

WMS
HANDBOOK
2010-2011
WILDCATS

P.O. Box 248 Hwy 19 N
Winona, MO 65588
Telephone: 573-325-8101 ext.2
Fax: 573-325-4546

NAME: _____

PHONE: _____

ADDRESS: _____

Class Hours

School starts @ 8:00

First period 8:03 – 8:57

Second period 9:00 – 9:51

Third period 9:54 – 10:45

Fourth period 10:48 – 11:40

Fifth period 12:16 – 1:07

Sixth period 1:10 – 2:01

Seventh period 2:04 – 2:55

Class Schedule

1st Semester

2nd Semester

1st hour _____

2nd hour _____

3rd hour _____

4th hour _____

5th hour _____

6th hour _____

7th hour _____

**VISITORS PLEASE CHECK THROUGH THE
PRINCIPAL'S OFFICE WHEN ENTERING THE
BUILDING.**

Welcome to Winona School! The staff and I look forward to working with students and parents to make this a successful year for you. Please take time to carefully read the guidelines in this handbook.

John Eaton
Principal

School Board meetings are held the 2nd Thursday of each month at 6:30 in the Superintendent's office. (If you would like to be put on the agenda call the Supt.'s office 1 week prior to meeting date). Policies can be viewed in each Principal's office or either library.

Mission Statement

The mission of the Winona R-III School System is to ensure that all students can learn and be successful.

Winona R-III School Board has adopted the Safe School Act. We are under all the rules that are set down by the state of Missouri.

School Calendar

August 16/17.....Teacher/Staff In-Service
August 18.....1st Day of School
September 6.....Labor Day
October 15.....End of 1st Quarter
October 21.....Parent/Teacher Conferences
November 15-19..... Deer Season
November 25 –26(at noon 24)Thanksgiving Holidays
December 22..... End of 1st Semester
December 23-Jan 2.....Christmas Break
January 3.....School Resumes
February 21.....(no school) President’s day
March 11..... End of 3rd quarter
March 14.....(no school)G & G Rollins Day
April 22-25.....Easter & Spring Break
April (TBA).....MAP Testing
May 16.....Last Day of School – End of Semester
Sunday, May 8thHS Graduation 3:00 p.m.

Attendance

The Winona R-III School system expects each student to attend school regularly and to be on time for classes. This is necessary for the students to receive the maximum benefits from the instructional program to develop habits of punctuality, self-discipline, and responsibility.

Students are allowed to miss up to 11 days per year. On the 12th absence students will be required to attend summer school. On the 16th absence students will be retained.

Special consideration may be made by school appointed committee for long-term injury and illnesses that require homebound study as per doctor orders. The only excused absences will be those that are approved by the attendance committee. After your student has reached his/her **16th absence**, you may request an appeals meeting through the middle school office. Parents requesting an attendance meeting must be present at the meeting and must provide documentation to support the excused absence.

Every effort will be made to contact parents when a student is dangerously approaching the limit of allowable days missed.

Promotion Policy

Students in grades 5-8 may progress to the next grade if they have passed all the core subject areas, to include: English, Reading, Math, Science and Social Studies. Promotion will be based on the average of the 1st and 2nd semester grades and students will be notified at the end of the second semester.

Students in grades 5-8 who have not passed the number of required core subject areas will be required to attend summer school to earn the credit needed for promotion. At summer

school, this student will be tutored in the core subject area in which he or she is deficient and will be able to earn 1 (one) credit only. The student who completes the assignments for the one core area with passing scores and has 95% attendance will be awarded credit and promoted to the next grade level at the end of summer school.

In the event the student is qualified for an Individualized Education Plan and has been receiving special services, he or she will meet with a multidisciplinary team to make a final determination regarding promotion.

In the event a student will turn the age of 16 during his or her 7th or 8th grade year, he or she will be considered for enrollment in the Winona Alternative School. This decision will be made by the Alternative School Committee to include administrators and teachers and a determination regarding enrollment will be finalized after all special considerations have been submitted in writing.

Discipline:

The Winona R-III School district believes that schools have been established for the education of the individual and the improvement of society. The district also believes that one of the major functions of our school is the preparation of youth for citizenship in our community and nation. Self-discipline and the acceptance of individual responsibility are important phases of the preparation. It is the objective and policy of the school district to recognize, preserve, and protect the individual rights of all students, while maintaining the framework of an orderly, efficient, and continuing school program.

DISCIPLINARY ACTIONS:

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching – learning situations in all classes and activities in which they participate under the sponsorship of the school. Students may be disciplined for violations of school district policy, building handbooks rules, or classroom policies. In general, problems will be handled by one of the following with the Principal reserving the right to vary the punishment to fit the offense.

- a. Student/teacher principal conference
- b. Assignment to transition room
- c. Corporal punishment
- d. General Suspension or Expulsion

Anytime a student is sent from a class due to misconduct, that student must automatically report to the principal.

If the student goes anywhere else on campus or leaves campus, that student will be disciplined for skipping school. Students that are suspended are not to be at any extra curricular activities during their suspension.

STUDENT CODE OF CONDUCT:

The student code of conduct is designed to foster students' responsibility, respect for the rights of others, and to insure the orderly operations of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action that may be taken for each offense.

“CORPORAL PUNISHMENT” can be defined as the physical punishment of a child for failure to obey the student code of conduct required by the local school board. Physical punishment may include swats with a paddle (these must be witnessed by an adult), physically forcing a child to sit down or go to the office, grabbing or in other manners forcing the

child to conform to the Board adopted code of conduct. Corporal punishment should always be administered in a manner that is fair, non-abusive, and that will not cause permanent physical damage. Occasional bruises occur and are not indicative of abuse or that unnecessary force was used by the teacher or administrators as bruising potential varies from person to person.

Dress Code:

Students' dress should be of a nature that is not disruptive to the educational process of the school. Students are expected to wear clothing that is appropriate for attending class. The advertisement of any alcoholic beverage, tobacco, controlled substance, sex, etc., is prohibited on caps, coats, shirts, or other articles of clothing. Pants are to be worn at the waist and NO underclothing is to be seen at anytime. Shirts are to be worn at all time outside of the gymnasium. Blouses and shirts are to cover the midriff. Dress shall NOT include tube tops, midriff tops, halters, spaghetti straps less than 2" or see-through shirts. No short shorts, short skirts, see through shorts or sleepwear are to be worn to school. No bra straps are to be showing. Shorts are to have at least a **5 inch** inseam. Skirts must not be more than 4" above the knee and MUST have shorts under it. Only baseball caps, cowboy hats and visors are allowed at school. Caps are to be worn forward or backward only. Caps/hats are not to be worn in assemblies. Sunglasses are to be worn outside only and billfold chains are to be 6" or less.

OFFENSE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Arguing/horseplay	2 swats or 2 days T-rm	3 swats or 3 days T-rm	3 swats & 2 days T-rm or 3 days suspension
Assault (use of physical force w/intent to do bodily harm) Threatening life of student or staff	Up to 10 days suspension	Suspended till next school board meeting where the board will decide length of out of school suspension	Expulsion
Bullying	10-30 days suspension	180 days suspension	Expulsion
Cell Phones	2 swats or 2 days T-rm & Parent must pick up phone	1 day out of school suspension & Parent must pick up phone	2 days out of school suspension, parents must pick up phone and meet with Board of Education at next meeting
Cheating	2 swats or 2 days T-rm *re- doing assignment/test on own time w/ 3/4 credit or taking a zero	3 swats or 3 days T-rm re- doing assignment w/ 1/2 credit on own time or taking zero	5 days T-rm and Zero on assignment
Cheating continued.....		4th offense 2 days suspension & zero in each class during suspension	5th offense 3 days suspension – zero in each class. Parents/student must appear at next Board mtg.
Courtship (public display including holding hands)	Conference & Parent notification	2 swats or 2 days T-rm	3 swats or 3 days T-rm

Computers (misuse) serious offense only	3 swats or 3 days T-rm and parent conference w/principal	5 days T-rm and parent conference w/ School Board	5-10 days out of school suspension
Consistent classroom disruption	1 swat or 1 day T-rm	2 swats or 2 days T-rm	3 swat or 3 days T-rm
Consistently not doing work	1 swat or 1 day T-rm	2 swats or 2 days T-rm	3 swat or 3 days T-rm
Cursing, obscene language, gestures or pictures	2 swats or 2 days T-rm	3 swat or 3 days T-rm	1 week in T-rm or suspension
Defacing school property	3 swats or 3 days T-rm plus restitution	5 days T-rm plus restitution	5 days suspension
Dress Code	Conf. w/Principal & change clothes	2 Swats or 2 days T-rm & change clothes	1 day Suspension
**Drugs(including alcohol) Possession/under influence	10 days suspension	Appear before Board of Education	
**Drugs (including alcohol) sale or distribution	10 days suspension	Appear before Board of Education	
Electronic Devices	2 swats or 2 days T-rm Conf until end of day	3 swats or 3 days T-rm Parent must pick up device	3 days suspension
False Alarm	5-10 days suspension	Expulsion	
Fighting, instigating a fight, or mutual combat	3 swats; 3 days T-rm or 3 days out of school suspension	5 days T-rm; 5 days out of school suspension	10 days out of school suspension or Suspension till next school board mtg. upon which Board will decided length of suspension next offense will result in

			180 suspension
Harassing other student(s)	2-3 swats or 2-3 days T-rm	3-5 days T-rm or 2-3 days suspension	5 days suspension
Homework (3 or more assignments behind)	1 hour after school tutoring	2 hours after school tutoring	3 hours after school tutoring
Lying to staff	2-3 swats or 2-3 days T-rm	3 swats or 3 days T-rm	5 days suspension
Obscene Language, demeaning or disrespectful	Conference & 2-3 swats or 3 days T-rm	3 swats or 5 days T-rm	5 days suspension
Tardies (7 total per quarter – cumulative -not per hour/class)	1 swat or 1 day Trm on 8 th tardy	2 swats or 2 day Trm on 9 th tardy	3 swats or 3 Day Trm for each tardy 10 an above etc....
Theft Felony amount will be turned over to law enforcement	3-5 days T-rm or 3 swats & Restitution	5-10 days T-rm or 3- 5 days suspension & Restitution	10 day suspension, Restitution & meeting w/Supt.
Threatening Staff	3-5 days suspension	10 days suspension	Expulsion
Threatening another student	2-3 swats or 2-3 days T-rm	3-5 days suspension or 3-5 day T-rm	5 days suspension
Throwing objects	Conference & 2-3 swats or 2-3 days T-rm	3 days T-rm	5 day suspension
Tobacco at school	2 swats or 1 day T-rm	2 swats or 2 days T-rm	3 swats or 3 days T-rm
Tobacco Use	2-3 swats or 2-3 days T-rm	3 days T-rm	5 days T-rm plus 7 days noon T-rm
Cutting Class (one or more hours)	2 swats or 1 day T-rm	3 swats or 3 days T-rm	5 days suspension
Truancy (half day) w/o permission or leaving campus	2 swats & parent conference or 2 days T-rm	3 swats or 3 days T-rm	5 days suspension

Vandalism to school, staff or student property	Restitution & 5 days suspension	Restitution & 10 days suspension	Restitution & Expulsion
Verbal abuse to staff Insubordination	3 days suspension or 3 days T-rm	3-5 days suspension	30 day suspension
**Weapons on Campus	Up to 10 days suspension for 1st offense. Appear before Board of Education thereafter.		
Excessive Office Referrals	After 18 office referrals administration may suspend students for 180 days.		
Students are not to have cell phones, headphones, cameras or pagers on campus.			
Transition Room– by Principal’s discretion			
W.H.S. is under all rules of the Safe School Act set by the state.			

- T.R. = Transition Room: Defined as in school suspension or detention. May be used as a place for students to do make up work.
- Out of school suspension may be used at the Principal’s discretion for chronic problems and/or excessive trips to the office.
- Class trips and other extra curricular activities may also be taken away as form of punishment.
- Principal has discretion to vary punishments to fit the offense.
- Tardy Policy runs length of each grading period (4-5 weeks) and then starts over. However, number of trips to the office does not.
- OSS=out of school suspension
- BOE=Board of Education

**** Juvenile Office and local law enforcement will be contacted.**

Student Computer Use:

- Students are responsible for logging off computer!!!!
- Computers are for educational use only.
- Students must respect the rights of other students to use computer equipment.
- Students may not use another student’s account.
- Student may not interfere with another student using the computer.
- Students must treat computer equipment with respect.

ADDITIONAL SCHOOL POLICIES

Accidents: Any accident, which occurs on school property or during a school-sponsored activity, should be reported immediately to the individual in charge of the group. The individual should then report the accident to the principal. The school does not carry accident insurance on students.

However, it is offered through an independent company at the beginning of each year (in student packet) and the school encourages all students and student athletes to take the coverage.

Activities Calendar: ALL activities must be scheduled through the principal's office. Permission and available dates should be discussed with the principal. All activities should be scheduled at least two weeks prior to the event and appropriate paperwork completed and turned into the office.

Articles Prohibited: Students are not to bring to school articles that are either disruptive to the educational process and/or of such value that the items(s) are in danger of being stolen. Examples include but are not limited to; stink bombs, firecrackers, radios, tape players, electronic games, cell phones, headphones, pagers, wallet chains, etc. Such items will be confiscated and returned at the appropriate time.

Assemblies: Assemblies are an important part of our school program and will sometimes utilize outside talent. One of the educational values which come from assemblies is training in good audience behavior. Students will be expected to remain seated until dismissed and to be courteous and respectful to guest at all times. Admission may be charged to some assemblies. Hats are not to be worn in assemblies.

Breakfast will be served in the high school FACS room for grades 7-12 between 7:30 – 8:00 daily.

Building Use-after school hours: Arrangements should be made with the principal for all activities that require the use of the building after school hours. No student should be in the building after 3:15 unless under the direct supervision of a teacher, coach or other Board approved person.

Bus Rules

1. Once a student arrives at the school grounds or boards a school bus, he/she is considered at school.
2. Remain in seat at all times.
3. Any tobacco on bus will be confiscated by the driver.
4. No food or sodas are to be brought on bus.
5. Follow any instructions given by driver.
6. Be silent or talk in low tone of voice.
7. No heads or hands outside of windows.
8. No throwing objects on or from the bus.
9. Drivers may assign seats at any time.
10. No foul language or wrestling.
11. Students not obeying any of these rules may be refused the privilege of riding the bus temporarily or permanently.
12. Do not transport shop or science projects, etc. that could be dangerous on the bus.
 - 1st step – driver warning
 - 2nd step – principal to discipline
 - 3rd step – 1 week suspension
 - 4th step – semester suspension

Closed Campus: The Winona R-III School operates a closed campus. Students are not to leave the school campus once they have arrived at school. Any student desiring to leave the school campus must report to the principal's office. Any student who leaves the school campus without checking out through the principals' office is TRUANT.

Checking In or Out: Students must come by the principal’s office when checking in or out, failing to do so will result in an office referral. Parents/guardians must come to the building principal’s office in person when picking up a student to check out. Middle School students will not be allowed to “check out” to attend elementary field days, parties, etc., unless parents come in and sign and them out. Once checked out, students are expected to remain under direct supervision of their parents, or leave campus with their parents.

Conduct at Extracurricular Activities: (Home or Away)
Students attending extracurricular activities are subject to the rules and regulations of the school. Failure to behave properly at an extracurricular event will result in disciplinary action.

Students on suspension may not attend school events during their suspension. If you are absent from school you may not attend school events.

Crisis Plan: Violent/life threatening situations will result in “Lock Down” being announced over the intercom. Emergency plan is to be followed.

Daily Schedule: The school building will be open at 7:30 A.M. Students are NOT to sit in the vehicles after arriving at school. Any student who does not enter the building upon the arrival of school the school resource officer will be notified.

School starts	@ 8:00
First period	8:03 –8:57
Second period	9:00 - 9:51
Third period	9:54 – 10:45
Fourth period	10:48 – 11:40
Fifth period	12:16 – 1:07
Sixth period	1:10 – 2:01
Seventh period	2:04 – 2:55

The elementary building (except cafeteria), the elementary playground, and middle school wing are off limits to high school students.

Dress Code: Students' dress should be of a nature that is not disruptive to the educational process of the school. Students are expected to wear clothing that is appropriate for attending class. The advertisement of any alcoholic beverage, tobacco, controlled substance, sex, etc., is prohibited on caps, coats, shirts, or other articles of clothing. Pants are to be worn at the waist and NO underclothing is to be seen at anytime. Shirts are to be worn at all time outside of the gymnasium.

Sleeveless shirts are acceptable although the sides cannot be cut out of the shirt. Blouses and shirts are to cover the midriff. Dress shall NOT include tube tops, midriff tops, halters, spaghetti straps less than 2" or see-through shirts. No short shorts, short skirts, see through shorts or sleepwear are to be worn to school. No bra straps are to be showing. Shorts are to have at least a 5 inch inseam. Skirts must not be more than 4" above the knee and MUST have shorts under it. Only baseball caps, cowboy hats and visors are allowed at school. Caps are to be worn forward or backward only. Caps/hats are not to be worn in assemblies. Sunglasses are to be worn outside only and billfold chains are to be 6" or less.

Earthquake: Missouri has one of the highest seismic risk areas. This area experienced a series of quakes in the winter of 1811-12, which is considered the most severe seismic event ever to occur in North America. Studies indicate that a recurrence of the 1811-12 quakes is due to impact the heavily populated New Madrid area within the next twenty years. Earthquakes strike without warning and usually last from 6-15 seconds. There will not be time to move to the halls or leave the building. In fact, moving is very dangerous because of objects that will fall from the ceiling including lights and

bricks. Classroom desks and tables are about the student's best protection from falling objects.

During an Earthquake:

- If you are indoors, stay indoors. If outdoors, stay outdoors. Most injuries occur as people are entering or leaving a building.
- Students should “drop, tuck and cover”. Squat down, covering head with hands and arms. If indoors, take cover under heavy desks or tables, in doorways, or against inside walls. If the table or desk moves, hold on to the legs and move with it.
- Avoid high bookcases, cabinets, or other furniture or structures that might topple or collapse. Move from under light fixtures or other suspended objects such as heating/cooling units. Do not run for stairways or exits since they may be unusable. Never use elevators.
- The fire drill evacuation procedure will be used to evacuate as quickly as possible to a designated, open area away from electric and gas lines. Students will stay with their class and teacher.
- If outdoors, move to an open area away from building and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls.
- If in a school bus, students remain in their seats. Drivers will move away from overpasses, power lines, bridges and buildings.
- Remain calm. Think through the consequences of any actions taken.

Fire, Tornado, Earthquake, Intruder and Bus Evacuation Drills: As a safety precaution and in accordance with the Missouri State School Laws, drills will be held during the school year. The fire, tornado, intruder or earthquake drills will be announced over the intercom.

Grades: Our school year will consist of 36 weeks divided into 18 week semesters. Report cards will be distributed every nine weeks and grades by percentage, averaged on the semester basis.

The grading system will be as follows:

95-100 A	87-89 B+	77-79 C+	67-69 D+
90-94 A-	83-86 B	73-76 C	63-66 D
	80-82 B-	70-72 C-	60-62 D-

Students in grades 5-8 who have not passed the number of required core subject areas will be required to attend summer school to earn the credit needed for promotion. At summer school, this student will be tutored in the core subject area in which he or she is deficient and will be able to earn 1 (one) credit only. The student who completes the assignments for the one core area with passing scores and has 95% attendance will be awarded credit and promoted to the next grade level at the end of summer school.

Guidance and Counseling, Vocational Counseling:

Guidance and Counseling services are available to all students. The services include assistance with educational planning, interpretation of test scores, help with school and/or social concerns or any question the student may feel he/she would like to discuss with the counselor in regard to school policy. A student who wishes to see the counselor can arrange an appointment at his/her convenience with teacher permission. WHS, on occasion, may release student names and addresses to military recruiters and officers of the court. Names and addresses are protected from the general public and will not be given out. Parents who wish **not** to disclose this information must do so with a written letter to the Principal's office.

Gym Rules: No street shoes are to be worn on the gym floor; no food or drinks in the gym area; students are responsible for picking up all P.E. clothes, shoes, and equipment.

Multi-purpose gym will be closed August, September, October, February & March between 3 & 6:30 for Jr H & Elem Sports.

High School gym will be closed during the months of August – February between 3 & 5:30 for high school sports. Events after 5:30 or any month other than ones listed above must be scheduled through the high school office.

Hall Conduct: A hall pass must be issued by teachers in all occasions requiring a student to be absent from a classroom, or P.E. activity. All students being requested by teachers to come to their class from another class should send a written explanation to the other teachers and if that teacher releases the student, the student must have a pass. Teachers are discouraged from giving passes to students to go to another teacher's class to work. **Emergencies such as trips to the restroom will not require a written pass, but if the student is found in any area other than the area he/she requested to go, the student will be considered truant.** Students who abuse the emergency restroom privileges and who do not have documented proof of physical problem requiring frequent restroom visits may lose the privilege of leaving the classroom. **Teachers will enforce school policy in the halls and anywhere on school property. They have the authority during school and at school functions.**

**NO food or drink (other than water) allowed in the hallways, lockers or classroom.

Homework: If a student is absent, he/she may pick up their homework the day they return to school. For long term absences, contact the middle school office. Teachers will

gather homework for extended absences but not for individual days.

Honor Roll: An honor roll will be published at the end of each quarter. To qualify for the honor roll, a student must earn at least a B- in all classes. Any students receiving a C,D, or F is automatically disqualified from making the honor roll.

Illness: Any student who is ill or needs emergency first aid at school will report to the nurse's office or see the Principal. Students are not to use the telephone to call without permission from the principal.

Contagious Disease: It is against Missouri State law for a student to attend school while he/she has a contagious or infectious disease or while he/she is liable to transmit any such disease after having been exposed to it. If you have a contagious disease – stay home.

Immunization: State laws regarding immunizations of all students attending school reads: “It is unlawful for any student to attend school unless the child has been immunized against polio, diphtheria, measles, and rubella, or unless exemptions have been signed by a physician or a parent/guardian for religious reasons and filed with the school by the first day of classes”.

Library: Books from the regular collections may be checked out for one week with the privilege of renewal. Students may have no more than two (2) books checked out at any one time unless others are needed for research materials. Reference magazines are to be used in the library.

Locker: All students must use the locker assigned to them. Changes in locker arrangements must be made in the office. Lockers should be kept clean and orderly at all times. Nothing

is to be put on the outside of the locker door. Anything left outside the lockers will be taken to the office. Students are personally responsible for all articles stored in school lockers. It is recommended that students do not keep money or valuables in their lockers. Lockers are school property and may be checked by the principal as deemed necessary.

Loitering: All students who are on campus shall be required to attend their classes according to their schedules. Non-students will not be permitted. Failure to leave when asked will be guilty of loitering and will be subject to disciplinary action including prosecution and/or notification to law enforcement officers.

Lunch: Students are to report to the lunchroom to eat their lunches. Those who bring lunches from home may go directly to the tables. Students who wish to go through the cafeteria line should go to the appropriate place without cutting line. The tables should be left clean when students leave the cafeteria.

Moving: Those students who move to a different residence should promptly notify the office as soon as the move is anticipated. All school-owned books and other equipment must be returned and fees paid.

Out-Of-School Suspension: If a student is suspended or expelled, the days missed due to the suspension/expulsion do NOT count against the attendance days. However, they will result in zeros with no make-up work being allowed.

Parent/Teacher Conference: Parents wishing to have a conference with a teacher must contact the principal's office to schedule an appointment during their planning time. Coaches are teachers also and must be scheduled in the same manner.

Phone Use and Messages: Students are to use the phone in emergency situations only. **Students are not to be dismissed from class to make phone calls.** The office will not get students from class or deliver messages unless an emergency exist. Flowers/Balloons, etc. may be delivered to the school after 1:00 p.m. and will be held in the principal's office until the end of the school day where the student may claim their delivery at the close of school.

NO CELL PHONES ALLOWED!!!

Developments in cell phone technology in recent years have resulted in enhanced communications opportunities. However, the cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2008-2009 school year, students cell phones, digital cameras, and similar electronic devices will be banned during the instructional day, as well as in dressing areas and restrooms during extracurricular activities. Violation of this policy during the year will result in:

1st offense: 2 swats or 2 days transition room and parent must pick up phone from the building principal.

2nd offense: 1 day out of school suspension and parent must pick up phone from building principal.

3rd offense: 2 days out of school suspension and parent must pick up phone from the building principal. ALSO, parent(s) must appear before the Board of Education at the next regular scheduled meeting to answer the question "Why are they allowing their son or daughter to consistently break the rules?"

Parents and student will be informed at this time what the future consequences are for further violation of this Board policy.

*Parents may apply to the building principal to obtain a hardship exception. In such cases, the student's cell phone must be retained in the principal's office. Students granted a hardship may visit the office to use their cell phone for approved purposes. Telephones are also available in school offices for parents to contact their student for legitimate reasons.

School Closing: In the event of severely inclement weather or mechanical breakdown, school may be closed. Patrons are advised to monitor: Thayer, West Plains and Mtn. View Radio stations, KYTV (Channel 3) television station. You can also call the school closing line at 325-8101 ext. 600.

Signs: All signs must be approved through the principal BEFORE being displayed.

Sportsmanship: Students who exhibit poor sportsmanship may be denied attendance at school functions. Poor sportsmanship cannot affect the outcome of competition positively and only serves to damage the image of Winona High School. Best behavior and appearance at school events enhances our image and shows inner strength and maturity.

Substitute Teachers: Every effort is made to have capable people to help us whenever our regular teachers are absent. A substitute teacher is an important person whose job is to help you, the students. Let us be certain we give a favorable impression by being polite, helpful and considerate. A substitute has the same authority over classroom discipline as a regular teacher.

Textbooks: Textbooks will be issued at the beginning of the course at no cost to the students. However, lost or severely damaged textbooks (or library books) must be paid for by the students. Every student is obligated to give his books the best of care.

Visitors: A person wishing to visit the school building or grounds must go to the principal's office to obtain permission to do so. Parents are welcome at all times to visit school, or to call the office to discuss any school program.

Winona R-III Jr. High Player Expectation:

The following program at Winona R-III will govern its participants by the following rules and regulations.

All athletes and cheerleaders must have a medical examination before participating in a sport. MSHSAA forms must be completed (doctor's, parent's, and student's parts) and returned before gear will be issued or practice begins. Also, insurance forms verifying insurance status must be signed by the parent and returned.

The gymnasium (including locker rooms) and athletic fields are to be treated as other school classroom or areas. Horseplay will not be tolerated. Each player is responsible for keeping his/her belongings picked up and in proper order. No equipment will be used without the supervision of a coach.

Tobacco, alcoholic beverages, and drug abuse/misuse are all prohibited and will not be tolerated. All medical and first aid treatment necessary during the practice or play will be done under the direct supervision of a coach.

Conduct and general appearance to and from away games will be such as to not bring embarrassment to the coaches, team, or school. Players will travel to the game with the team. Players may return home with their parents,

providing the parent comes by and personally tells the coach they are taking the student home.

Minimum player eligibility standards will be compliance with MSHSAA ruling. Students will be expected to adhere to all school policies and rules. Suspension from school will result in probation and possible suspension from athletics.

****All students must earn (pass) 3.0 credits to be eligible to participate in any MSHAA sponsored activities. This means that on a 7 credit/hour schedule) which Winona R-III has), each student athlete must pass 6 of the 7 classes he or she is enrolled in. Grades from the previous semester will be used to determine eligibility. The refore, if you fail more than one class in any given semester, you will automatically be ineligible the entire following semester.**

Unforeseen circumstances may arise that would warrant a student dropping from the athletic program. If such should occur, the student should explain to the coach and ask to be dropped with the approval of the coach.

Child Labor Laws

Standards Act: The Fair Labor Standards Act (FLSA) youth employment provisions are designed to protect young workers by limiting the types of jobs and the number of hours they may work. The provisions differ based on the age of the minor.

18 years of Age

Once a youth reaches 18 years of age, he or she is no longer subject to the Federal child labor provisions.

16 and 17 Years of Age

Hours Rules:

Under the FLSA, 16 and 17 year-olds may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor (see below). Several States do restrict the number of hours and times of day that this age group may be employed. Be sure to check with your State Department of Labor. You can find the State rules by logging onto www.youthrules.dol.gov.

Occupation Rules:

Seventeen hazardous non-farm jobs, as determined by the Secretary of Labor are out of bounds for young workers below the age of 18. Generally youth may not work at jobs that involve:

1. Manufacturing or storing explosives
2. Any driving by 16-year-olds, certain driving for 17-year-olds, and being an outside helper on a motor vehicle (limited driving by 17-year-olds is permitted.)
3. Coal mining
4. Logging and saw milling
5. Power-driven woodworking machines*
6. Exposure to radioactive substances and to ionizing radiations
7. Power-driven hoisting equipment
8. Power-driven metal-forming, punching, and shearing machines*
9. Mining, other than coal
10. Meat packing or processing, including power-driven meat slicing machines in retail and food service establishments*
11. Power-driven bakery machines, including mixers
12. Power-driven paper-products machines, including balers and compactors*
13. Manufacturing brick, tile, and related products

14. Power-driven circular saws, band saws, and guillotine shears*
15. Wrecking, demolition, and ship breaking operations
16. Roofing operations*
17. Excavation operations*

*Limited exemptions are provided for apprentices and student-learners under specified standards.

14 and 15 Years of Age

Hours Rules:

14 and 15-year-olds may work outside of school hours in certain jobs (see below) for up to:

- 3 hours on a school day
- 18 hours in a school week
- 8 hours on a non-school day
- 40 hours in a non-school week

Also, the work must be performed between the hours of 7 a.m. and 7 p.m., except from June 1 through Labor Day, when the evening hours are extended to 9:00 p.m. Several States also regulated the hours that young workers under age 18 may work, so check with your State Department of Labor. You can find the State rules by logging onto www.youthrules.dol.gov.

Occupation Rules:

Fourteen and 15 year-olds may work in a variety of jobs, including those generally located in :

- offices
- grocery stores
- retail stores
- restaurants
- movie theaters
- baseball parks

- amusement parks
- gasoline service stations

Fourteen and 15-year-olds may not work in the following occupations:

- communications or public utilities jobs
- construction or repair jobs
- driving a motor vehicle or helping a driver
- manufacturing, mining and processing occupations
- power-driven hoisting apparatus or machinery, other than typical office machines
- public messenger jobs
- transporting of persons or property
- workrooms where products are manufactured, mined or processed, or
- warehousing and storage

In addition, 14 and 15 year-olds may not work in any job or occupation declared hazardous for older youth and listed in this guide.

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 Winona R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism,

deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Winona R-III 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 Winona R-III School District assures that personally identifiable information collected, used or maintained by the agency for the purpose of identification; evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education 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 Winona R-III 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 in the Winona R-III offices between the hours of 8:00 a.m. and 3:00 p.m.

This notice will be provided in native languages as appropriate.

Chain of Command

More and more often, we hear of bizarre behavior in our society at large, but also in our own community. Several recent incidents have prompted the writing of this letter for school staff and the community.

While many contacts occur between employees parents and patrons of our small community away from the school campus, and most of those contacts and conversations are positive and beneficial to both the school and parents, there have been occasional instances where the interactions have not been beneficial. Negative, confrontational situations have occurred in public areas and places of business in Winona. These off-campus episodes regarding school matters should not be aired in the public arena by school employees or district patrons.

There is a clear cut chain of command for parents, teachers, administrators and others to follow when school-related conflicts occur.

Any party with a grievance should contact the appropriate building principal to set up an appointment with any teacher or employee they need to talk with. If the desired appointment is with a principal, the superintendent should be contacted to set up a meeting between the concerned parent or party. Under no circumstances should a parent or district patron come to the school unannounced and proceed to air a grievance with a teacher (or with a coach before, during or after a contest), or go to any area of the campus, without first checking in at the appropriate office and stating their business. If satisfaction cannot be reached with a teacher and principal meeting, parent/patron grievances or concerns should then be taken to the superintendent. The superintendent will take all concerns

seriously, and try to resolve the matter. If this step fails, concerned parties should request to be put on the school board agenda for the next meeting. The superintendent may ask the person with an unresolved grievance to attend the next board meeting.

Talking and visiting between school personnel and persons in the community is encouraged, whether it be at the grocery store, post office, church, etc. However, there have been occasions of inappropriate verbal attacks, rude remarks, and attempts to resolve grievances in anger directed toward district personnel. The administration expects employees to refrain from honoring negative contacts away from the school campus. It is unprofessional and unbecoming to discuss school concerns in public. Please refrain from addressing negative concerns with school employees outside the school environment, and follow the “Chain of Command” Protocol outlined above.

Everyone following these simple procedures will make for better school/community relations and insure nothing unseemly or out of line occurs. The school is here to serve the community by providing an appropriate education to all students in a fair and caring manner. The “Chain of Command” and the exercise of common sense will allow us to resolve inevitable disagreements in the right place and manner. We appreciate your careful reading and consideration of this matter.

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources or referral and applicants for employment, and all professional organizations that have entered into agreements with the Winona R-III Public Schools are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning the Winona R-III Public Schools' compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Winona R-III Public Schools District efforts to comply with the laws and regulations implementing Title IV, Title IX, the ADEA, Section 504, and the ADA.

The Winona Public Schools has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Our School District's Compliance Coordinator is:

Mr. Scott Lindsey

Position: Superintendent

Address: P.O. Box 248 Winona MO 65588

Phone Number: (573) 325-8101 ext: 4

^^

Phone extension:

Superintendent's Office	ext. 4
High School Office	ext.3
Middle School Office	ext 2
Elementary School Office	ext. 1
HS Counselor / Mineral Area College	ext. 5