FOR ATHLETICS/ACTIVITIES

All students are encouraged to participate in at least one extracurricular activity. Each WHS activity has its own rules and regulations regarding eligibility for students to participate. Students who compete, perform, or otherwise represent the school in extracurricular activities must meet all Missouri State High School Activities Association (MSHSAA) eligibility rules. The eligibility requirements apply to all activities except those designated by a classroom teacher as a graded performance. The classroom teacher will designate specific performances at the beginning of the year, which will be considered co-curricular and part of the course. All other activities will be considered extra curricular and will be subject to eligibility requirements. Examples of extracurricular activities would include athletics, pep band, cheerleading, scholars bowl, special musical performances, student council, homecoming activities, or any other activity in which students represent the school and the activity is not a graded performance for a class.

CONFLICT OF INTEREST POLICY

At times during the course of the school year, some students involved in several activities may find themselves scheduled to participate in more than one event on the same date. If this occurs, the student must make a choice as to which activity he/she is going to participate. The coach or sponsor should be notified at least two weeks in advance of the scheduled conflict date of that activity and of the student's decision. In the event that a conflict occurs between two events or activities, should one of the events be class (academic) related, it will always take precedence over all other activities/events. In addition, if a conflict occurs between two or more activities, clubs, etc., and one of those activities is a Conference, District, or State sponsored competition, the Conference, District, or State sponsored competition will always take precedence over the other activity.

MSHSAA & WINFIELD PLAYER POLICIES, PROCEDURES, & ELIGIBILITY STANDARDS

- You must be a credible school citizen.
- You cannot be 19 years old before July 1, preceding the opening of school.
- You cannot have graduated from a four-year high school.
- You cannot have attended eight semesters of high school.
- You cannot have competed in four seasons of a particular sport.
- You cannot have played under a false name.

- Any student promoted to ninth grade will be eligible to participate in any sanctioned MSHSAA sport or activity during the first semester of their ninth-grade year. During the second semester, students may only participate in an MSHSAA-sanctioned sport or activity as long as they have passed a minimum of 3 units of credit during the first semester of their ninth-grade year.
- You must be enrolled as a full-time student. The only exception shall be a student who is also enrolled in a college course. This student shall be currently enrolled in a minimum of 2.5 units of credit. Students enrolled in a 2 or 3- credit-hour class may waive .5 credits, and a student enrolled in a 4 or 5-credit-hour class may waive 1 unit of credit. (A student enrolled in a 3-hour college class must be enrolled in 4 classes at Winfield High School (MSHSAA section 213.0).
- The student must be in attendance the entire day of the scheduled activity. If the student must be absent any part or all of the day on the day of the activity, **the Principal and/or Activities Director must grant PRIOR permission for the student to participate in the activity.** This applies to practice as well as games. In addition, students are expected to be in class the entire academic day following a contest. Late-night trips will not be an excuse not to be at school.
- You must abide by the WHS Code of Conduct established for extracurricular activities. The student must be in good standing with Winfield High School. Students who have been suspended (i.e., In- or Out-of-School) for disciplinary reasons will be denied the privilege of practice or participation until the suspension has been served.
- Proof of insurance must be provided for participation in extracurricular activities.
- You must provide a signed parent permission slip for participation in extracurricular activities.
- You must have an approved physical examination. A current athletic and medical physical shall be on file in the Activities Director's Office for those students participating in athletic (i.e., physical) events. Medical physicals are available at a minimal charge and may be scheduled on a specific day at the beginning of the school year. Athletes should contact the Activities Director for details and physical forms. Students who fail to obtain a medical physical prior to the season will be required to obtain an approved physical through a doctor at his/her office.
- If school is canceled or dismissed early due to inclement weather, attendance at the extra-curricular activity will be determined on a case-by-case basis. Excessive "heat days" will be governed by MSHSAA standards.
- All Lincoln County R-IV eligibility requirements must meet MSHSAA eligibility standards.
- All coaches and sponsors have the authority to enforce their own rules and regulations for students to follow in their sport, activity, or club. As a minimum, those requirements must meet MSHSAA eligibility standards.
- Students who skip practice(s), will not follow the guidance of the coaches, leave the team during a practice/game, violate team rules, use excessive profanity, and demonstrate poor sportsmanship, etc., may be dismissed from the team for a specific time period or for the season as stipulated by the head coach.

SPECTATOR CONDUCT

Students, like participants, must be in school for the day in order to attend athletic and/or activity-type functions that afternoon/evening. All students are encouraged to attend such activities and to support those who participate in them, but this support is expected to reflect good sportsmanship, crowd behavior, and respect for those performing and for those against whom we are competing. No student has the right to intimidate, insult, threaten, or distract, in any way, the performers, our guests, officials, or players. The audience should express support for our participants and do it in a positive manner. Those spectators who fail to show good sportsmanship at school activities will be warned of their behavior. Continued poor sportsmanship can result in their removal from the premises and if necessary, they may be barred from attendance at any or all school activities.

TITLE I

The Title I Director and each building principal share responsibility for implementing the policy. The

designation of these duties is described below.

TITLE I STAFF AND PARENT RESPONSIBILITIES

1. The district's Plan will be developed with input from parents of eligible students, teachers, administrators, and related personnel.
2. Provide letters to parents regarding Title I programs and curriculum, how their children were selected for Title I, how their progress will be measured, how much progress they are expected to make during the school year, and how their performance compares to that of their schoolmates.
3. Provide an orientation meeting for parents each school year before the end of the first quarter.
4. Provide parents of each school with the results of the annual review. This review is to include the individual school performance profiles.
5. Provide timely notification to parents, in the form of letters and flyers, regarding Title I meetings and workshops.
6. Offer professional development opportunities for teachers to increase their effectiveness in teaching all students eligible for Title I services and in addressing the needs of Title I parents.
7. Offer workshops for parents on how to help assist in the instruction of their children.
8. The District will conduct an annual review meeting of Title I activities, which will include, but not be limited to, parent evaluations and the school-parent compact. The district will maintain meeting agenda sign-in sheets for parents and staff and meeting minutes.
9. Send data regarding year-end Title I program evaluation results to all parents.
10. Invite parents to and include parents in Title I program review team meetings.
11. Notify parents regarding the professional qualifications of their student's classroom teachers.

TITLE I STAFF QUALIFICATIONS

Teachers

Title I teachers hired after the first day of school for 2002-2003 must meet the following qualifications:

1. They must have obtained full state certification as teachers.
2. Hold at least a bachelor's degree.
3. Elementary teachers - have demonstrated subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary school curriculum.
4. Secondary teachers - have demonstrated a high level of competency in each of the academic subjects that they teach.
5. Title I teachers hired prior to 2002-2003 must meet the same qualifications by the end of 2005-2006.

Paraprofessionals

Title I paraprofessionals hired after January 8, 2002, must have a secondary school diploma or a GED and meet one of the following qualifications:

1. Completed at least two (2) years of study at an institution of higher education or
2. Obtained an associate's (or higher) degree, or
3. Have demonstrated knowledge of and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Title I paraprofessionals hired prior to January 8, 2002, must meet the above qualifications by January 8, 2006. Exceptions to these qualifications would apply to those Title I paraprofessionals who primarily serve as translators or whose duties consist solely of conducting parental involvement activities.

Title I Building Level Responsibilities

Each Title I building administrator will invite all parents to attend their school's program planning meetings, school review, and improvement meetings.

Title I teachers will provide parents with quarterly written reports on their children's progress so that parents can know the extent to which their children are learning. Teachers will be available for individual conferences at the regularly scheduled District Parent/Teacher Conference dates and at other times by appointment through each building office. Meeting times will take into account the need to accommodate a variety of parent work schedules.

Through these reports and conferences, Title I teachers will provide parents with the results of student progress evaluations. These evaluations will include, but will not be limited to, test results, measurements of homework turned in, homework completed, student attitudes, and student behavior.

Each Title I school will:

1. Design and sponsor activities to address the unmet needs of children due to one parent's absence.
2. Design types of parent involvement that do not involve being at school, such as helping teachers by assembling materials at home for use in classroom activities.
3. Offer opportunities and materials for parents to participate in classroom activities.

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS

1. Throughout the school year, the parents of each student may request the following information:
2. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
3. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications; and 5. What baccalaureate degree major and any other graduate certification or degree is held by the teacher, and what is the field of discipline of the certification or degree.

In addition to the information that parents may request, the District will provide to each individual parent: 1. Information on the achievement level of the parent's child in each of the state academic assessments as required under this part and

2. Timely notice that the parent's child has been assigned to or taught by a teacher who is not highly qualified for four or more consecutive weeks.

Requests by parents for this information must be provided in a timely manner.

TITLE I GRIEVANCE PROCEDURE

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal No Child Left Behind Act (NCLB), including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

Parents, members of the public, teachers, or other District employees may file a formal complaint. Complaints must be in writing, signed by the complainant, and include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or the Superintendent's designee and will be addressed promptly and courteously.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.

4. If dissatisfied with the District's determination, the complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.

Questions and Additional Information

Contact: Ericka Dixon

Title I and Title II Coordinator

636-668-8195

ADMISSION AND WITHDRAWAL / ADMISSION OF HOMELESS STUDENTS

Identification

For purposes of Board policies and regulations, *homeless students* include students under age twenty-one (21) who lack a fixed, regular, and adequate nighttime residence and include students who:

1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Have a public or private place not designed for, or ordinarily used as, a regular sleeping area for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Are a migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in subdivisions 1-3 of this section.

ENROLLMENT

A homeless student will be enrolled without undue or unreasonable delay. They will be enrolled even if their previous academic records, immunization records, proof of residence, or other documents are not immediately available.

COORDINATOR

The Board of Education has appointed the Assistant Superintendent as coordinator of programs for homeless students. The responsibilities of the coordinator will include but not be limited to:

1. Establish practices designed to ensure the school enrollment and success of homeless students;
2. Assist with the enrollment of homeless students and provide assistance with obtaining academic and medical records.
3. Make school placement decisions based on the best interest of the child and the wishes of the parent, guardian, or unaccompanied youth.
4. Inform parents, guardians, or unaccompanied homeless students of the educational and related opportunities available to them.
5. Ensure that homeless students and their families have access to educational services, including Head Start, Even Start, and other preschool programs administered by the District;
6. Ensure that referrals are made to health care, dental, mental health, and other appropriate services;
7. Ensure that homeless students are not isolated or stigmatized because of their status as homeless;
8. Handle enrollment disputes and ensure that disputes over the placement of homeless students are resolved in a timely manner;
9. Provide/arrange transportation and inform the parent, guardian, or unaccompanied homeless youth of the transportation services the school district must make available and assist homeless students in accessing transportation to and from school; and
10. Disseminate public notice of the educational rights of homeless students in places where

homeless students receive services.

All school personnel, District service providers, and locally known advocates working with homeless families will be informed of the identity of the Coordinator and the Coordinator's duties.

DISPUTES OVER SCHOOL SELECTION OR ENROLLMENT IN A SCHOOL

If a dispute arises over school selection or enrollment in a school, the following protocols will apply: 1. The homeless student will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

2. The parent or guardian of the homeless student will be provided with a written explanation of the District's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision; and
3. The homeless student, parent, or guardian will be referred to the Homeless Coordinator, who will carry out the complaint resolution process described in the next section of this Regulation as expeditiously as possible after receiving notice of the dispute.

COMPLAINT RESOLUTION

Any HOMELESS student or their parent/guardian may file a complaint regarding placement or access to educational programs by submitting a written complaint to the Coordinator of Homeless Programs. If the coordinator is unable to resolve the complaint within five (5) school days, unresolved complaints will be forwarded to the Superintendent, who will meet with the complainant upon request. Within five (5) school days of this meeting or within five (5) school days of rejection of such a meeting, the Superintendent will prepare and forward a written decision. Thereafter, the complainant may appeal to the Board of Education within five (5) school days of receipt of the Superintendent's decision. Thereafter, the complainant may forward the complaint to the Missouri Department of Elementary and Secondary Education's Director of Federal Grants.

POLICY DISSEMINATION

Copies of the Board of Education's Policy on Homeless Students will be presented to the County Welfare Office, the County Office of the Division of Employment Security, the Juvenile Officer, and local law enforcement authorities.

IDENTIFICATION

Homeless students will be identified by referrals from community organizations and District personnel and by review of the District's enrollment forms.

Are you aware of anyone who is currently homeless or, in the near future, will be considered to be homeless? If so, please contact your homeless administrator. (Rachael Robonson-636-668-8188).

ADMISSION AND WITHDRAWAL / ADMISSION OF MIGRANT STUDENTS

IDENTIFICATION

For purposes of Board policies and regulations, the phrase *migratory students* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district

to another.

The District will identify migrant students by including a question on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for the Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

SERVICES

School District personnel, including secretaries, nurses, counselors, teachers, and principals, will be advised of the presence of eligible migrant students in their assigned schools to ensure that equal access to all school programs is provided. Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students.

Questions and Additional Information

Contact: Rachael Robinson
Director of Special Services
636-668-8188



LINCOLN COUNTY R-IV SCHOOL DISTRICT

100 8th Street, Winfield, MO 63389
Phone: 636-668-8188 Fax: 636-668-8641

August 23, 2021

Dear Winfield Parent or Guardian,

The Winfield R-IV School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State Qualification or Licensing Criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition, to the information that parents may request, a building receiving Title I.A. Funds must provide to each individual parent:

- Information of the level of achievement and academic growth of your student, if applicable and available, on each of the state academic assessments required under Title LA.

- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject in which the teacher has been assigned.

If you have any questions about any of the information listed above, please call the federal programs supervisor for the Winfield R-IV School District.

Respectfully Yours,



Ericka S. Dixon
Winfield R-IV Federal Programs Supervisor 636-668-8188 ext.
503 erickadixon@winfieldriv.us

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary
Education Complaint Procedures for ESSA Programs Table
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Appeals

9. How will appeals to the Department be investigated?

10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, E, C, D, Title II, Title III, Title IV-A, Title V
² In compliance with ESSA Title VII-Part C, Sec. 8304(a)(1)(C)

local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.

2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit* letter, or

telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.