

**WILLARD MIDDLE
SCHOOL
2010-2011 STUDENT
HANDBOOK**



205 MILLER ROAD

WILLARD, MISSOURI 65781-0098

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AMY SIMS, PRINCIPAL

TOM MERRIOTT, ASSISTANT PRINCIPAL

This agenda belongs to:

Name: _____

Advisory Teacher: _____

PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

MISSION STATEMENT

To Develop Tomorrows Leaders by Pursuing Excellence Today!

PURPOSE OF WILLARD R-II SCHOOLS

We believe that education is of life and for life; therefore living is the present, evaluating the past, and looking to the future is the guiding principle of our school. In this principle, the following beliefs are implicit:

1. There must be the opportunity for learning the basic skills. (It is the responsibility of all teachers to accept the student where he is and direct him from the stage).
2. Each student must be diagnosed to provide for his needs according to his abilities.
3. Opportunity must be given for all, verbal as well as nonverbal, to learn according to their abilities. (This implies that all can learn something).
4. Interest of students, serving as motives, is essential for pleasant learning situations.
5. Students should be given opportunity to assume civic responsibility.

6. The physical and mental health of both pupils and teachers are vital factors in the learning process.
7. Opportunities to explore and investigate vocational interests should be provided.
8. Character development should be the responsibility of every teacher. (This implies that each teacher must exemplify a commendable type of character).



TELEPHONE DIRECTORY

Central Office	(417)742-2584
High School.....	(417)742-3524
Middle School.....	(417)742-2588
Intermediate School	(417)742-4242
Willard Central Elementary.....	(417)831-4440
Willard East Elementary	(417)742-4639
Willard North Elementary	(417)742-2597
Willard South Elementary.....	(417)862-6308
Transportation Department	(417)742-2506

**RESPONSIBLE...
Someone who is responsible is accountable, dependable, reliable,
and can distinguish between right and wrong.**

WE DON'T DO THAT ANYWHERE	WE DON'T DO THAT HERE	THAT'S WHAT WE DO HERE	THAT'S WHAT MAKES US GREAT HERE!
Breaking laws/rules	Making excuses for breaking/ignoring laws	Following laws/rules	Being a model citizen
Truant from school (Skipping)	Excessive tardiness/ absences from school	4 or fewer days of absence/tardies per year	Perfect attendance/ no tardies
Not doing work or being prepared	Late and/or sloppy work or not having necessary supplies for class	Completed work, turned in on time	Consistent effort & preparedness that produces quality work
Not being trustworthy	Breaking promises	Keeping promises	Being trustworthy and accountable
(Lot's of "G's")	Bellies, back, bedroom wear, bottoms, breasts, bras, boxers	Appropriate school attire that is clean and fits well	Clothing is not attention seeking and being respectful of others' clothing
Using technology inappropriately (computers, cell phones, MP3's)	Using unpermitted technology during school hours. Not using permitted technology appropriately	Keeping unpermitted technology turned off & out of sight during school hours.	Using technology to improve learning & relationships at appropriate times, in appropriate ways.

"Every right has responsibilities." Lewis Schwellenbach

"Responsibility is the thing people dread most of all; yet it is the one thing that develops us." Mark Twain

"If you do not have the time to do it right, when will you find the time to do it over?" John Wooden

"It is easy to dodge our responsibilities but we cannot dodge the consequences of dodging our responsibilities." Anonymous

RESPECT...

Someone who is respectful is willing to show consideration to themselves and others.

WE DON'T DO THAT ANYWHERE	WE DON'T DO THAT HERE	THAT'S WHAT WE DO HERE	THAT'S WHAT MAKES US GREAT HERE!
Foul & demeaning language	Negative words or words that cut others down	Kind words	Encouraging words
Not caring for yourself	Not sticking up for yourself in a positive way	Caring for yourself emotionally & physically	Caring for yourself & others emotionally & physically
Inappropriate physical or sexual contact	Unnecessary physical contact	Keeping hands to yourself	Respecting personal space
Destroying property (ruined) Vandalism	Harming and/or trashing property	Using things without causing damage	Leaving things better than you found them
Talking and/or interrupting	Not paying attention	Listening and using eye contact	Being involved in discussions
Intentionally hurting others, emotionally or physically	Gossiping, rumor spreading, ignoring others, rude behavior	Treating others like YOU want to be treated (Golden Rule)	Treating others like THEY want to be treated (Platinum Rule)

"Discipline yourself, and others won't have to." John Wooden

"Do all the good you can, in all the ways you can, to all the people you can." John Wesley

"Character isn't about doing what you have a right to do, but about doing what is right." John Na-

HONEST ...

Someone who is honest is credible, commendable, and honorable.

They will not lie, cheat, or steal.

WE DON'T DO THAT ANYWHERE	WE DON'T DO THAT HERE	THAT'S WHAT WE DO HERE	THAT'S WHAT MAKES US GREAT HERE!
Lying	Excuse-making, "just joking," not telling the whole truth/ withholding information or the truth	Telling the complete truth when asked	Telling what you know about a situation before being asked
Stealing	Taking something as a joke or without permission	Getting permission before borrowing something and returning it	Returning something, saying thanks, and if possible, in better shape than when borrowed
Cheating	Telling student's answers or letting them look at your paper	Doing your own work	Helping others learn without just giving them the answer
Plagiarism	Not citing sources in research (plagiarism)	Citing sources	Citing sources accurately and completely
Non-participation in a group project	Not doing your part on a group project	Doing only your part for a group project on time	Doing what is expected and helping others in the group who are struggling

"Honesty is not always popular, but it is always right." Oscar Arias

"It is better to be hated for what you are than to be loved for what you are not." Andre Gide

"Anyone who makes a mistake and doesn't admit it is making another mistake." Confucius

"He who permits himself to tell a lie once finds it much easier to do it a second and third time, till eventually it becomes a habit." T. Jefferson

COMPASSION...

Someone who is compassionate feels sympathy for others in need and does something to help.

WE DON'T DO THAT ANYWHERE	WE DON'T DO THAT HERE	THAT'S WHAT WE DO HERE	THAT'S WHAT MAKES US GREAT HERE!
Try to make others feel bad	Treat others as if you are better (being stuck-up)	Being "cool" with people who are different than you	Having friends who are different from you or who are not in your group
Put others down or hurt them	Ignore others and not care about their needs or feelings	Help others when asked	Help others without being asked
Show prejudice, judge others, or stereotype	Gossip, talk behind someone's back, or spread rumors	Walk away, change the subject, or refuse to join in gossip	Stand up for people who are different than you
Bully others	Do nothing to stop a bully	Tell an adult when someone is being bullied and support the person being bullied	Prevent someone from being bullied by standing up for them in a positive way

"There is no better exercise for the heart than reaching down and lifting others up." John Andrew Holmes

"You cannot do a kindness too soon, for you never know how soon it will be too late." Ralph Waldo Emerson

Bell Schedule

Period 1	7:30 - 8:21
Period 2	8:25 - 9:13
Period 3	9:17 - 10:05
Period 4	10:09 - 10:57
Period 5	11:01 - 12:13
A Lunch	11:01 - 11:25
B Lunch	11:25 - 11:49
C Lunch	11:49 - 12:13
Period 6	12:17 - 1:05
Period 7	1:09 - 1:57
*Period 8	2:01 - 2:33

* On Mondays the Willard Middle School has early release. There will be no period 8 on Mondays. Period 7 on Mondays will end at 2:03. This allows for announcements, information, etc.



GRADING SCALE

SCHOOL WIDE Grading Scale:

A = 96-100	C = 74-76
A- = 90-95	C- = 70-73
B+ = 87-89	D+ = 67-69
B = 84-86	D = 64-66
B- = 80-83	D- = 60-63
C+ = 77-79	

High School Grade Point Average:

A = 4.0	C = 2.0
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.0	D = 1.0
B- = 2.67	D- = 0.67
C+ = 2.33	

The 11-point scale should be used for conversion of letter grades to a grade point scale.

Attendance

Attendance is an important part of a student's educational success. Regular attendance is defined as no more than seven absences from school during a semester. Verified absences include funerals, dr. appointments, hospitalization, visits with parent or guardian on active duty, made in the case of serious illness or death in the family. Documentation for all the above absences is required. In the event of absence, parents are required to call the Middle School office by 9:00 a.m. to report your child's absence and at this time request homework if it is desired. A child missing any part of the school day is counted absent for the period of time they are gone.

Students who report more than 15 minutes late for a class are considered absent for the entire class. If this is the case, they will not be able to participate in any activities/dance for that day. A student who is not in class can be considered truant. Truancy will be dealt with as a discipline problem, as well as an absence.

See the attendance policy and procedures below:

5 absences/chronic tardies per semester

- If no parental contact, call from the attendance monitor
- Registered or regular letter from attendance monitor (per administration discretion)
- Explanation of attendance hierarchy
- Explanation of the necessity for student to be in school
- Explanation that educational neglect and truancy are crimes.

7 absences/chronic tardies per semester

- Registered letter from attendance monitor
- Meeting with school attendance authorities (Principal, Social Worker, and School Resource Officer)
- Truancy program initiated
- Student /parent attendance contract with school official.
- Re-explain hierarchy of attendance and necessity for student attendance.
- Inform that Educational neglect and truancy are crimes.
- Warning of referrals to Juvenile Service, Children’s Division, Willard PD, and prosecutor
- If parent is unable to attend, **reschedule one time or make home visit, if neither option- hotline**

10 absences/chronic tardies per semester

- Hotline to Children’s Division
- Referrals to Juvenile and prosecutor accompanied by copies of all attendance attempts, contracts, and records of attendance.
- Police report filed by SRO and SRO home visit.

- Ask Prosecutor to send the “get to school” letter.

14 absences/chronic tardies per semester

- Make second hotline
- Referral to Juvenile, Children’s Division, Willard PD, and prosecutor for prosecution.
- Police Report filed by SRO
- Ask Prosecutor for prosecution of above crimes

15 absences/chronic tardies per semester

- A committee of school personnel may be formed to look at reasons for the absences and whether or not the child should be promoted or retained the following year.

*For extenuating circumstances (i.e. Doctors notes, hospitalization, funeral, dentist, religion) regarding absences, give the office doctor notes or funeral announcement for verification. Vacations will not count as an extenuating circumstance.

ADMISSION

Any student who is promoted from the sixth grade of an accredited school may be admitted to the seventh grade in Willard Middle School. Other students who have not completed the sixth grade, but who have attained the age of typical seventh grade, may be admitted on the basis of appropriate test results and/or the approval of counselors and administration.

ARRIVAL AT SCHOOL

Students are asked not to arrive at school before 7:10 a.m. Before 7:15, students should report straight to the cafeteria until 7:15 bell. At 7:15, students should make lunch deposits, obtain absence passes and school supplies, as needed.

Students should then make their way to class. A warning tone will sound before the first class period. Students are not to leave school grounds after arrival at school without permission from the office.

DISMISSAL FROM SCHOOL

School is dismissed for the day at 2:33 P.M. (with the exception of Monday). Students who ride buses home should exit the East side of the building at that time to board their buses. Students who walk home or are picked up by parents exit the South side of the building. Students are asked to use the cross-walk in front of the building.

Parents who pick up students need to enter the front parking lot off Miller Road. There are two traffic lanes that move from East to West.

*No student is to remain in the building after school unless under the direct supervision of an instructor.

MAKE UP WORK

It is quite difficult to completely make up even one day of school work. On the day the student returns from an absence, it is the student's responsibility to arrange with the teacher any make up work required. This work must be done outside of class time.

Arrangements for missed tests must be made the day you return to class. In the case of extended absences, it may be impossible to complete the missed assignments. These cases will be handled to best fit the individual situation. No homework will be assigned in advance for vacation, etc.

A student serving out of school suspension will be allowed to make up any test if the material was covered prior to the absence. However, any homework assigned will be given no grade.

* Student assignments are regularly posted on the parent portal. Information can be obtained through the office by request.

PROMOTION OF STUDENTS

Students are promoted to the next grade level on the basis of general achievement in all subjects carried during the year. When a student has decidedly low or failing marks in two or more of the basic subjects, their case will be reviewed by a committee of teachers, the counselor, and the principal. A conference with parents will also be necessary and will be a major consideration in deciding if a student will be promoted. Summer school may be given as an option to improve their knowledge of subjects they failed during the regular school year. The final decision will be that of the principal, based on what will best serve the student's interests.

In cases where a student misses 30 or more days of school, and is unable in the judgment of the teacher to adequately complete the year's work, the student may be placed in the same grade level the following year to provide another opportunity for the student to attempt that year's work. Should the parents disagree with the placement, they may request that the placement be reviewed by a committee to consist of the child's teacher, building principal, and guidance counselor.

WITHDRAWAL FROM SCHOOL

As soon as a parent/guardian knows their child will be moving from the district, they should notify the office to insure that all bills are paid and books returned. In order to make a smooth transition to your new school, parents are invited to come by the school office to complete the withdrawal of their child.

applications are available in the office.

CORE ADVISORY

During advisory on Tuesday, Wednesday, and Thursday students have the opportunity to make up assignments/tests or work on homework. The students will receive zero sheets for assignments not completed the prior week. If students do not complete the assignments during Core Advisory, they will receive Mandatory Tutoring the following week. Failure to attend Mandatory Tutoring will result in disciplinary actions.

DRESS CODE

The Willard Middle School expects student dress and grooming to be neat, clean, and in good taste. This helps each student share in promoting a positive, healthy, and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent/guardian, within the following guidelines. Each student will wear proper dress at all times during school hours and at school activities. They include but are not limited to the following:

1. Short shorts /skirts or distasteful shorts/skirts. A general guideline the office uses: Shorts no shorter than the length of the 1st knuckle of the index finger when extended to the student's side. Skirts may be no shorter than the length of the index finger when extended to the student's side.
2. Clothing that exposes any portion of the upper torso, including see-through shirts, halter tops, backless shirts or dresses, spaghetti straps, bare midriiffs, low necklines which expose cleavage, or excessively torn, frayed clothing, etc.
3. Shirts from which the sleeves have been cut off so they have open sides to a degree that the upper torso is exposed.



MIDDLE SCHOOL POLICIES

CAFETERIA

- **BREAKFAST: \$1.60**
- **LUNCH: \$2.00**
- **MILK: \$.35**

Our lunch hour is closed and students are not allowed to depart from school for lunch. All students must be in cafeteria during their assigned lunch period. Students will be allowed to go to the student union if accompanied by a faculty member. All students are expected to use good manners. Food/drink must be consumed in the cafeteria. Tables must be cleared, trays returned, and trash disposed of properly.

Deposits toward a student lunch account should be made in the cafeteria before school or during lunch in the provided deposit envelopes. Students must have their pin number to pay for lunch. Students may charge for three days only. After three days students may receive a peanut butter sandwich and a carton of milk until a deposit has been made. Free and reduced lunch

4. Clothing that is disruptive to the daily academic progress of students. Clothing that displays profane or suggestive language or acts; clothing that advertises alcohol, tobacco, drugs or advocates their use, etc.
6. Hats may not be worn by students during school hours.
7. No pocket chains may be worn.
8. No sagging or bagging of pants. Pants must be worn at the waist line. Under garments are not to be seen.
9. Excessive and/or unusual make-up or hair coloring shall not be worn.
10. No excessive visible piercing.
11. No visible body ink that is inappropriate for the school setting.

ELECTRONICS

All electronics i.e. cell phones, MP3 players, PSP players, portable dvd players, etc. must be turned off and placed in your locker before and during school hours. See discipline flow chart for electronic devices.

FOOD AND DRINKS

Only clear water in a clear container (no glass) can be consumed before and during the school day. The teachers can use their own discretion in their individual classrooms.

HOMEWORK

An assignment to be completed by students which may be outside of the classroom setting, often designed to allow for independent practice, which enhances self-reliance and demonstrates the student's level of mastery for that assignment.

ID CARD POLICY

Each student will be issued an identification card. Replacement cards will be \$3.00. This card has three main purposes:

- 1) Serves as primary means of identification.
- 2) Allows admission to home Willard athletic events (except tournaments) if athletic pass is purchased.

INCLEMENT WEATHER

Willard School District has a schedule for Late-Start day for Secondary Students due to inclement weather. The late-start will only affect Middle and High School students adjusting the school start time two hours later than the regular schedule. This late-start schedule for secondary students will allow temperatures to improve, snow removal and/or better road conditions for young drivers, between the 6:00-8:00 a.m. If a late-start decision is made, all secondary bus routes will run 2 hours later than normal, with school starting two hours later than normal. The decision to implement a late start will be made and announced by 6:00 a.m. through media services such as radio, television and internet. If a late start is implemented, the dismissal time for Middle School and High School will be at the regular schedule.

LOCKERS

Each student will be assigned both a hall and a physical education locker. All students will pay a non-refundable \$5.00 locker fee.

Students may not change lockers without permission from the principal's office. Lockers are to be kept locked. Students are to use locks approved or assigned by the school. The school is not liable for losses incurred from lockers. Please keep valuables at home. For sanitary reasons, you are not to store gym clothes or food in hall lockers.

Lockers are school property made available for students' use. Students are asked to NOT write on or outside their lockers. The school reserves the right to open any locker for justifiable reasons (health, safety, etc.)

PARENT/STUDENT CONFERENCE

Opportunity for parents/students to discuss any problems or concerns with individual teachers, and address any specific questions they have. All teachers have conference time during school day, or can arrange times before or after school if needed.

*Meetings may also be arranged with the student's team of teachers if required/requested.

SOLICITING AT SCHOOL

No money or contributions may be taken by students without approval by the principal. The sale of any items by a student in the school is prohibited. All school fundraisers must be pre-approved by the principal.

STUDENT MESSAGES

Office phones are quite busy with the transaction of school business and students are not allowed to use the telephone unless it is deemed an emergency. Please help us by not calling to give students telephone messages unless it is a necessity.

TUTORING

On Tuesday and Thursday students may have the opportunity to get extra help in the library. The hours are 2:30-4:30. Communication between home and school prior to staying is necessary.

VISITORS

In order to promote good communications and assist with the orderliness of the school day, all visitors are required to report upon arrival to the main office. Student visitors will not be permitted during the school day. All visitors are required to report upon arrival to the main office, sign in, obtain a visitor pass, and sign out before leaving.

ACADEMICS

ACADEMIC REPORTS

Parents should expect a formal grade report from the school approximately every four weeks. All formal grade reports must receive parent/guardian signature and be returned to school (copies are provided for this requirement) to ensure that parents are well-informed of student progress. Failure to return a signed copy will eventually result in disciplinary action for the student.

HONOR ROLL

The honor roll is used to encourage students to set high goals and to reach high levels of scholastic achievement. Those students who have attained grades no lower than a B- in all subjects will be selected each semester. Students who attain all A's will be listed on All A Honor Roll.

LIBRARY/MEDIA CENTER

The media center is a school focal point for educational study, research and pleasure. Teachers will use the media center to encourage in-depth study of their subject. The media center is open everyday from 7:20 A.M. until 2:40 P.M.

Students are charged \$.05 per day for late fees on checked out items. Students will be

charged for lost or damaged materials. Grade reports may be held until fines or charges are paid.

ACTIVITIES

ATTENDANCE REQUIREMENT

A student absent for 15 minutes or more from class(es) on the day of an activity may not participate in the activity unless prior approval is given by the principal.

CLUBS

WMS has many clubs that students are invited to take part in. Some of the clubs are chosen by election or academic requirements, but others are open to all students. Some of the clubs offered are Student Council, National Junior Honor Society, Foreign Language Club, Operation Home Town Heroes Supporters, Drama Club and Peer Ambassadors. Please ask your advisory teacher about involvement in clubs.

DISTRICT CITIZENSHIP STANDARD

Participation in student activities is a privilege and not a right; therefore, the school board believes that students must adhere to standards which will bring credit to the individual student, the particular activity, and the community.

Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular punctual attendance and quality of conduct.

No student will be allowed to participate in any interscholastic activity before the public until a Citizenship Standards Eligibility form has been signed and placed on file in the principal's office.



INTERSCHOLASTIC ACTIVITIES

Willard Middle school competes interscholastically as a member of the Central Ozark Conference in the following MSHSAA Activities: football, volleyball, boys and girls cross country, boys and girl's basketball, boys and girls track, wrestling, cheerleading, choir, and band. Tryout times and dates will be announced in advance of the athletic seasons.

All students participating in athletics must have a physical examination on file prior to the first practice. Physicals completed after Feb. 1st are good until the end of the following school year.

MSHSAA Standard

The Willard Middle School is a member of the Missouri State High School Activities Association. All activities governed by the association will adhere to its by-laws and guidelines.

Health Services

Willard R-II School District is served by RN's and LPN's. Students who become ill or are injured are to report to the nurse's office. When the nurse is not in, the student should report to the principal's office. The school nurse also serves as the health counselor for our school. She has a vast resource of health services which are available to our students.

COMMUNICABLE DISEASES

A student shall not be permitted to attend classes or other school-sponsored activities if the student is known to have or is liable to transmit any contagious or infectious diseases. The only exceptions considered are: (1) the student is no longer infected or liable to transmit the disease or (2) the student has chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined to have a chronic infectious disease who is not permitted to attend school will be provided instructions in an alternative educational setting in accordance with district policy.

The school district has developed specific policies and procedures in Section 3HCC of the district policy manual. These policies adhere strictly to Missouri state statutes and Department of Education guidelines.

ILLNESS AT SCHOOL

In the event a student should become ill while at school, they will be referred to our school nurse. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school. A current Student Health Inventory must be obtained each year. New students to the district must have these on file with the nurse before they start classes.

Students should not attend school, and shall be sent home, when one or more of the following conditions exist:

Head Lice - No-Nit Policy - Students who have head lice will be sent home. They are not to return to school until they have shown proof of receiving treatment and nit removal. All new students that enroll will go through a head lice screening the day of enrollment or before entering school. Head Lice is considered a communicable disease. The school nurse will work closely with parent/guardian to give appropriate instruction on care of head lice.

Reports to the Department of Family Services will be made after the 3rd occurrence, due to lack of parental compliance with this illness/communicable disease.

Scabies - Students will be sent home. They may not return until proof of treatment.

Chicken Pox - Students may return to school 7-10 days after the onset of the rash and when lesions are crusted.

Temperature - Students with a temperature of 100.0 will be sent home for at least 24 hours or until free of temperature without temperature reducing medications.

Strep Throat - Students having strep throat should be home on medication 24 hours before returning to school (must be fever free for 24 hours also).

Pink Eye - Students with pink eye will be sent home. They may return to school when they have been on medication for 24 hours, or redness and drainage is gone, or have a doctor's note.

PHYSICAL EDUCATION

Physical education is required by all students. A student who has an ailment or disability which necessitates a limited physical education program, or one who should be excused

entirely, must have a physician's statement to that effect on file in the principal's office. Alternative activities are planned by the instructor for students who are not physically able to participate in the regular program. A physical examination is encouraged before participation in physical education class.

STUDENT ACCIDENT INSURANCE

The Willard R-II Schools will NOT provide district-paid student accident insurance. However, parents will be able to purchase insurance for the student. Information on insurance coverage will be available through packets provided to the student at the time of registration.



ADMINISTERING MEDICATIONS

Medication brought to school according to the school's guidelines will be stored in a secure location and administered by the school nurse, or other personnel who have been trained by the Registered Professional Nurse in the proper technique of medication administration. The Registered Professional Nurse or building administrator may delegate medication administration to unlicensed personnel, providing that they have been properly trained in accordance with written medication policy instructions. A record of the student's name, name of the medication, dosage, date and a time of administration is maintained.

Administration of medicine will be the responsibility of the school only if the School

Board's Student Medication Policy is followed. Questions regarding further explanation of the Student Medication Policy may be directed to the principal or the school nurse.

The school will not administer any medication not FDA approved or in doses exceeding the recommended dosages as listed in the Physician's Desk Reference, even though such dosage is prescribed by a licensed physician.

* Aspirin will not be administered to any student even though prescribed by a licensed physician.

EMERGENCY MEDICATIONS

The school district obtains a prescription and standing order from an area physician for an emergency medication ("sting") kit containing epinephrine and/or an antihistamine for use in the event of anaphylaxis. If symptoms of anaphylaxis occur, the medication will be administered according to the instructions and the events documented. A specific order from a student's physician for the treatment of anaphylaxis will be followed for the student instead of the general standing order. Topical and external products (i.e. calamine, over-the-counter hydrocortisone, neosporin, etc.) may be used to relieve minor discomfort in the absence of other significant symptoms.

SELF ADMINISTRATION OF MEDICATIONS

If a student's parents provide the school a written signed request and a physician's statement indicating it is medically necessary for the student to carry certain medication (e.g., asthmatics' bronchodilator), then the student will be allowed to keep the specified medication with him or her to facilitate use. In such instances, the district does

not assume responsibility for the medication or the student's use of it. If a student who is allowed to carry medication with him/her is found to be abusing the district guidelines for appropriate use, then the student shall lose the right to carry medication and discipline will be given if necessary.

NON – PRESCRIPTION MEDICATIONS

School Personnel do not provide any non-prescription medications at any time. The school district is not obligated to administer medication to students at school, but it does so merely as a courtesy. Therefore, the district retains the right to reject requests for medication administration. To protect the student's health and well-being, medications being used inappropriately or those in unlabeled or improperly labeled containers or without appropriate instructions for administration may not be given at school.

Over-the-counter medications for colds, coughs, headaches, etc., will be given for one week ONLY, unless prescribed by a physician when accompanied by a written request from the parent or guardian. This request MUST include date, dosage and time medication is to be given. All medicines must be properly identified and in manufacturers' package.

All remaining medication MUST be picked up by a parent or designated adult or sent home with student one week after the final date, or it will be destroyed. The preferred method for transporting medicine to school, is for a parent or guardian to deliver the medicine directly to the school nurse's office. If a student must carry the medicine to school, they are required to deliver the medication to the school nurse's office immediately after arriving at school.

PRESCRIPTION MEDICATIONS

The student's physician shall provide the school with a written request that the student be given medication during school hours. The request shall state: (a) the name of the student; (b) name of the drug; (c) dosage; (d) frequency of administration; (e) how the medication is to be given, and; (f) the physician's name.

The parent/guardian must provide a written request that the school comply with the physician's request to give the medication. The medication must be in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special storage, e.g. refrigeration.

The medication will be delivered to the school by the parent/ guardian or other responsible adult. If there is a circumstance where the parent or guardian is absolutely unable to transport the medication to school, then the student will be allowed to transport the medication to the school nurse immediately upon arrival to school.

The district will not administer the first dose of any medication. Medication supplies should not exceed a 30-day supply.

TRANSPORTATION

The primary purpose of setting minimum regulations for pupil transportation is to encourage and provide for the greatest possible safety of all pupils riding the bus. It is a privilege for pupils to be able to ride the bus. Standards of conduct while on the bus are under the supervision of the school authorities. Bus drivers will report student misconduct and disciplinary issues to the school principal. Classroom conduct must be observed by

pupils while riding the bus. Conversation by students are to be courteous and in low quiet voices.

The driver is in charge of the pupils and the bus. Pupils must obey the bus driver. The driver is authorized to assign seats as necessary. Below is a list of Rules and Safety Regulations for Transportation of Pupils:

1. Students should remain seated on the bus while in motion.
2. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
3. Students may ride only the bus to which they have been assigned. Permission must be obtained from the office to ride any other bus or to get off at a location other than the regular stop. Permission will be granted only if the bus is not fully loaded with regular bus route students. Parents must have a written request for student permission to ride another bus and must have an alternate arrangement in case permission is not granted due to a full bus.
4. No food or drinks on bus.
5. No profanity or bad language.
6. Pupils must not extend arms, head or other body parts out of the bus windows.
7. The use or possession of tobacco, drugs, alcohol, or weapons is not permitted on the bus.
8. No unnecessary items on the bus such as lasers, animals or pets, balloons, flowers or glass containers, cell phones or games with sound.
9. Large projects or band instruments are not permitted to take up a seat or block the seat aisle or bus aisles. Parents will have to

transport students on days they have large projects or band instruments.

10. Any damage to the bus should be reported at once to the driver.
11. Pupils are asked to help keep the bus clean at all times.
12. Items left on the bus or taken from students will be kept at the Transportation Office.
13. No horseplay, pushing or shoving while at Bus Stop or on Bus.

LOADING & UNLOADING PROCEDURES

- Parents are required to have students standing at their designated bus stop five (5) minutes prior to bus pick-up time. Students must remain 10 feet away from roadway, facing toward the approaching bus.
- Students must stand still waiting until bus comes to a complete stop. Making sure that overhead red lights are activated and Stop Arm sign is fully extended.
- Students must look both directions for oncoming traffic.
- Students must make eye contact with bus driver and wait for a "thumbs up" signal before they cross the road.
- Once they have received the "thumbs up" signal, students must check for oncoming vehicles once again.
- If safe to do so, students may proceed to school bus.
- Students must always cross 10 feet in front of the bus, never behind it.
- Students must use handrail to walk up the steps of the school bus.
- Students must immediately go to their seat, sit facing forward.

When exiting the bus the student must follow the procedure below:

- Do not get out of your seat until bus has come to a complete stop. Check to be sure you have all personal items together to take with you.
- Use handrail to walk down steps of school bus.
- Exit bus and walk at least 10 feet away from the side and 10 feet in front of the bus.
- If crossing street, stop in front of the bus, look both directions for traffic.
- Make eye contact with bus driver.
- Wait for "thumb ups" signal from driver.
- Again look for traffic in both directions, when safe to do so, cross the roadway.

Disciplinary action taken is in a range of:

Parents minimum and maximum will be given a written report informing them of any disciplinary incident involving a student on the school bus or while waiting at the bus stop, which may have jeopardized the safety and well-being of all students or himself/herself.

Parents should refrain from discussing bus matters with drivers at bus stops. They should call the Transportation Office at 417-742-2506 to discuss the issue with the Transportation Director or the Principal of the school their child attends.

For the safety of all children parents should not step onto a school bus for any reason, unless invited to do so by school personnel. According to MO Statute 569.155 to do so without invitation is an unlawful entry of a school bus and is a class A misdemeanor.

BUS PASSES

Students may ride only the bus to which they have been assigned. Permission to get off

your bus at a location other than your own can be obtained at the office.

DISCIPLINE

One of the key responsibilities of Willard Middle School is to ensure an environment conducive to learning. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate conduct. Students are expected to set personal goals which lead to responsible and accepted behavior.

Development of self-discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Understanding the purposes of discipline in school, helps form positive attitudes and assists students in doing their part to make themselves a better person and their school a better place.

Organizations, businesses, and industries cannot operate successfully without procedures, goals, expectations, and satisfied workers; neither can schools. Thus, it becomes the responsibility of the Willard R-II School District to have a discipline code which reflects our community's standards and expectations for student behavior.

CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, to promote respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the use of disciplinary action.

Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law.

DEFINITION OF DISCIPLINARY INCIDENTS

Academic dishonesty - Involves submitting work in an assignment or exam that is not your own. Cheating may include, but is not limited to the following:

- copying someone else's work
- allowing someone to copy your work
- submitting group work as your own when you have made no contribution
- conferring with group members when not directed
- having someone else do your work for you
- witnessing cheating and not reporting it
- discussing a test with someone who has not taken it - sharing answers on a test or changing answers
- falsely claiming to have handed in an assignment using unauthorized material as your own work or to help you complete your work

Arson - starting a fire or causing an explosion with the intention to damage property or buildings.

Assault/Fighting/Threats - 1. Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury. 2. Attempting to kill or cause serious injury to another. 3. Both parties have

contributed to the conflict either verbally or by physical action. 4. Statement, gesture, or reference to an activity or action to be taken which can or will do bodily harm to another person.

Assembly/Cafeteria Expectations - Failure to meet standards expected in either the cafeteria or at an assembly.

Bullying – Any action, verbal or physical, meant to intimidate or demean others.

Bus Misconduct - Any offense committed by a student on a district- owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

Destruction of Property – Damaging or defacing school or personal property.

Disorderly Conduct - Verbal, written, symbolic language, or gesture which materially and substantially disrupts classroom work, school activities or school functions.

Disrespectful/Disobedience- Disrespectful verbal, written, symbolic language, or gesture which is inappropriate to public settings directed at a staff member. The refusal to comply with the requests of any school personnel or policy of the school. Noncompliance to classroom/school expectations.

Dress Code - Wearing of any clothing that is in poor taste, inappropriate for the school environment, or otherwise violates the guidelines set forth under the Dress Code policy in this handbook.

Drugs / Alcohol - A. Possession of or attendance under the influence of any unauthorized prescription drug, non prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia. These include controlled substances and illegal drugs defined as substances identified under schedules I, II, IV, or V in section

202 of the Controlled Substances Act. B. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

Electronic Devices/Cell Phones - All electronics i.e. cell phones, MP3 players, PSP players, portable dvd players, etc. must be turned off and placed in your locker before and during school hours.

Endangerment of Self/Others - Conduct that, by its nature, puts an individual student or others at risk of harm.

False Alarms - Tampering with emergency equipment, setting off false alarms, or making false reports.

Forgery/Lying - Writing or giving false or misleading information to school officials.

Gambling - Participating in games of chances for the purpose of exchanging and/or gaining money or items of value.

Gang Participation - Wearing, carrying, displaying suspected gang association clothing, or other identifiable affiliation paraphernalia symbolizing involvement or membership in a gang/secret organization.

Obscene Materials – possession or viewing of obscene materials which, by general community standards, are inappropriate for use in school.

Public Display of Affection - Physical contact which is inappropriate for the school setting.

Sexual Harassment - A. Use of verbal, written, or symbolic language that is sexually harassing. B. Physical contact that is sexually harassing.

Tardy - Arriving to class late but within the first fifteen minutes. Upon the 4th tardy (per quarter) in any class, the student will be given disciplinary actions.

Theft - Theft, attempted theft, or willful possession of stolen property.

Tobacco - A. Possession of any tobacco products on school grounds, bus, or at any school activity. B. Use of any tobacco products on school grounds, bus, or any school activity.

Truancy/Out of Designated Area - Absence from school/class without the knowledge and consent of parent/guardian and/or the school administration.

Unnecessary Items brought to school - Items deemed unnecessary and/or disruptive to the educational process.

Weapons - A.) Possession of any instrument or device, other than those defined in 18 U.S.C 921 or 571.010. RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. B.) Possession or use of a firearm as defined in 18U.S.C 921 or any other instrument or device defined as dangerous in 571.010, RSMo. or any other device defined as a dangerous weapon in 18 U.S.C 930. Possession, sale, use, or threat of use of explosive devices and/or fireworks.

DEFINITIONS OF DISCIPLINARY ACTIONS

Informal Talk - A school official (teacher, counselor, administration) will talk to the student and try to reach an agreement regarding how the student should behave.

Parental Participation - Parent(s) notified by phone, personal contact or letter. A conference may be conducted between the student, their guardian, appropriate school officials, and any other individuals concerned.

Conference - A formal conference is held between the student and one or more school officials. During

this conference, the student must agree to correct their behavior.

After-School Detention - Detention is held after school, 2:30 – 4:30 P.M. All students assigned to ASD will not be allowed to participate in extracurricular activities until the detention has been successfully served. Students will not be allowed to practice with a team or a group during this time. Transportation is the responsibility of the parent. The student will study or perform duties during this time. Students must arrive at ASD on time and with material enough to remain on task for the entire detention period. Students will not be permitted to go to their lockers before, during, or after ASD. Students who do not abide by the detention room rules or fail to attend will be assigned In-School- Suspension.

In-School Suspension - Reassignment of a student to a separate, supervised environment away from the usual activities within the school. Students serving in-school suspension are prohibited from participating in or attending the school's activities and programs. Students will be removed from ISS for improper conduct and/or failure to follow direction and that day will not count toward the total days assigned. Students who have received excessive ISS assignment will be given out-of-school suspension.

Out of School Suspension :

Short Suspension - Absence and exclusion from the school (up to 10 school days) and its activities

required by school principal as disciplinary action for inappropriate behavior. The parents will be notified in each case of suspension. Students serving suspension are prohibited from attendance at school and its activities or programs. The superintendent has the right to revoke or modify the decision.

Long Suspension - Absence and exclusion from school and its activities required and administered by the superintendent of school for a period of up to ninety (90) school days. A recommendation for expulsion may be made. Both the student and parents will be notified of such a recommendation. Students serving suspension are prohibited from attendance at school and its activities or programs. Information will be provided regarding due process and appeal procedures. Appeals to the Board of Education are to be made through the superintendent of schools.

Expulsion - Removal from school by the Board of Education. The student is excluded from school and its activities for a period of time determined by the Board. The student and parent will be informed of the expulsion. The student is afforded the appropriate due process procedure. If the superintendent of schools determines that the expulsion is appropriate, a recommendation for the expulsion will be given to the Board of Education with whom the authority for expulsion rests.

See Discipline Flow Chart on the following pages:

Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Academic Dishonesty	Zero on assignment or test and parent contact	Zero on assignment or test and ASD	Zero on assignment or test and 1-2 days ISS	Zero on assignment or test and 2-3 days ISS
Arson w/o Damage	Principal's Discretion	Principal's Discretion	Principal's Discretion	Principal's Discretion
Arson with Damage	1-5 days ISS with restitution	1-3 days OSS	Principal's Discretion	Principal's Discretion
Assault/Fight/Threats	2-5 days OSS	5 days OSS	10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent
Assembly/Cafeteria Expectations	Teacher Warning	Required assigned seats to help with cafeteria duties - ASD	1-3 days ISS	Principal's Discretion
Bullying	Conflict managers referral	ASD to 1-2 days ISS	3-5 days ISS	2 days OSS
Destruction of Property	ASD to 1-3 days ISS and restitution	Principals Discretion	Principal's Discretion	Principal's Discretion
Disorderly Conduct	Conference with teacher, parent, and student	ASD	ASD to 1-2 days ISS	ASD to 3-4 days ISS
Disrespect/Disobedience	Conference with teacher, parent, student, and administration	ASD	ASD to 1-2 days ISS	ASD to 3-4 days ISS
Dress Code Violations	Teacher will send student to nurse to change clothes	Staff will call parent and student will change clothes in nurses office	Staff will call parent, have student change and ASD	Staff will call parent, have student change and 1 day ISS
Drugs/Alcohol	10 days OSS	10 days OSS with referral to Superintendent		
Non-Prescription Drugs	3-5 days OSS	10 days OSS	10 days OSS with referral to Superintendent	
Electronic Devices and Cell phones	Warning – device taken until the end of the day	ASD – Parent must pick up device	1-2 days ISS – Parent must pick up device	3-4 days ISS – Parent must pick up device
Endangerment of self or other (scuffle)	ASD	ASD to 1-2 days ISS	2-5 days ISS	Principal's Discretion
Failure to attend detention	ASD + 1 day ISS	ASD + 2 days ISS	ASD + 3 days ISS	ASD + Principals Discretion
Failure to attend Mandatory Tutoring	ASD	1 day ISS	2 days ISS	Principal's Discretion
Failure to complete disciplinary assignment	ASD	ASD + 1 day ISS	ASD + 2 days ISS	Principal's Discretion
False Alarms	1-2 days ISS	3-4 days ISS	3 days OSS	Principal's Discretion
Forgery/Lying	ASD	1-2 days ISS	2-3 days ISS	Principal's Discretion

Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Obscene Materials	ASD or Principals Discretion	1-2 days ISS	3-4 days ISS	Principal's Discretion
Public Display of Affection	Warning	ASD	1-2 days ISS	Principal's Discretion
Sexual Harassment	Principal's Discretion			
Tardies (per quarter)	Warning	Warning	Warning	ASD
Theft	1-3 days ISS with restitution	3-5 days ISS with restitution	1-2 days OSS with restitution	5-10 days OSS with restitution
Tobacco	2 days ISS	3 days ISS	3-5 days ISS	
Truancy/Out of designated area	1-2 days ISS	3-4 days ISS	3 days OSS	Principal's Discretion
Unnecessary items	Warning	ASD	1-2 days ISS	Principal's Discretion
Weapons	10 days and referred to Superintendent for 180 days			

PUBLIC NOTICE FOR 94-142

The Willard Public Schools is an active participant in take Individuals with Disability Education Act - Part B (P.L. 94-142 which was reauthorized in 1991, through P.L. 101-476) which guarantees a free appropriate education for all children. All public schools are required to provide a free and appropriate public education to all students with disabilities including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Education Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and servicing all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, detention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from

birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. 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 you school district.

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or persons acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person who parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

* If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person - the person responsible for the district's special education program.

* This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Willard School District R-2 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Willard School District R-2 compliance with the regulations implementing Title VI, Title IX, or Section 504, is directed to contact the special services director at 742-0217, assistant superintendent at 742-2584, and 504 coordinator for 504 matters at 742-0217. The Assistant Superintendent has been designated by Willard School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights. U.S. Department of Education, regarding the institution's compliance with regulations implementing P.L. 83-112, P.L. 94-142, Title VI, Title IX, or Section 504. Section 504 prohibits discrimination against individuals covered under the act as eligible for protections. Regulations implementing Section 504 state that "no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activities which receives or benefits from Federal Financial Assistance." The nondiscrimination requirements of Section 504 includes both physical accessibility and program accessibility.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint

with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

GRIEVANCE PROCEDURES

Designated as the Title IX compliance coordinators are, the High School Principal and Director of Special Services. In an effort to set up a grievance procedure, the following is organized: Grievance Committee Members: A. Superintendent; B. High School Principal; C. Jr. High Principal; D. Elementary Principal; E. High School Teacher; F. Counselor. The grievance committee is organized to receive any complaints concerning alleged discrimination. Complaints must be submitted in writing to the Title IX coordinator. Following receipt of the complaints, the committee shall, within a reasonable period of time, meet and discuss the issue. The committee will respond in writing. It will:

- a. Verify the complaint and recommend changes
- b. Require more information from the plaintiff
- c. Deny the discrimination charge.

In the case of denial, the plaintiff may appeal by requiring, in writing a hearing before the Grievance Committee. Should this hearing not satisfy the plaintiff, he or she may, in writing, appeal for a hearing before the School Board concerning the alleged complaint.

- a. The committee shall keep the minutes of its proceedings
- b. Require more information from the plaintiff
- c. Deny the discrimination charge.

In the case of denial, the plaintiff may appeal by requiring, in writing, a hearing before the Grievance Committee. Should this hearing not satisfy the plaintiff, he or she may, in writing, appeal for a hearing before the School Board concerning the alleged complaint. The Committee shall keep the minutes of its proceedings.

PUBLIC NOTICE ON FREE AND APPROPRIATE EDUCATION

The Willard R-2 public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The Willard R-2 public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Willard R-2 School District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for Public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District of whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each

year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child; and child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. 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 Willard R-2 School District's Director of Special Services at 869-6579.

PUBLIC NOTICE ON STUDENT RECORDS

In compliance with P.L. 90-247, the Willard R-2 Schools wish to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized test, inventory, attendance, and medical immunization records on students enrolled. Parents may request to review the records that are kept on their children by inquiring at the principal's office.

Upon written request of an educational institution, certifying or contemplating the enrollment of the student in question, the student's records will be forwarded to the appropriate institution after appropriate signature have been secured. For purposes such as student directories and programs relating to school events, including yearbook and newspapers, student information regarding items such as the following may be released: Name, address, grade level., telephone number, date and place of birth, pictures, dates of attendance, honors and awards received, participation in officially recognized activities, weight, and height, if members of athletic teams. If a parent does not wish such information be released, a signed written notice to that effect should be provided to both the sponsor of the depicted activity as well as the school principal before September 1 or each school year.

Upon graduation, supplementary information no longer needed to provide educational services to the student will be destroyed. However, a permanent record containing the student's name, address, phone number, grades, attendance record, test scores, classes attended, grade legal completed, and year completed will be retained without limitation.

Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or to the rights of students will be provided an opportunity for the correction or deletion of such data. In such a case, a request for a hearing to challenge the content of their child's school clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Education Rights and Privacy Act Office (FERPA), Department of Elementary and Secondary Education (DESE), P.O. Box 480, Jefferson City, Missouri, 65102.

Board policies in regard to the release of student records may be viewed at the office of the Superintendent of Schools, Willard, Missouri.

SAFE SCHOOLS ACT

Missouri's Safe Schools Act, signed into law in 1996, takes several precautions that attempt to protect students from other violent students. The act includes many provisions, but the following is a summary of those that most directly affect student safety:

- 1) Schools are required to report to law enforcement officials any offenses occurring at school that may be violent crimes.
- 2) Any student bringing a weapon to school must be suspended for a minimum of one year.
- 3) All students' parents or legal guardians must provide proof of residency in the district before they can be enrolled.
- 4) School districts are authorized to immediately remove students who pose a threat to themselves or others.
- 5) Juvenile officers are required to notify schools if a student has committed certain criminal acts.
- 6) Schools do not have to enroll students who have been expelled or suspended from other schools.

HARASSMENT POLICY

It is the policy of the Willard-II School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any school personnel to tolerate any type of harassment at school, while attending school activities, or under the auspices of the School District. The school system

will act promptly to investigate all complaints and take necessary disciplinary action. A complete copy of policy JBA Harassment can be reviewed in the school office or the office of the superintendent.

MISSOURI'S HEALTH CHILDREN AND YOUTH PROGRAM

If your child is currently receiving direct services for occupational therapy, physical therapy, and/or speech/language from the School District, we want to inform you that if your child is or becomes Medicaid eligible, your child's Individual Education Plan (IEP) and possible other pertinent records, e.g., evaluations and physicals, will be reviewed by a physician retained by the District. This physician will determine whether the direct service(s) provided to your child are medically necessary as defined by the Division of Social Services/Department of Medical Services. If a physician reviews your child's record, that review will be performed without charge to you. Should you have any questions or concerns, please contact your School District at 417-742-0217.

HOMELESS ASSISTANCE

Willard R-II Director of Special Services, has been designated as Homeless Coordinator for the Willard R-II School District. Her duties include "ensuring that homeless children and youth enroll and succeed in the schools within the Willard District; homeless families, children, and youth receive educational services for which they are eligible—referrals to health care services, dental services, mental health services, and other appropriate services." The Director of Special Services will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

A homeless individual is defined in the Stewart B. McKinney Homeless Assistance Act as one who:

- A. lacks a fixed, regular, and adequate nighttime residence; or
- B. has a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodation (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings (shelter, sleeping cars, parks, abandoned buildings, barns, etc.).

* May include individuals who have moved in with others and consideration of each individual case will probably be needed in order to identify those who are homeless.

NO CHILD LEFT BEHIND ACT

According to the No Child Left Behind Act of 2001 (Public Law 1997-1007-110), parents or guardians have the right to certain information. Upon written request to the building principal, the district is required to provide to you, in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent before students are required to submit to a survey that concerns one of more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or;
8. Income, other than as required by law to determine program eligibility;

*Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agents, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, scoliosis screenings, or any physical exam or screening permitted or required under State law;
3. Activities involving collection, disclosure, or use of personal information to others;

*Inspect, upon request and before administration or use-

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Willard School District has developed and adopted:

policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

[The Willard School District will directly notify parents and eligible students of these policies at least annually at the start of each school year] and after any substantive changes. [School District] will also directly notify parents and eligible students, such as through U.S. mail or email, at least annually at the start of each school year of the specific or approximate date of the following activities and provide an opportunity to opt a student out to participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Officer U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s educational records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise the of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the School discloses education records without consent to officials of another school district in which a student seeks to or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, 00 Maryland Avenue, SW, Washington, DC 20202-4605

TITLE ONE GRIEVANCE PROCEDURE

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Title I shall file with the superintendent a written complaint containing the specific nature of the alleged violation, the time and the place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent’s response shall be provided each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of the disagreement with the response and his/her reasons underlying such disagreement. The Board shall consider the appeal at its regularly

scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing. If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.