

WILLARD R-2 ELEMENTARY SCHOOLS STUDENT HANDBOOK 2009-2010

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This agenda belongs to:

Name _____

Address _____

City/Town _____

State/Zip Code _____

Phone _____

WELCOME TO STUDENTS AND PARENTS

The Student Handbook is approved annually by the Board of Education.

Dear Parent:

You as a parent share with the school a tremendous responsibility, that of educating and guiding your child as he/she progresses toward adulthood. We thank you for sharing this responsibility with us. We know that only through communication and close cooperation between home and school can we be successful in this endeavor. The purpose of this handbook is to acquaint you with your school and better inform you as to its operation. Your child's agenda is a tool that will help them to develop life-long organizational skills. In addition, it is a powerful communication tool between student, parent and teacher. Please check your child's agenda regularly. Feel free to contact us when we can be of assistance to you. **Please note, in the handbook section of the agenda, changes to our procedures are noted in bold type and underlined.**

Sincerely,
Willard R-2 Faculty & Staff

Dear Student:

A new school year is beginning and with it comes many new and exciting experiences for you. As you progress through this year you will be developing skills, attitudes, appreciation, and understanding you didn't have before. Your willingness to cooperate and to put forth your best efforts will enable you to accomplish all that you are capable of. Our wish for you is that you develop a strong education foundation which will serve you in the years to come. Have a good school year!

Sincerely,
Willard R-2 Administration

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STUDENT AND PARENT INFORMATION BOOK
Willard R-2 Schools District Mission Statement:
To Develop Tomorrow's Leaders by Pursuing Excellence Today.

THE PURPOSE OF WILLARD R-2 SCHOOLS

In order to make our mission statement a reality, the Willard R-II School District has adopted the following four goals

1. The Willard School District will increase student learning as evidenced by local, state, and national achievement levels.
2. The Willard School District will recruit, train, and retain high quality teachers and support staff.
3. The Willard School District will enhance and improve community and parental support.
4. The Willard School District will establish, maintain, and plan for adequate facilities, resources, and materials.

PURPOSES OF THE ELEMENTARY
EDUCATION

1. To provide a sound educational program for teaching those basic communications and quantitative skills needed by all individuals in today's society.
2. To produce a climate which encourages children to learn to accept and work in harmony with others.
3. To individualize instruction to meet the varying needs of our student population.
4. To help children acquire and develop creative and inventive abilities and encourage originality.
5. To develop an appreciation of our cultural heritage through the mediums of art, music, and literature.
6. To provide students with those study skills which will enable them to continue learning throughout life?
7. To provide instruction and practice in those skills related to good citizenship and participation in the functions of government.
8. To provide support and services to those students with special needs.

SCHOOL ATTENDANCE REQUIREMENTS

In keeping with section 163.017 of Missouri School Laws, the Willard R-2 Schools will accept for enrollment to kindergarten all resident pupils properly trained to care for them before entering kindergarten. Children must reach the age of 5 before August 1 of the current school year to attend kindergarten. Children must reach the age of 6 before August 1 of the current school year to attend first grade. Proof of age is to be shown by the presentation of a copy of the child's birth certificate at the time of enrollment. In addition, all state required immunizations must be completed. Students staying only for half day kindergarten will need to attend the morning session. Parents will need to make arrangements to provide transportation home for their student(s). The pick-up time will be designated by each building.

NEW STUDENT REGISTRATION

New students in grades K-4, who have moved into the district during the summer, will enroll on a date announced in the paper prior to the start of school in August. New students entering during the school year should contact the nearest school office for enrollment information. Advance notice will be given to the school upon entering a child. A child may be enrolled one day and then start the next day. This policy will insure proper preparation for the student and the teacher. You should bring with you immunization records, address of school last attended, verification of present address, phone number, and a copy of your birth certificate.

CUSTODIAL ISSUES

All custody documents must be on file in the student's cumulative file; however, it is not the school's responsibility to interpret the judgment regarding the custody of any student enrolled in our school. We will use official court documents to help disseminate educational information to parents.

GUARDIANSHIP AND THE SCHOOL

When enrolling a student who is living with his/her guardian and not a parent, it is necessary a District Guardianship Form to be on file. The form must be signed and notarized by a NOTARY for the student's enrollment to be official. There will be no exceptions to this policy.

*There is an exception for children in foster care. This situation requires paperwork from the appropriate agency with the Missouri State Department.

CHANGE OF ADDRESS

Parents should notify the office of the school attended immediately upon any change of address and/or phone numbers.

PLACEMENT OF STUDENTS

Room placement is made by the building principal or designee. A child's work habits, social traits, past achievements, and teacher recommendations are all important factors which are considerations when a question arises concerning placement.

KINDERGARTEN PRE ENROLLMENT AND SCREENING

A pre-enrollment is conducted during the Spring for those children who will enter kindergarten in the Fall. At this time children are also screened to aid in detecting any physical, behavioral or educational problem that might interfere with a child's success in school. The screening consists of the use of relatively simple devices to assess a child's cognitive, speech and motor development; visual acuity and hearing sensitivity and gross motor skills. The exact dates will be announced through the newspaper.

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.

ATTENDANCE

Regular and punctual attendance on the part of each student is necessary for successful accomplishment in school. In the event of an absence, parents are required to call the appropriate elementary office by 9:00 a.m. Calls from parents or guardians only establish the whereabouts of the student. Calls do not excuse the absence. **You can ensure that your child's absences are verified by providing documentation of the following:**

- Doctor/dental note verifying appointment or treatment**
- Proof of hospitalization**
- Evidence of attendance at funeral**
- Visits with a parent or legal guardian who is an active duty member of the military**

HIERARCHY OF ATTENDANCE K-6

ABSENCES

5 unverified absences/ 10 tardies per semester

ACTION TAKEN

- 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 unverified absences/ 14 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 unverified absences/ 20 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 unverified absences/ 28 tardies per year

- 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 unverified absences/ 30 tardies per year

- 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/health concerns regarding absences, appeal forms are available in the office. Vacations will not be considered for appeal. A student is tardy after the bell has rung each day except when their bus arrives late. Directions will be given at each building as needed for

drop off and pick-up procedures. Chronic tardies and/or **unverified absences** will be referred to the proper authorities for appropriate action. Students are not to leave school grounds after arrival at school without permission from the office. Our lunch hour is closed and students are not allowed to depart from school for lunch.

ATTENDANCE REGULATION - In order to represent the school as a participant in a school activity (music program, school pictures, field trips, assemblies...) the student is not allowed to miss class on the date of the activity without prior approval from the Principal.

MAKE-UP WORK POLICY

At the time you report your child absent, a request for homework can be made at this time. The following are the procedures for make-up work.

- Homework can be picked up after school. This allows the classroom teacher time to gather their homework.
- Requested homework will be due upon the return of the student to school.
- If a student returns to school and then receives their missing assignments, they have TWO days to complete the work from their absence.
- NO homework will be given to students in advance for scheduled absences.
- Extended absences due to illness will be handled at the building principal's discretion

RETENTION POLICY

Retention shall be considered in view of the following criteria:

1. Score on the Light's Retention Scale, and those appropriate guidelines
2. Low or incomplete grades on report card
3. Low achievement test scores.
4. Poor attendance as stated in the Attendance Policy
5. Retention should be made after issuing third quarter report cards.
6. No Child Left Behind requires students not meeting 4th grade reading requirements after summer school, shall not be promoted to 5th grade.

The Willard School District realizes the strong impact retention has on a student's education. Therefore, all teachers having the student may give input on the retention. There should not be double retention or retention for extended special service placements. Extenuating circumstances which may enter as exceptions are serious health problems or hospitalization, or English as a second language. Should the parents disagree with retention, they may request that the placement be reviewed by a committee which can include the child's teacher, building principal, and guidance counselor. If consensus is not reached, the appropriate due process procedures will take place.

ARRIVAL AND SCHOOL DISMISSAL

Students are not to be dropped off early at school, unless they are enrolled in the *Tiger Tales Program*. At the end of the day, students not riding the bus are to be picked up promptly. Drop off times and pick-up times will be designated by each building. Students are not to be picked up at the classrooms, but to be picked up at the main entrances. Students walking, riding bicycles or being picked up by automobile will not be released until busses have departed, as a safety precaution. In case of a weather emergency, or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert parents through the media, however, parents should insure in advance that their child has a procedure to follow should this situation arise.

CONDUCT AT SCHOOL/DISCIPLINE POLICY

Our faculty is proud of the way our students conduct themselves at school. One of the school's aims is to help students to become responsible, concerned citizens. It is imperative that students learn to respect the rights of others while setting a high standard of conduct for themselves. The discipline policy is designed to create a safe atmosphere, foster student responsibilities, instill respect for the rights of others, and to ensure the orderly operation of the district's schools. The general discipline policy is found here but does not presuppose the rules and regulations to all school activities in our district as well as activities held at other sites. The administration reserves the right to search student lockers and other school property used by students. Section 171.011 establishes the Board of

Education's authority to adopt rules and regulations pertaining to the organizing grading and government of a school district. Sections of 167.161 and 167.171 establish the authority of the principal and superintendent to suspend students and, in addition, provide for student due process.

Examples of violations include, but are not limited to:

1. Disrespect for teachers, administrators, school personnel, students.
2. Defiance of school personnel authority
3. Disruptive/Disorderly Conduct
4. Drug/Alcohol/Tobacco violations
5. Forgery
6. Harassment (including sexual harassment)
7. Inappropriate behavior
8. Theft
9. Pushing/Shoving/Scuffling
10. Defacing/destroying property
11. Weapons
12. Fighting
13. Assault
14. Demeaning/threats of violence

If a teacher has repeated problems with a student, they may contact the parents to gain your support and assistance in correcting the problem. Corporal punishment (paddling) may be used when necessary to maintain order and classroom discipline. Principals have the authority to suspend any student who willfully or persistently misbehaves, uses obscenities, tobacco, drugs or alcohol or when the conduct is injurious to other pupils. Any absence due to a suspension from school will result in a "0" or failing grade for all work missed that day. The elementary school student discipline code is a guideline for general behaviors. More severe conducts will be dealt with in accordance with the Missouri Safe Schools Act.

SAFE SCHOOLS LAW

All areas of 160.261.8,167.161.1,167.171.3,571.010, 574.085, and 575.090 statutes in accordance with House Bills 1301 and 1298 will be followed.

HARRASSEMENT POLICY

It is the policy of the Willard R-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, online, or the office of the superintendent

PARTIES

It has been customary to have classroom parties at Fall Harvest, Christmas and Valentine's Day for our elementary students. PTO sponsored homeroom mothers are invited to assist the classroom teachers in the preparation of each party. The exact dates of each party will be announced at school. Parties for any other occasions must have advanced approval of the building principal, and should not exceed a total of three room parties per year. Birthday recognition will be very short with treats being handed out at the end of the day. All food items brought to school for any occasion are to be store prepared, individually wrapped or store wrapped.

* Birthday invitations for private parties will not be allowed to be passed out during school hours. If a parent wishes to send invitations, they must be distributed and put away prior to the start of the school day. Teachers are not responsible for handing out invitations.

EDUCATIONAL TRIPS AND SPECIAL ACTIVITIES POLICY

Students in grades K-4 will have special activities and/or educational trips taken away if they are:

1. Fighting at school, on the bus, or at the bus stop.
2. Bringing weapons to school or on the bus.
3. Being disrespectful to authority.
4. If they have two or more bus write-ups for the semester.

ATTENDANCE REGULATION - In order to represent the school as a participant in a school activity (music program, school pictures, field trips, assemblies...) the student is not allowed to miss class on the date of the activity without prior approval from the Principal.

Administration may use discretion on a case-to-case basis in regards to the loss of an educational trip. A teacher may remove a student from a special activity or educational trip due to chronic incomplete work. At the discretion of the teacher who took away the activity, a student may earn back the special activity or educational trip. This policy applies for the whole year, but students would start over each quarter except for bus write-ups. Students should ride the bus to and from an educational trip. No pre-school age children, siblings or other students are allowed on trips.

STUDENT HEALTH AND SAFETY

To help insure that the school premises are as safe as possible for all students, there are some guidelines which all students should follow. Students walking to school should walk facing the traffic and cross the highway at the crosswalk. Students unloading from a school bus should utilize the sidewalk and not walk in the drive. Students riding bicycles to school should park them in the rack provided for this purpose.

1. Students shall not bring athletic equipment, skateboards, roller skates, skate shoes, in-line skates, or stereo head phones to school. Cell phones, pagers, mechanical games, electronic games, trading cards, or anything that is a distraction that interrupts student learning.
2. Students are not to stand up in swings or on slides while playing.
3. No rocks, gravel or sticks, etc., should be thrown on the playground.
4. Students are not to play around cars parked near the playground.
5. Students are not to bring to school pets, snakes, spiders, etc. unless requested by the teacher and have advance approval by the principal.
6. Water guns, knives, lighters, matches, glass containers, and guns of any type are not to be brought to school.
7. Students are not to leave the premises without permission.
8. During school hours, usage of playground equipment is for students enrolled.
9. No chewing of gum is allowed.
10. Laser pointers are banned at school, on the bus and at all school district activities.
11. NO toys are allowed at school.
12. There is no selling of items or trading of items by students.
13. No chicken eggs, incubating of eggs, or baby chicks due to possible salmonella.
14. Students will keep all hands, feet and other objects to themselves at all times.

DRESS AND GROOMING

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. To prevent distraction from the normal operation of the educational setting, each student will wear proper dress at all times during the school hours. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following school guidelines. Students are not to wear:

1. Shirts, blouses or dresses that expose any part of the midriff, torso or chest, clothing with a low neckline, midriff tops, halter tops, spaghetti straps, backless shirts, cut-out shirts, clothing that is see through, short shorts, cut-offs, torn, frayed or self-design clothing, clothing designed as underwear, bicycle shorts, or pocket chains.
2. Clothing that displays profane language or suggestive language or acts; clothing which advertises tobacco/alcohol, drugs or advocates the use of such.
3. Clothing that is disruptive to the daily academic progress of students, is distasteful in

- the school setting, is objectionable in nature, or exposes an inappropriate portion of the body.
4. Hats in the school building.
 5. Pants must be worn at the waistline.
 6. Excessive visible piercings are not allowed at school.
 7. **Hair must be of natural color and style.**

The individual student handbooks will address student dress code and appropriate school attire. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Clothing that is dirty, distracting or having offensive writing will not be tolerated at school. Excessive makeup, tattoos, face painting or jewelry is not appropriate. Failure to comply with the student Dress Code will result in disciplinary action. Distraction of offensive displays will be determined by the building principal with the direction from the Board of Education.

HEALTH SERVICES

Willard R-2 School District is served by registered nurses (RN) and licensed practical nurses (LPN). 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.

IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE

As mandated by law and the Missouri Department of Health, it is against the law for any child to attend school unless the child has been properly immunized or the parent/guardian has a written medical exemption from a licensed physician or a religious exemption. This properly written exemption must be on file with the school's nurse or administration. This includes students who transfer from another school district. It is the responsibility of the parent to keep the school informed as to updates on immunization records.

CURRENT IMMUNIZATION REQUIRED*

DISEASE	GRADES	DOSES
Polio(OPV)	K-4	3 doses with no more than 4 doses with at least 1 dose after 4th birthday
DPT	K-4	3 doses with no more than 6 doses with at least 1 dose after 4th birthday
MMR	K-4	2 doses
HEP "B" Series	K	3 doses (series)
Varicella (Chicken Pox)	K	Single dose

* To remain in school, students "in progress" must receive immunizations as they become due. All immunization records must be documented with day/month/year. If there are any questions, please call the nurse at the building your child attends.

ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the superintendent and nurse supervisor to establish procedures for the administration of medication for any student provided the following requirements are met. 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 administration of medication whether prescription or over-the-counter, are activities which must be performed by an RN or LPN. An RN may delegate and thereby will supervise the administration of

medication by unlicensed personnel who are trained by the nurse to administer medications. The school will not administer any medication not FDA approved or doses exceeding the recommended dosages as listed in the Physician's Desk Reference even though such a dosage is prescribed by a licensed physician. Aspirin will not be administered to any student even though prescribed by a physician.

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 will contain the following:

- The name of the student
- Name of the drug and dosage
- Frequency of administration
- How the medication is to be given
- Doctor's name
- The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- The parent/guardian will provide a written request that the school district comply with the physician's request to give medication. The district will not administer the first dose of any medication.
- The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult.
- Medication supplies should not exceed a 30-day supply.
- 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.

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.

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 instruction and events documented.

- A specific order from a student's physician for the treatment of anaphylaxis in that particular student will be followed for that student instead of the general standing order.

Topical and external products (e.g., Calamine, Hydrocortisone, Oral gel, antibiotic ointment, etc...) may be used to relieve minor discomfort in the absence of other significant symptoms.

Over The Counter (OTC) Medication - School Personnel do not provide any OTC medications at any time

- 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 administrations 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.

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/nits 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. The Department of Health recommends each school district establish a "no-nit" policy. 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 or temperature reducing medications, whichever is the longer period.

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 symptoms of 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.

Diarrhea/Vomiting- Student will be sent home if deemed a possible communicable disease issue, or if the child cannot function in the classroom. Students should be kept home 24 hours after last episode of diarrhea or vomiting before returning to school.

Communicable Diseases - Students:

A student shall not be permitted to attend classes or other school or other school-sponsored activities if the student is known to be afflicted with or liable to transmit any contagious or infectious disease unless the administration or its designee has determined, based upon medical evidence that:

1. The student is no longer infected or liable to transmit disease.
2. The student is afflicted with a 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 as having a chronic infectious disease and who is not permitted to attend school will be provided instruction 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 State status and Department of Education guidelines.

BREAKFAST AND LUNCH PROGRAM

The school district provides nourishing, well balanced breakfasts and lunches for students at a nominal price. (Prices will be established and announced at the beginning of the year.) Students may charge only with special provision made through the office. Drinks brought to school are to be sealed and in their original containers. Parents are discouraged from bringing restaurant food to school for their child. If restaurant food is brought in by parents, they will be encouraged to eat such food in a different area.

MILK-Students bringing their lunch may purchase milk to drink if they so desire. Students bringing beverages to accompany their lunch should bring them in unbreakable thermos bottles or other similar containers. No glass containers should be brought to school. No containers will be allowed to leave the cafeteria after lunch and must be disposed of at the end of the lunch period.

PARENT COMMUNICATION

Communication is very important! In addition to periodic newsletters from teachers and your school, announcements can be made through the use of School Messenger. This service is a computerized phone system which allows your school to deliver a personal message to you or your answering machine.

*Please note: Phone calls to teachers will be put directly to voicemail in order to protect the instructional time of students. Teachers will return calls in a timely manner.

STUDENT MESSAGES AND BUS PASSES

Office phones are quite busy with the transaction of school business and students are not allowed to use the telephones in their classroom unless it is deemed an emergency. Messages regarding students need to be received by the office no later than 2:30 PM.

Students may ride only the bus to which they have been assigned. Permission must be obtained from the transportation office (742-2506) to ride any other bus or to get off at a location other than the regular stop. Permission will be granted only if the driver 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.

ELEMENTARY SCHOOL VOLUNTEERS

Parent involvement in the educational process impacts positively on the attitude and conduct of children at school. Parent/adult involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

Elementary School Volunteers are committed to:

- Respecting the rules of the school
- Performing their assigned tasks to the best of their ability
- Working cooperatively with all staff members and seek clarification whenever necessary
- Being a positive role model by adhering to the student dress code.

A Volunteer's Code of Ethics should include respecting the confidentiality of the teacher and the students, and refrain from discussing them, be dependable, and follow through on tasks by attending at the times and dates arranged.

*Arrangements to volunteer must be made with your child's school prior to volunteering.

An Elementary School Volunteer MAY NOT:

- Have access to any kind of student work or records
- Have access to confidential information on file or computer records
- Grade students' papers/work or test students.

RULES AND SAFETY REGULATIONS FOR THE TRANSPORTATION OF PUPILS

The primary purpose of setting forth 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 the 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 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 motions.
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 driver is not fully loaded with regular bus route students. Parents must have a written request for the 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 the 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 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 the bus.

LOADING AND UNLOADING PROCEDURES:

1. 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.
2. 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.
3. Students must look both directions for oncoming traffic.
4. Students must make eye contact with bus driver and wait for a "thumbs up" signal, students must check for oncoming vehicles once again.
5. Once they have received the "thumbs up" signal, students must check for oncoming vehicles once again.
6. If safe to do so, students may proceed to the school bus.
7. Students must always cross 10 feet in front of the bus, never behind it.
8. Students must use handrail to walk up the steps of the school bus.
9. Students must immediately go to their seat, sit facing forward.

When exiting the bus, the student must follow the procedures below:

1. Do not get out of your seat until the bus has come to a complete stop. Check to be sure you have all personal items together to take with you.
2. Use handrail to walk down steps of school bus.
3. Exit bus and walk at least 10 feet away from the side and 10 feet in front of the bus.
4. If crossing street, stop in front of the bus, look both directions for traffic.

5. Make eye contact with bus driver.
6. Wait for "thumbs ups" signal from driver.
7. Again look for traffic in both directions, when safe to do so, cross the roadway.

Disciplinary action taken is in a range from minimum to maximum. Parents 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. You are urged to both appreciate action taken by the bus driver and to cooperate with the corrective action initiated by the school district.

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.

EMERGENCY DRILL PROCEDURES

Regular drills are held throughout the school year to maintain a level of preparedness in case of actual emergencies. These drills consist of: 1-FIRE, 2-TORNADO, 3-INTRUDER and 4-EARTHQUAKE.

Drills should be conducted as if an emergency really exists. There should be no play, yet no one should be so anxious as to become unduly excited and lose their better judgment. Occasionally exits will be blocked to force use of alternate exits as a practice exercise.

VISITORS

In order to promote good communications and assist with the orderliness of the school day, all adults 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 and obtain a visitor pass, and sign out before leaving.

STUDENT ACCIDENT INSURANCE

The Willard R-2 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 in time of registration.

THE ELEMENTARY SCHOOL CURRICULUM

The elementary program seeks to provide an opportunity for each student to attain their maximum learning potentials. Stress is placed on the 3-R's as these form the basis of a sound educational foundation and provide skills which will serve the student in future learning pursuits. Our instructional program is an ever changing one to meet student's needs and to implement improved teaching-learning strategies.

Students receive instruction in the following areas during their elementary years.

LANGUAGE ARTS: This area includes instruction in writing, spelling, listening and speaking skills. The emphasis begins in kindergarten with learning to follow oral direction, detect likenesses and differences, recall the sequence of events in a story and classify subjects into appropriate groups. By the completion of elementary school, students would be able to write in complete sentences with proper grammatical construction and correct spelling and punctuation. They should be able to apply these skills in writing correspondence such as business letters and reports.

READING: We feel reading is of the utmost importance to each student's present and future success, and our reading program reflects our concern that each child learn to read effectively. Our developmental reading program begins with reading readiness skills such as auditory and visual discrimination activities and allows the student to progress at his own rate in a systematic fashion. The program is designed to individualize instruction based on the student's needs and reading levels. The objective is to develop the student's oral and silent reading skills to the point that the student is an

efficient reader.

There are a few concepts about reading with which you should be familiar to better understand your child's program:

1. Children learn to read at different rates.
2. Children in any particular class, regardless of the organizational pattern used, will show different strengths and weaknesses in reading.
3. Children must be taught on or near the levels at which they read if progress in reading is to occur.
4. Many factors interpret your child's reading grade. Both the grade and level on which he is reading must be looked at together.

SOCIAL STUDIES: During the course of his studies, the student will learn about the world he lives in, beginning with his own community and progressing to a student of the state, nation and continents. The objective is to develop the student's understanding of the United States and its form of government while familiarizing him with the many other ways of life in our world. Students are also exposed to different career areas and specific occupational choices.

MATHEMATICS: Stress is placed on developing the skills of addition, subtraction, multiplication problems encountered in every day living. The objective is to develop the ability to apply these skills in situations requiring math computations. In kindergarten, the emphasis is on establishing one-to-one correspondence between equivalent sets, determining which is larger-smaller longer-shorter when given two similar objects, writing numerals from 1-10, and naming the ordinal position of an object in a set. As children progress, stress is placed on mastery of addition, subtraction, and multiplication facts, making change, telling time, and measuring and recording lengths. By completion of grade six, students should be able to multiply a number by a two digit factor, solve division problems with one digit divisors, read and write decimals, add, subtract, multiply, and divide fractions, interpret simple graphs, and figure area and perimeter.

SCIENCE: The student learns about basic scientific concepts. The objective is to develop his understanding of matter, time, space and their interrelationships within the environment in which we live.

HEALTH: A constant stress is placed on good health and safety habits. The objective is to aid students in developing a set of values and health habits that are conducive to healthful living.

PHYSICAL EDUCATION: Students receive a regular program of physical exercise and activities intended to develop their growing bodies and provide for good physical conditioning. The basic objectives of the program are to:

1. Develop and maintain maximum physical efficiency.
2. Develop useful physical skills.
3. Act in socially useful ways.
4. Promote wholesome physical recreation.

A pupil who has an ailment or disability which necessitates a "limited" physical education program or one who should be excused entirely from physical education must have on file with the Physical Education Teacher a doctor's statement to the effect. Cases of more severe injury or illness will require a written doctor's statement for reentry to the physical education program.

ART: Students are exposed to different art mediums and provided an opportunity to express themselves through these. Students are able to develop an appreciation of our cultural heritage and the contribution of art to our lives. Students begin by learning the differences in different media, different types of lines, and work with the primary shade hues while learning to evaluate the creative expression of others and demonstrating sensitivity toward artwork that is well done.

COMPUTER LAB: The Willard R-II School District recognizes the educational and professional value of electronic-based information technology, both as a means of access to enriching information and as

a tool to develop the skills that students need. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students.

MUSIC: The music program is designed to teach students basic musical skills and to expose them to different types of music, thus enhancing their appreciation of different forms of music.

LIBRARY: Each elementary student will have the opportunity to use the library at least once a week during a scheduled library check-out time. In addition, the library will be open at other times for an individual, a group of students, of a class to use the facility. Pupils are permitted and encouraged to check books, reference materials, encyclopedia, dictionaries, etc., out of the library for a limited period of time. Additional books will not be checked out to pupils having books that are more than five (5) school days late. Pupils are also expected to pay for lost books and books that are unduly damaged.

Fines will be assessed for lost or damaged textbooks, damaged library materials, vandalism, and other fees.

GIFTED PROGRAM: This program is designed to meet the needs of students having met established criteria. Curriculum standards and guidelines are reviewed by the board for effectiveness and changes are made yearly.

HONOR ROLL: Guidelines for Honor Roll are as follows:

1. Have a basic honor roll of all A's & B's on one alphabetical list with no division of A's & B's.
2. Honor Roll will be for grade four.
3. Honor Roll will be recognized by semester.
4. Special Services students will be listed in with regular students without any designation on the Honor Roll.
5. Students enrolling in school from home schooling or as a transfer student from out-of-district must be enrolled for a full semester before being eligible for the Honor Roll.
6. Grades for Honor Roll will be to take all A's & B's with no averaging. C's, D's & F's will not be averaged in with other grades.

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 your 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 whose 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 742-0930, assistant superintendent at 742-2584, and 504 coordinator for 504 matters at 742-0930. 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 include 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, 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 and 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.

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 whom:

- 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. The Willard 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) afford 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 is 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
U.S. Department of Education
400 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 to 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.

WILLARD R-II GRADING SCALE AND GRADE POINT AVERAGE

SCHOOL WIDE

Grading Scale:

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

HIGH SCHOOL

Grade Point Average:

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

The 11-point scale should
Be used for conversion of
Letter grades to a grade
Point scale.

2009-2010 School Calendar

August

18 First Day of School

September

7 No School- Labor Day

25 No School-Teacher Work Day

October

30 No School-Parent Teacher Conferences

November

25 Thanksgiving Break

26 Thanksgiving Break

27 Thanksgiving Break

December

21 Christmas Break

22 Christmas Break

23 Christmas Break

24 Christmas Break

25 Christmas Break

28 Christmas Break

29 Christmas Break

30 Christmas Break

31 Christmas Break

January

1 Christmas Break

18 No School-Teacher Work Day (Snow Day if Needed)

February

15 No School

March

22 Spring Break (Snow Day if Needed)

23 Spring Break (Snow Day if Needed)

24 Spring Break (Guaranteed)

25 Spring Break (Guaranteed)

26 Spring Break (Guaranteed)

April

2 No School (Snow Day if Needed)

5 No School (Snow Day if Needed)

May

21 Tentative Last Day of School