

# STUDENT HANDBOOK



## WILLARD HIGH SCHOOL 2016-2017

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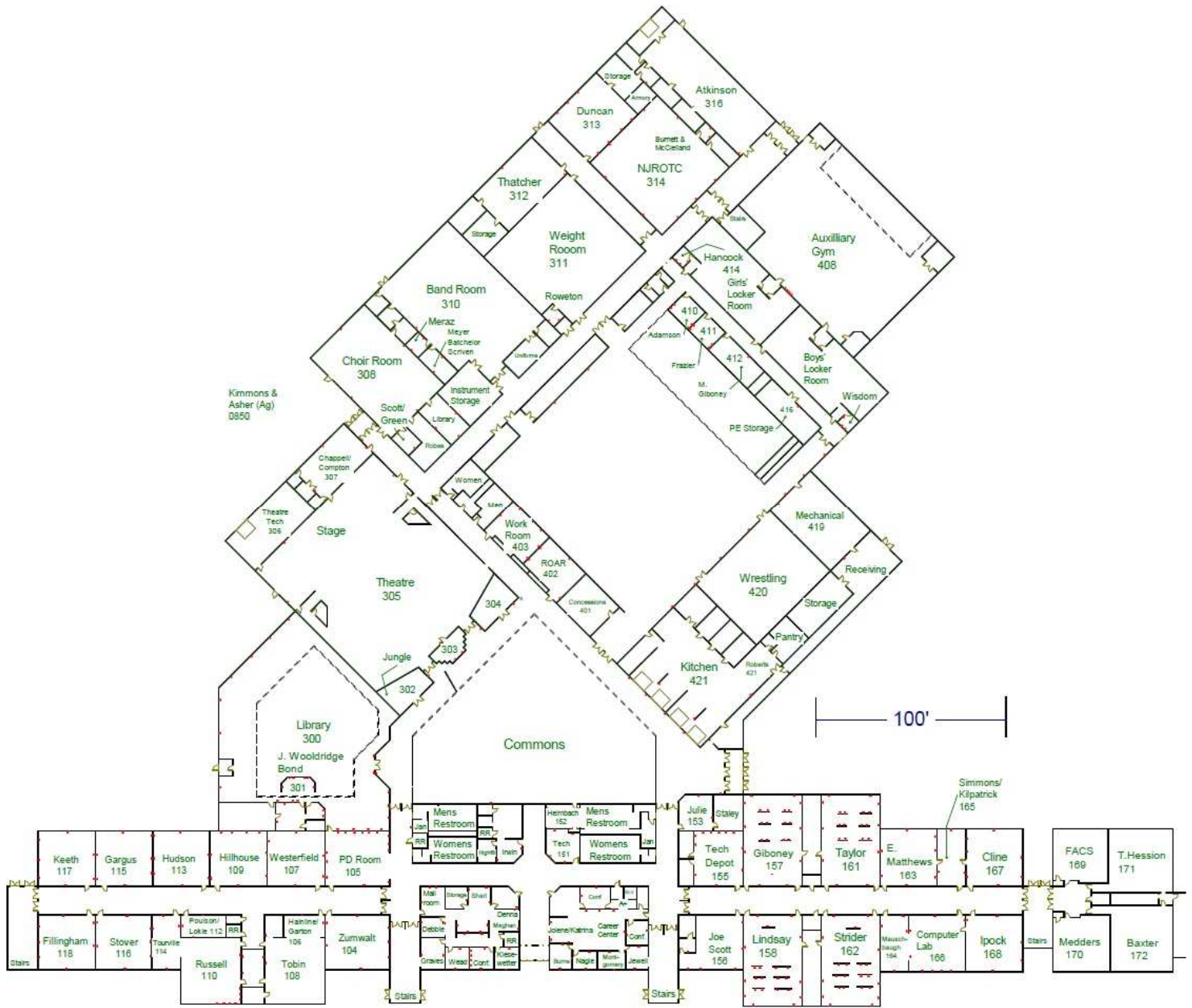
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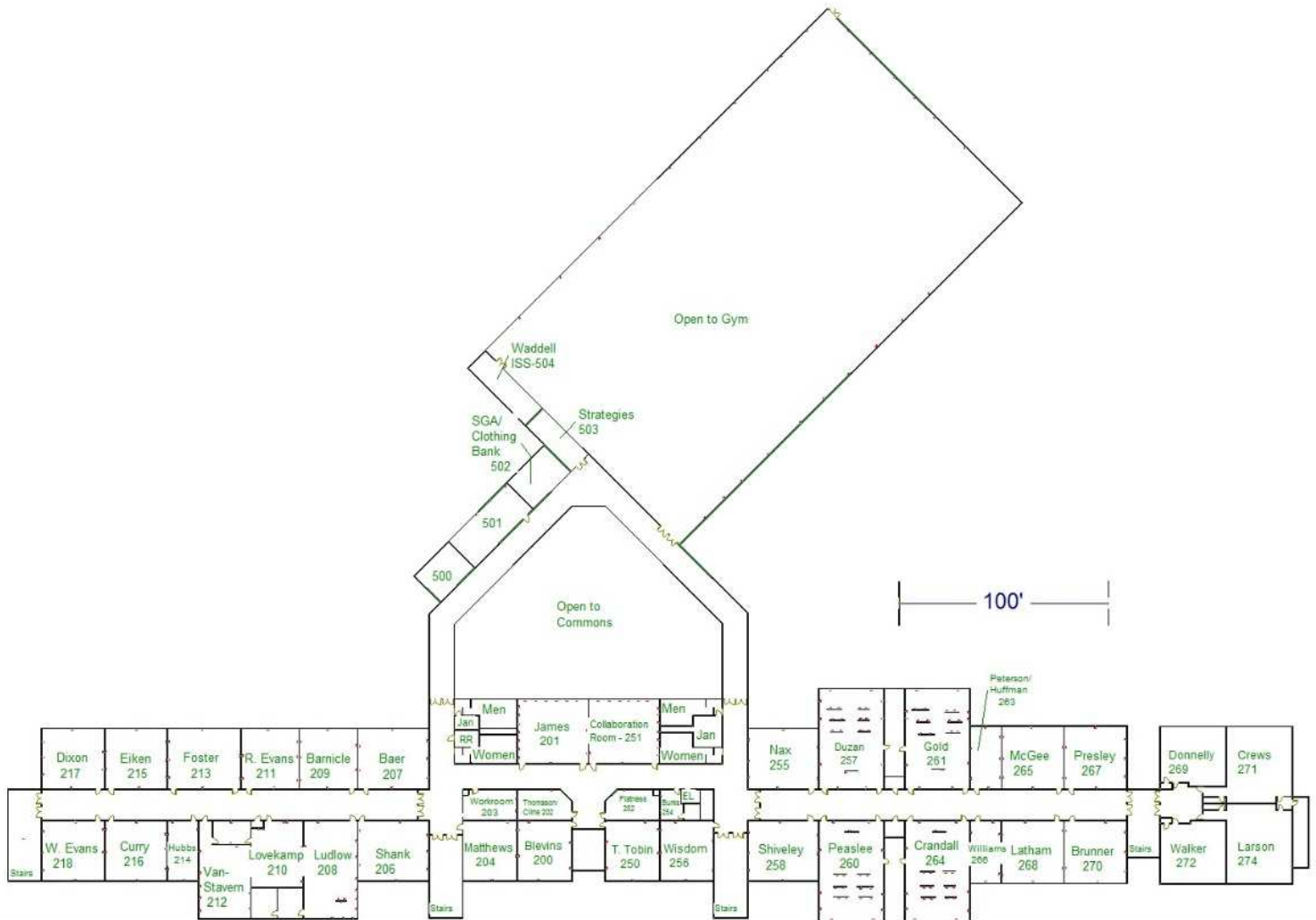
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# First Floor



# Second Floor



# PHILOSOPHY OF WILLARD PUBLIC SCHOOLS

The Board of Education of Willard Public Schools believes that education is an investment and tremendously important to our country and our community.

In order to perpetuate and improve our democratic way of life, the school shall strive to develop in students the knowledge, skills, habits, understandings, attitudes, and character traits which are essential for sound choice of and effective participation in a vocation, for noble and satisfying human relations, and for responsible, contributing citizenship.

Important among the outcomes to be achieved for each student are strong moral character and deep appreciation of a spiritual value, love of home and country, respect of duly constituted authority, general concern and thoughtful consideration for the welfare and rights of others regardless of race or creed, willingness to act in the interest of the general welfare, a disciplined approach to the varied responsibilities of life, and a desire ever to improve in those competencies essential to effective personal and social living.

The Board of Education believes these outcomes can be achieved only with the full cooperation and support of all agencies of the community which share responsibility for the welfare and development of our youth. It is, therefore, essential that a close relationship should exist with these agencies, especially the home.

## DISTRICT MISSION STATEMENT

Student Focused | Strongly Connected | Success Driven

## WILLARD HIGH SCHOOL MISSION STATEMENT

Willard High School exists to create learning for all through total commitment to accountability and teamwork.

## Vision Statement

In accordance with our Mission Statement, the Willard High School students, faculty, staff, parents, and community have determined that there are four key components essential to the success of all students. These components are learning, commitment, accountability, and teamwork. All stakeholders will continually strive to achieve these goals and all decisions made in the school will be driven by this Vision.

### Learning

- Promote life-long learning
- Sustain high expectations
- Present a challenging and varied curriculum with “real world” courses
- Encourage all to fulfill their potential
- Provide a safe and orderly environment with thoughtful consideration of others

### Commitment

- Continue our dedication to successfully implement our vision
- Incorporate innovative practices to improve all facets of education including curriculum, instruction, technology and activities
- Use all available resources effectively in order to maximize learning
- Set exemplary standards through research-driven decisions

## **Accountability**

- Share responsibility for the success of our school
- Accept responsibility for actions and decisions
- Model good citizenship, build self-esteem, and develop character
- Instill ideals of intrinsic motivation
- Monitor performance and provide feedback

## **Teamwork**

- Facilitate open communication among all stakeholders concerning all facets of the students' education
- Maintain an enthusiastic and cooperative atmosphere
- Consider and respect all input concerning various school-related issues and support final decisions
- Recognize, respect, and tolerate individual differences

# **PUBLIC NOTICE**

Willard Public Schools is an active participant in the 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 Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). 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, retention, 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 a person 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.

## **ASBESTOS MANAGEMENT PLAN**

An Asbestos Management Plan for Willard Public Schools is available for review in the administrative office of the building attendance.

## **MISSOURI'S HEALTHY 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 possibly 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 STUDENTS**

Amy Stroder, Willard Public Schools Assistant Director of Special Education, has been designated as Homeless Coordinator for Willard Public Schools. 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." Ms. Stroder 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.

Please notify Ms. Stroder (742-0930 or amystroder@willardschools.net) if you become aware of a student in the Willard District who might fit the criteria as homeless.

## **NO CHILD LEFT BEHIND ACT OF 2001**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know

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

- Whether the teacher has met state qualification 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 why 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.



## **FOREWORD**

### **NOTICE OF NONDISCRIMINATION**

The Board of Education believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment both as an applicant for employment and as an employee.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district, and individuals with whom the Board does business.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and, in the location and use of facilities and educational materials. Any person having inquiries concerning Willard Public Schools compliance with the regulations implementing Title VI, Title IX, Section 504, P. L. 93-112 or P. L. 94-142 is directed to contact the high school principal, P.O. Box 98, Willard, Missouri 65781, Telephone No. 742-3524. The high school principal has been designated by Willard School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, Section 504, P. L. 93-112 and P. L. 94-142. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, Section 504, P. L. 93-112 or P. L. 94-142.

Grievance procedures concerning nondiscrimination will be followed according to Willard Public Schools board policies.

### **PUBLIC NOTICE ON STUDENT RECORDS**

In compliance with P. L. 90-247, Willard Public Schools wish to notify parents and patrons that the district maintains psychological, educational progress, diagnostic, standardized test, inventory, discipline, attendance, and medical immunization records of 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 with no further notice to the student or his or her parents.

For purposes such as student directories, programs, yearbooks and student newspapers relating to school events, student information regarding items such as the following may be released: Name, address, grade level, telephone number, participation in officially recognized activities, weight, and height, if members of athletic teams. If a parent does not wish such information to be released, signed written notice to that effect should be provided to both the sponsor of the depicted activity and the school principal before September 1 of 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 level completed, and year complete will be retained without limitation.

Parents who feel that the records are inaccurate, misleading, or otherwise in violation of the privacy or other 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 records shall be made to the Superintendent of Schools in writing. Further clarification, review, interpretation, or complaints may be resolved or responded to by writing to the Family Educational Rights and Privacy Act Office (FERPA), Department of HEW, 330 Independence Avenue S.W., Washington, D.C. 20201.

Upon completion of the twelfth grade, students will be asked to sign a form authorizing their records to be sent to educational institutions and prospective employers upon request.

## **2015-16 MEAL PRICES**

**Breakfast – Regular \$1.85, Reduced \$0.30**

**Lunch – Regular \$2.55, Reduced \$0.40**

Parents may pay for their child's meals online through the SIS Parent Portal or they may send money to the school office. Students may pay for their meals while at the register in the cafeteria, but due to the processing time, the funds may not be immediately accessible.

Students may obtain a maximum of 3 lunch passes to charge a lunch when they have a negative balance in their account. Lunch passes may be obtained at the office window. Payment on the student lunch account is required to receive a meal after the third consecutive lunch pass.

## **RULES AND SAFETY REGULATIONS FOR THE TRANSPORTATION OF PUPILS**

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 it is 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.
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 aisle. 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:**

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 while 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 before they cross the road.
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 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 procedure below:

1. 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.
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 up" 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 of minimum and 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.

## **HARASSMENT POLICY**

It is the policy of Willard Public Schools 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 personal to tolerate any type of harassment at school or 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 the policy JBA Harassment can be reviewed in the school office or the office of the superintendent.

## ATTENDANCE/TARDY/LATE PROCEDURES

### 1. Bell Schedules:

	PLC--Monday	Tuesday-Friday	AM Assembly	PM Assembly	Early Out
1 <sup>st</sup> Hour	7:25—8:13	7:25—8:13	7:25—8:06	7:25—8:13	7:25—7:48
2 <sup>nd</sup> Hour	8:18—9:05	8:18—9:05	8:11—8:52	8:18—9:05	7:53—8:15
3 <sup>rd</sup> Hour	9:10—9:57	9:10—9:57	8:57—9:38	9:10—9:57	8:20—8:43
Assembly			9:38—10:39		
TNT		10:02—10:34			
4 <sup>th</sup> Hour	10:02—10:50	10:39—11:26	10:44—11:20	10:02—10:43	8:48—9:12
5 <sup>th</sup> Hour/Lunch	10:55—12:05	11:31—12:40	11:25—12:40	10:48—12:04	6 <sup>th</sup> Hr: 9:17—9:40
6 <sup>th</sup> Hour	12:10—1:00	12:45—1:32	12:45—1:32	12:09—12:50	5 <sup>th</sup> Hr: 9:45—10:50
7 <sup>th</sup> Hour	1:05—1:55	1:37—2:25	1:37—2:25	12:55—1:35	Lunch 1: 9:40—10:00
Assembly				1:35—2:25	Lunch 2: 10:05—10:25
Teacher Collaboration	2:05-2:45				Lunch 3: 10:30—10:50  7 <sup>th</sup> Hr: 10:55—11:25

### Inclement Weather/Late Start Bell Schedule

	Late Start PLC--Monday	Late Start Tuesday-Friday
1 <sup>st</sup> Hour	9:25—9:50	9:25—9:55
2 <sup>nd</sup> Hour	9:55—10:20	10:00—10:30
3 <sup>rd</sup> Hour	10:25—10:55	10:35—11:05
5 <sup>th</sup> Hour/Lunch 1	11:00—11:25	11:10—11:35
5 <sup>th</sup> Hour/Lunch 2	11:30—11:55	11:40—12:05
5 <sup>th</sup> Hour/Lunch 3	12:00—12:25	12:10—12:35
4 <sup>th</sup> Hour	12:30—12:55	12:40—1:10
6 <sup>th</sup> Hour	1:00—1:25	1:15—1:45
7 <sup>th</sup> Hour	1:30—1:55	1:50—2:25
Teacher Collaboration	2:05-2:45	

2. The school year consists of 174 days for students, seven periods of 48 minutes per day. Regular and punctual attendance on the part of all students is necessary for successful accomplishment in school. Even one absence or one tardy may prove harmful to good and successful school work. Regular attendance will pay good dividends in the course of a school career.
3. Willard employs three types of coding for student attendance:
  - a. **TARDY** - A student who is not present in class immediately following the tardy bell, but arrives within the next 15 minutes of class.
  - b. **LATE** – A student who signs in more than 15 minutes after the tardy bell for a class but before the end of the class period.
  - c. **ABSENT** – A student who does not report to class for the entire 48 minutes.
4. School begins at 7:25 a.m. Promptness is a part of your educational responsibilities. Anyone who arrives in his/her classroom after this time is tardy. A warning bell will ring at 7:20 a.m. and another bell will ring two minutes before the tardy bell for students to go to their classroom. Class roll will be taken and instruction will begin at 7:25 a.m.
5. There are five minutes between each class before the tardy bell rings for the next class. A bell will ring two minutes before the tardy bell for students to go to their classes. Students are expected to abide by tardy policies set by classroom teachers. The tardy / late policy permits each student 5 cumulative tardies / late markings per quarter. The discipline assigned for students receiving 6 or more tardies / late markings is as follows:
  - 6<sup>th</sup> tardy / late = After-School Detention (Tuesday or Thursday)
  - 7<sup>th</sup> tardy / late = After-School Detention (Tuesday or Thursday)
  - 8<sup>th</sup> tardy / late = In School Suspension
  - 9<sup>th</sup> tardy / late = In School Suspension
  - 10<sup>th</sup> + tardy / late = Referral to Administrator + 1 day of In School Suspension for the 10<sup>th</sup> and each additional tardy
6. If three consecutive days are missed, homework will be arranged upon request.
7. Hot lunches and a la carte are available for students on campus. Parents only may sign a student out for lunch. Delivery of food or drinks to campus for students is prohibited by anyone other than the parent. **Students are NOT to have fast-food items delivered to school.**
8. Students are not to leave school grounds during school hours without prior permission from the administration. This refers also to students who want permission to leave with parents. In other words, after students arrive in the morning they are not to leave the school grounds without permission until school is out in the afternoon.
9. Students who come in late or leave early must sign-in or sign-out at the office. Failure to sign-in could result in the student being counted absent for the entire day.

## ATTENDANCE POLICY

1. Attendance at school is a most important part of any student's success in his/her educational program. Attendance in class is part of each class requirement. Students may fail due to poor class attendance. For this reason, each student should, under the guidance of parent or guardian, make every attempt to have the best possible attendance.
2. School originated activities do not count against attendance. Students are responsible for making up work when attending school originated activities.
3. **A student who exceeds seven (7) absences per semester in a semester for any reason will not be allowed to attend any trips nor functions during school hours (7:25 AM – 2:25 PM).** The student has the right to participate in the Seat Time Recovery program. This program allows each student to serve on After School Detention (Tuesday or Thursday from 2:30-4:30 PM) to recover **7 hours** of absences, or a Before School Detention (Tuesday or Thursday from 6:15 – 7:15 AM) to recover **4 hours** of absences. Upon the completion of the Seat Time Recovery program, the administration will verify the corresponding hours of absences and the student will be allowed to participate in trips and functions during the school day. The Seat Time Recovery must take place within the same semester as the absences.

**\*\*A student wishing to participate in the Seat Time Recovery program must schedule their After School Detention date with the administrative office no later than 8:00 AM on the day of their ASD or by 3:00 PM on the day prior to their Before School Detention.\*\***

4. The A+ Attendance requirement of 95% cannot be met if a student misses more than eight days per year. Since the 95% attendance rate is cumulative over four years, a student who misses more than eight days one year can successfully fulfill this requirement by graduation if his/her attendance is good over the succeeding years.
5. Appeals for A+ attendance are separate from general attendance appeals procedures. There is a form available in the A+ office with documentation to verify the absence. A review committee will make a determination if the absence can be waived in the A+ program. The A+ coordinator will notify the parents by letter of the committee's decision. General illnesses are not appealable in the A+ program. Only extreme circumstances (such as hospitalization, family funerals, accidents or injury) can be considered for an appeal.
6. Truancy will be dealt with as a discipline problem as well as an absence. A student who is not in class is truant until he/she appears. This is recorded on the school record.
7. Attendance Guidelines are established for your guidance and compliance. Please be familiar with the terms concerning attendance which are stated below. The instructional format for courses offered in the secondary school of the Willard Public Schools requires that students attend classes regularly. This expectation is also reinforced by the compulsory attendance statute of the State of Missouri.

**Absence** - Failure to attend class during the regular scheduled class time; arrival to class after the first 15 minutes of class starting time; failure to sign in at office upon late arrival.

**Truancy** - An elective absence which was not approved in advance by parents and or by school officials. Work missed because of truancy may not be completed for credit. Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

**Suspension** - An absence required by school authorities as disciplinary action for inappropriate student behavior. Students cannot participate in any activities, practices, or school events either on or off campus until all suspension days have been served. This includes students assigned to Thursday-school, in-school suspension, and out-of-school suspension.

**School Activities** - Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered

absent. Students who choose to participate in extracurricular activities resulting in classes missed are responsible for getting assignments prior to their activity.

**All Other Absences** - All absences, including those approved in advance by parents or school officials, except those for school-sponsored activities, will count against a student's days absent.

8. If a student is absent from school, a parent or guardian should contact the school with the reason for the absence. If contact is not made by parent or guardian, then the school will attempt to contact parent or guardian. Calls from parent or guardian only establishes the whereabouts of the student; calls do not excuse the absence.

The fact that a student is absent from school does not decrease his or her need for information or learning. Therefore, subject to the following conditions, students will be allowed and expected to make up any and all work missed. Extra-curricular activity trips and other field trips are not considered absences. Work from these should be made up before returning to class the next school day.

- a. A student should make arrangements with his/her teacher upon returning to school for make-up work or tests. Work must be completed within three days of their return. **All missing work will be recorded as a zero until completed.**
- b. Make-up work should be approximately equal to what is missed, but not necessarily of identical content.
- c. Make-up work should not interfere with class. All make-up work is to be handled outside of regular class time.
- d. Skill courses where work can be accomplished by attendance only cannot be made up. Experience of this type must be recognized as missed.

9. When a student over the age of 16 is absent five successive days with no contact from parent or guardian, he or she may be unenrolled. When a student is over the age of 17 or has 16 credits and is absent five successive days with no contact from parent or guardian, they may be removed from the attendance register.

10. A student who is not in class is truant until he/she appears. He/she is marked tardy or absent as is appropriate. This fact is recorded on school records. It is realized that students may need to leave school in case of emergency. In order to identify valid absences, the following procedures are established for your guidance and compliance:

- a. Students may not leave school for any reason without having done two things. First, obtain permission to leave. This requires parental verification by note or by telephone. Second, sign-out in the office on the daily register located therein. If you return to school during the school day, you must sign-in at the office to have your attendance records reflect your return.
- b. Students are not to leave school grounds during lunch hour. The only exception to this is to be picked up at school by a parent and checked out through the office. Students who leave without going through proper procedure will be considered truant and will receive disciplinary action. Special arrangements may be made by parents in case of an emergency. Students will not be excused to leave campus for lunch.

11. Late Enrollment/Early Withdrawal - Days of non-enrollment are considered absences unless attendance at another school during the time of non-enrollment can be verified.

An absence for any reason requires that parent contact be made with the attendance office. This may be accomplished either by a telephone call or a short note from the parent. Those students who are absent without parental contact will be referred to the appropriate administrator.

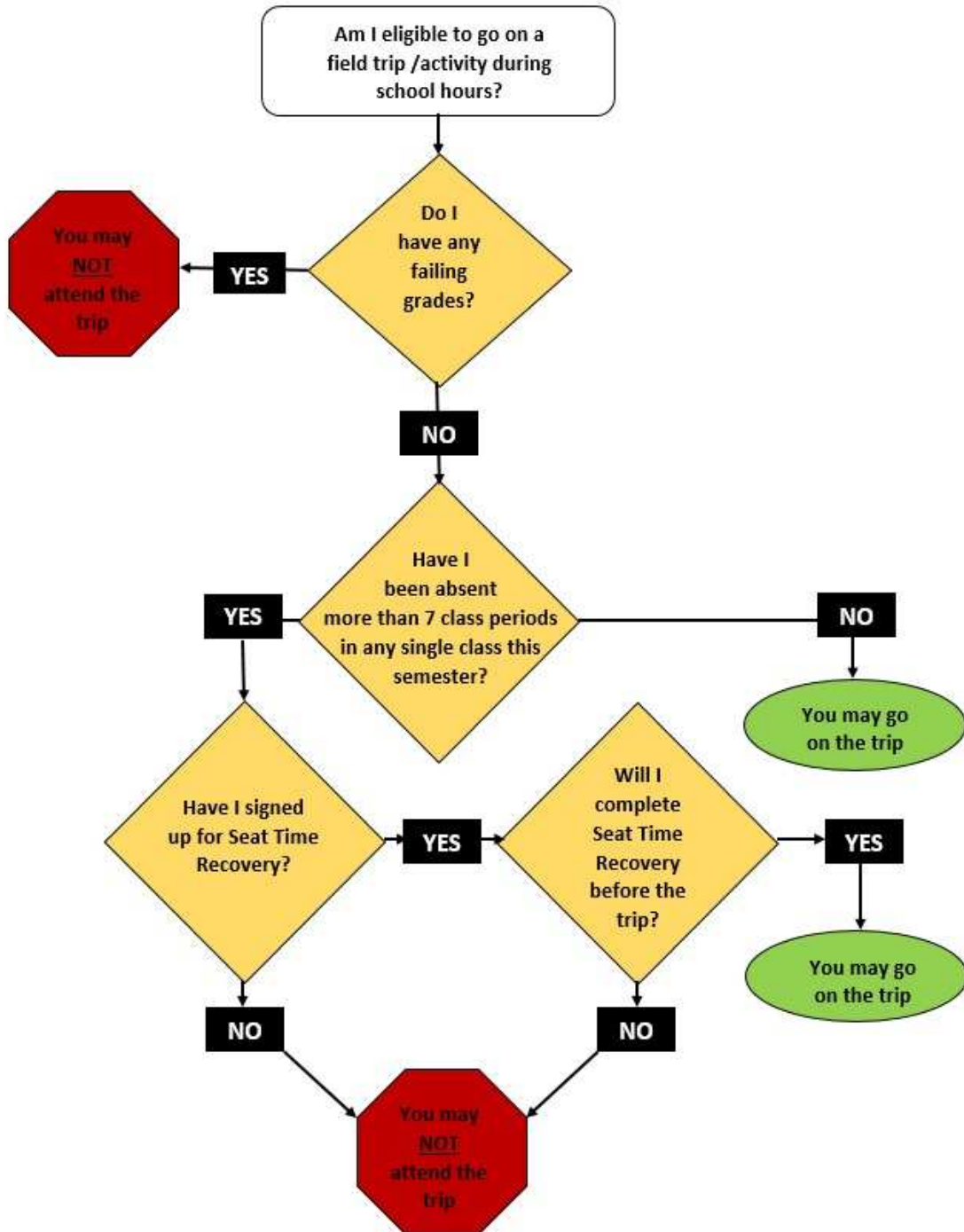
12. Attendance Regulation – In order to represent the school as a participant in an extracurricular event, the student is not allowed to miss a class on the date of the activity except in the event a student must attend the funeral of an immediate family member (father, mother, brother, sister, grandparent or guardian) for which the student may be considered eligible to participate. All

participants in extracurricular activities will comply with the citizenship standards listed at the back of this handbook. A student who misses fifteen minutes or more of a class period is counted absent for the complete hour and would not be eligible to compete in an extracurricular event. Doctor and dental appointments must be pre-approved by the administration in order to participate.

13. For extenuating circumstances regarding absences, appeal forms are available in the office.



## Field Trip/Activity Eligibility



## STUDENT DRUG TESTING PROGRAM

Students participating in activities regulated by the Missouri State High School Activities Association (MSHSAA), co-curricular and organized activities as well as those students who park on Willard High School campus are subject to random drug testing. If a positive test result occurs, the result will be verified and the student and parent will be notified. The student will be offered admission into a drug assistance counseling program provided by the district. The first offense will result in a minimum 30 calendar day suspension from participation in all covered activities and must pass a drug test administered by the district prior to participating in covered activities again. The second offense will result in a minimum 365 calendar day suspension from all covered activities and must pass a district-administered drug test prior to participating in covered activities again. The third offense will result in the student being prohibited from participation in all covered activities for the remainder of their enrollment in Willard Public Schools.

**Students who have a confirmed positive drug test result in the Willard Student Drug Testing program will be suspended from driving and/or parking on school grounds.** The first offense will result in a 30-day suspension; the second will be a 365-day suspension and must pass a district-administered drug test prior to being given permission to drive and/or park on school grounds.

## STUDENT PARKING

Student parking numbers are issued for all cars using the student parking lot. These are color-coded tags. Each student planning to drive his/her car to school must display one of these tags on the windshield above the inspection sticker. The cost is \$10 for each tag. Students must also register all vehicles driven. Registration shall include make, model, year, and license plate number.

To make identification easier, automobiles are to be parked front-end first. There is to be no loitering in the parking lot or visitation on same without permission.

The parking lot should be kept clean by disposing of trash. There will be no speeding or any form of reckless driving on the school grounds.

Students are to exit campus in a safe and orderly manner. Do not drive or park in the fields or in the ditch areas. All state laws concerning the operation of automobiles are applicable while on any Willard Public School grounds.

Students may not return to their vehicle during the day without permission from an administrator. If a student needs an item from their vehicle or needs to address a vehicle issue during the school day, they need to report to the office and seek permission before leaving the school building.

Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of driving privileges may occur when violations of these regulations occur or a fine may occur for parking in the teacher's area, no parking tag, failure to park in the correct designated area, being illegally parked, or failure to properly register vehicle. Vehicle may be towed at owner's expense.

Students who have a confirmed positive drug test result in the Willard Student Drug Testing program will be suspended from driving and/or parking on school grounds. The first offense will result in a 30-day suspension; the second will be a 365-day suspension and must pass a district-administered drug test prior to being given permission to drive and/or park on school grounds.

Students who drive to Willard High School must follow the above rules. Some vehicle violations may cause driving privileges to be suspended for the remainder of the school year.

## DISCIPLINE

It is important that patrons and students take pride in the general tone of good behavior that exists in our school. This comes about only through the efforts of our students and parents cooperating with school officials in an effort to maintain good discipline and respected behaviors. The efforts of all concerned will ensure that all experiences of our students and parents are positive.

Although it is impossible to list all discipline problem areas, we have attempted to list the majority of those that might occur. When problems do occur, it is important that parents and students understand the problem area. Incidents may occur and disciplinary action may take place throughout the school day, at any school-sponsored event, on a school bus going to or from a school event, or on the school campus. Students are accountable for their actions.

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

### Student Discipline Infractions

**\*DRUGS / CONTROLLED SUBSTANCE (DRUG):** Possession, sale, purchase, distribution of or attendance under the influence of any unauthorized prescription drug, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia. This includes controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in Section 202 of the Controlled Substances Act. It also may include over-the-counter drugs. These drugs should be turned in to the school nurse and kept in the nurse's office.

**\*VIOLENT ACT / PHYSICAL ALTERCATION (VLNT):** 1. Attack of one person or a group of persons upon another person. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person. 2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another (results in expulsion).

**\*WEAPONS:** Possession (on person, in locker, or in vehicle) or use 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.

**ALCOHOL (ALCH):** The use, possession, sale, or distribution of alcoholic substances. Also includes entering school property under the influence of alcoholic substances. This offense may be reported to legal authorities.

**ARSON (ARSN):** Starting or attempting to start a fire, or causing or attempting to cause an explosion.

**NON / PHYSICAL ALTERCATION (I001):** A verbal confrontation that may escalate into a physical altercation.

**BUS VIOLATION (I003):** Any violation of bus rules.

**ACADEMIC DISHONESTY / DISHONESTY (I004):** 1. Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics. 2. Any act of lying, whether verbal or written, including forgery.

**COMPUTER—ACCEPTABLE USE POLICY (I005):** A violation of the internet usage agreement that all students are required to sign prior to receiving a username and password.

**CONDUCT AT A SCHOOL ACTIVITY (I006):** Inappropriate behavior at an extra-curricular event or assembly.

DEFACING / DESTRUCTION OF SCHOOL PROPERTY (I007): Destroying or mutilating objects or materials belonging to the school or school personnel. This offense can also be considered a Safe Schools Act Violation and may be reported to legal authorities.

DEMEANING / THREATS OF VIOLENCE (I008): Use of words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender, or ethnic origin. These offenses may be reported to legal authorities.

DID NOT SERVE AFTER-SCHOOL DETENTION (I010): Failure to attend After School Detention without prior notice from a parent or guardian results in the assignment of 3 days of ISS. After-School Detention is typically held from 2:30 PM to 4:30 PM every Tuesday and Thursday.

DISRESPECT / DISOBEDIENCE (I011): Disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at a staff member. Defiance of a direct order given by a staff member.

DRESS CODE VIOLATION (I013): A violation of the Willard High School Dress Code outlined in the handbook.

FAILURE TO COMPLETE DISCIPLINE (I017): A failure to complete a discipline assignment or detention assigned by a classroom teacher.

FOOD OR DRINK IN CLASSROOM / HALLWAY (I018): A violation of the beverage policy outlined in the handbook. A violation of a policy regarding food or drink as stated by classroom teachers in their syllabus for their individual classrooms.

FORGERY / PLAGIARISM (I019): Writing and using the signature or initials of another person. Copying the work of another person and claiming it as your own work. Plagiarism may also be defined by individual teachers in their syllabus.

GANG ACTIVITIES / SYMBOLS (I020): Any student wearing, carrying, or displaying suspected gang association clothing, signage, or other identifiable affiliation paraphernalia symbolizing involvement or membership in a gang. Any use of gang signs is also prohibited. This infraction may be reported to legal authorities.

HARASSMENT / BULLYING / CYBERBULLYING (I021): Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. These offenses may be reported to legal authorities.

HORSEPLAY IN THE CLASSROOM / HALLWAY (I022): Rough or boisterous play that causes a disruption in the classroom or halls.

INAPPROPRIATE BEHAVIOR / CONDUCT (I023): Conduct that materially and substantially disrupts classroom work, school activities, or school functions.

LEAVING CAMPUS WITHOUT PERMISSION (I024): Leaving the Willard High School campus without first obtaining permission from parents, establishing that permission with the high school office staff, and properly signing out in the office. Students may not leave campus without permission once they enter the grounds of Willard High School.

LUNCHROOM BEHAVIOR (I025): Violation of proper behavior in the cafeteria during lunchtime which includes, but is not limited to, maintaining a clean eating area and cooperating with lunchroom supervisors.

Students are to remain in the designated cafeteria unless they have written permission from a staff member.

OUT OF DESIGNATED AREA (I027): Students are not to enter any part of the Willard High School campus, other than their assigned classroom, without permission from a staff member.

PROFANITY (I028): The use of profane language at school.

PUBLIC DISPLAY OF AFFECTION (I029): Physical contact which is inappropriate for the school setting such as displays of affection, embracing, and kissing.

SEXUAL HARASSMENT (I030): A violation of the Willard High School Sexual Harassment Policy outlined in the handbook.

TARDIES (I031): Arriving late to class. The specific definition of a tardy may differ from teacher to teacher. A teacher's tardy definition will be explained in the classroom syllabus.

THEFT (I033): Theft, attempted theft, or willful possession of stolen property. This infraction may be reported to legal authorities.

TOBACCO POSSESSION (I034): Possession or use of any tobacco products on school grounds, bus, or at any school activity. This infraction may be reported to legal authorities.

TRUANCY (I036): Absence from school without the knowledge and consent of parents / guardians and / or the school administration. This infraction may be reported to legal authorities.

UNNECESSARY ITEMS (I037): Any item that is deemed unnecessary to make the student academically successful. Cellular phones are allowed at school but students are not allowed to use their cellular phone during school hours.

VEHICLE VIOLATIONS (I038): Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property. This infraction may be reported to legal authorities.

\*May represent a violation of the Safe Schools Act.\*

Many infractions could include violation of law and thus may require school officials to notify appropriate law enforcement officials. Any action taken by law enforcement officials is separate from and in addition to action taken by the school.

## Discipline Actions

**ACTIVITY SUSPENSION (ACSU):** Removal from an extra-curricular activity or assembly and being prohibited from future attendance. Suspension of driving privileges on Willard R-II property. An activity suspension can last for a brief time period, a full season (fall, winter, spring), or a full academic year. Activity suspensions can be limited to certain extra-curricular activities if deemed acceptable by administration.

**AFTER-SCHOOL DETENTION (AFTE):** A two-hour detention to be used as an alternative suspension for various disciplinary infractions. Students may use this time to work on homework or studying. The student is notified in advance and serves from 2:30 PM to 4:30 PM on the assigned Tuesday or Thursday. *Failure to attend After School Detention without prior notice from a parent / guardian results in the assignment of 3 days of ISS.*

**BUS SUSPENSION / REMOVAL (BUSU):** Bus riding is a privilege that may be revoked. Students may be prohibited from riding the bus for violations of bus rules. This suspension can include either short-term suspensions or long-term removals.

**DRIVING SUSPENSION (DRSU):** Students who violate driving and parking lot rules may lose their privilege to drive their vehicle to school property. Students who have a confirmed positive drug test result in the Willard Student Drug Testing program will be suspended from driving and/or parking on school grounds. The first offense will result in a 30-day suspension; the second will be a 365-day suspension and must pass a district-administered drug test prior to being given permission to drive and/or park on school grounds.

**IN SCHOOL SUSPENSION (ISS):** This is a classroom in which students spend their day in isolation from other students. They do not attend their regular schedule but are allowed to complete missed classwork. Students are expected to follow strict rules during this time. Students who are referred to the office for being unable to follow the rules of ISS are placed on OSS and will be required to serve their full ISS term upon return to school.

**OUT OF SCHOOL SUSPENSION (OSS):** Removal from the school setting due to a discipline infraction. Students are informed they are subject to a suspension. The student is then afforded due process. Following this procedure, if the building administrator determines that a suspension is in order, it will be administered at that point. For the duration of an OSS, the student serving OSS is prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee.

A building level administrator can issue a suspension of up to 10 school days. The Board of Education authorizes the Superintendent to suspend a student up to 90 school days. The Superintendent follows the same due process procedure as a building level administrator prior to issuing a long-term suspension. A suspension of more than 10 days may be appealed to the Board of Education.

The Board of Education authorizes the expulsion of students. The Board of Education follows the same due process procedure as the superintendent and building administrator prior to expelling a student. Following this procedure, if the Superintendent determines that the expulsion is appropriate, he will make that recommendation to the Board of Education with whom the authority for expulsion rests.

**PAY FOR REPLACEMENT (PARE):** Every person who willfully injures or destroys school property shall be fined a sum double the amount of damage done to any such building, furniture, or apparatus.

**PROHIBITED FROM COMPUTERS (PRCO):** Students who violate the Internet Usage Agreement may be subject to a suspension from using computers at Willard High School.

**WARNING (WARN):** A school official (teacher, administrator, or counselor) will talk to the student and try to reach an agreement regarding how the student should behave.

## RELATIONSHIP BETWEEN PROBLEM AREA AND DISCIPLINARY ACTION

No student or parent should expect to automatically receive either the minimum or maximum disciplinary action when they are involved in a problem. This will be determined on an individual basis in each school based on a wide range of variables such as, but not limited to, the age of student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists in that particular school setting. School administrators must exercise professional judgment in these decisions. A suspension can be ISS or OSS.

Any student that refuses to accept the discipline assigned by administration will be subject to an increase of discipline at the administration's discretion.

## DUE PROCESS

All students are entitled to due process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond.

## DISCIPLINE CHART

*Listed below are the minimum discipline actions commonly assigned for a first offense of each discipline infraction. As repeated offenses occur, the discipline assigned will increase in severity.*

*Two discipline infractions, DISRESPECT / DISOBEDIENCE and INAPPROPRIATE BEHAVIOR / CONDUCT, are not listed due to the wide range of actions that violate these policies and thus dictate discipline action.\**

<u><b>Discipline Action</b></u>	<u><b>Discipline Infraction</b></u>
<u><b>Activity Suspension (ACSU)</b></u>	Conduct at a School Activity
<u><b>After School Detention (AFTE)</b></u>  (Tuesday and Thursday afternoons from 2:30-4:30 pm)	Cheating Dress Code Violation Did Not Serve Detention Failure to Complete Discipline Food or Drink in Classroom / Hallway Forgery / Plagiarism Horseplay in the Classroom / Hallway Harassment / Other Leaving Campus Without Permission Lunchroom Behavior Non – Physical Altercation Out of Designated Area Profanity Public Display of Affection Truancy Excessive Tardies Unnecessary Items
<u><b>Bus Suspension / Removal (BUSU)</b></u>	Bus Violation
<u><b>Driving Suspension (DRSU)</b></u>	Vehicle Violations Confirmed Positive Drug Test (30 days)
<u><b>In School Suspension (ISS)</b></u>	Computer –Acceptable Use Policy Defacing / Destruction of School Property Demeaning / Threats of Violence Did Not Serve After School Detention (3 days) Gang Activities / Symbols Sexual Harassment Excessive Tardies Theft Tobacco Use
<u><b>Out of School Suspension (OSS)</b></u>	Alcohol Drugs / Controlled Substance Violent Act / Physical Altercation Weapons
<u><b>Pay for Replacement (PARE)</b></u>	Defacing / Destruction of School Property
<u><b>Prohibited From Computers (PRCO)</b></u>	Computer – Acceptable Use Policy

## School Policies

### STUDENT SOCIAL CONDUCT – SAFETY



Students at Willard take pride in their good manners, have respect for each other and for the authorities in and out of school. Students are responsible and accountable for their actions. Self-discipline, which implies responsibility for one's actions, is one of the important ultimate goals of education and the mark of maturity. Respect for real and personal property, pride in one's work and achievement, shall be expected of all students. The behavior of students at Willard should reflect standards of good citizenship equal to or excelling any school in this area. The following are subject to disciplinary action:

## **TOBACCO/SMOKING/CHEWING/SMOKELESS/ IMITATION TOBACCO**

Tobacco in any form including imitation tobacco and electronic nicotine devices/cigarettes are not to be possessed or used in the classroom, work areas, practice areas, on school property, including parking lots or extracurricular activities. Students who are caught with tobacco on or off school property during the school day will be disciplined for tobacco.

## **ALCOHOL**

Any student unlawfully possessing or consuming any intoxicating liquor while on school grounds, or any student appearing on school grounds in an intoxicated condition shall be subject to suspension from school for the first such offense and subject to expulsion for any subsequent offense. A review of this policy will be made by the Board of Education on a routine basis.

## **DRUGS/CONTROLLED SUBSTANCE/ PRESCRIPTION DRUGS**

Students are expected to report to school in a drug-free condition except as specified below.\* All forms of alcoholic beverage are included in this policy as are narcotics, depressants, stimulants, hallucinogens, cocaine, marijuana, kiddie dope, and any other controlled, counterfeit, or imitation drugs, prescription or otherwise, which may impair the student's ability to perform in the academic setting or is used to imitate impairment.

Any student selling, transmitting, bartering, supplying, trading, or exchanging any of the aforementioned alcohol, mood-altering chemicals, or imitation drugs, will be subject to expulsion for the first offense. A review of this policy will be made by the Board of Education on a routine basis.

**\*Students under a physician's care and requiring medication are required to bring the amount only for that day and leave it at the nurse's office or distribution. Students are not to carry any medication with them unless a physician's order thus states.**

## **WILLARD HIGH SCHOOL DRESS CODE**

It is the desire and intent of Willard High School to adopt a dress code to create an environment in our schools that is conducive to learning and will prepare students for a professional career. Student attire should be free

**of potential danger.** Students are to observe the following guidelines at all times during the school hours and at school activities.

1. Students are not to wear:
  - Shirts, blouses, or dresses that expose any part of the midriff, torso or chest;
  - Clothing with a low neck line, midriff tops, halter tops, spaghetti straps, backless shirts, cut-out shirts;
  - Shorts and skirts that do not extend to the ends of the finger tips;
  - Bandanas; or
  - Trench coats.
2. Clothing must conceal undergarments (boxers, thongs, undergarment straps, etc.) at all times. No see-through, excessively tight or torn, or revealing attire is permitted. No clothing shall be worn improperly. This includes pants worn below the waistline or excessively baggy.
3. Students are prohibited from wearing or carrying clothing, accessories or jewelry, or displaying piercings or tattoos, which by picture, symbol, or word, depict or allude to any of the following:
  - Drug usage, including alcohol and tobacco;
  - Controlled substances of any kind;
  - Drug paraphernalia;
  - Gangs;
  - Violence, hate groups, racial separation;
  - Sexually explicit, lewd, indecent, or offensive material;
  - Profanity; or
  - Illegal acts
4. Students are prohibited from wearing or displaying attire that is disruptive or distracting to the daily academic progress. This includes, but is not limited to:
  - Excessive or extreme hair styles, unnatural hair colors or extreme make-up;
  - Facial piercings, or visible body piercings
    - Earrings and small (1 mm in diameter) nose studs are allowed, but any other facial piercings in the area of the nose, mouth, eye brows, or any non-traditional area must be replaced with a clear (plain/unadorned) spacer.
    - No excessive ear piercings or nose piercings will be allowed, including gauged ears, nose rings, or septum piercings.
5. Hats or head coverings (including sunglasses) of any kind are not allowed.
6. Shoes must be worn at all times.

All students should dress with good taste and be well groomed at all times. Violations will be determined by the building administration with direction from the Board of Education.

## **DESTRUCTION OF SCHOOL PROPERTY**

Every person who shall willfully injure or destroy any building used as a school house, or for other education purposes, or any furniture, fixtures, or apparatus thereto belonging, or who shall deface, mar or disfigure any such building, furniture or fixtures, by writing, painting, or pasting thereon any likeness, figures, words, or

devices, shall be fined in a sum double the amount of damage done to any such building, furniture or apparatus, and shall be fined in a sum not less than \$10 for each offense.

Any student who mars or destroys property is expected to report same. Students will restore property to its original condition. Accidental breakage is excusable, but should be reported.

Our obligation is to leave our school in as good condition as we found it except for normal wear by usage.

## **STUDENT PARTICIPATION IN GANGS OR SECRET ORGANIZATIONS**

Willard Public Schools prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. Conduct by students which is deemed improper on school property or at activities that tends to interfere with normal conduct of the educational or activity program shall not be permitted. School handbooks will designate the disciplinary action and will be reviewed annually.

Any student wearing, carrying or displaying suspected gang association clothing, signage or other identifiable affiliation paraphernalia symbolizing involvement or membership in a gang will be subject to disciplinary action including suspension and expulsion. Law enforcement officials may be contacted in these situations.

Parents will be notified after administrators have investigated involvement in negative or threatening activities or associations with gangs. Support services identifying gang affiliation is available at all attendance centers in Willard Public Schools.

## **INTERNET USE**

Willard Public Schools' technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically, conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Students may be suspended or expelled for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Students will be given a **Technology Usage Parent/Student User Agreement** at registration.

## **TECHNOLOGY DEVICES**

Privately owned technology devices are allowed at school. Devices intended to be used purely for entertainment are not allowed. Use of the device must adhere to the Technology Acceptable Use Policy. These policies apply when students are at school or attending a school-sponsored or related activity off-campus.

A student who brings their privately owned computer to school is personally responsible for the equipment. The district assumes no responsibility for the loss of, theft of or damage to any personal device. No privately owned student devices may be attached to the school's network.

Students must obtain teacher permission before using their technology device in class. Students must turn off and put away the device when requested by a teacher. Students may use the device before school, at lunch, and after school in adult supervised areas only, such as the media center or classrooms with a teacher present. The school may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, guidelines, and/or state or federal laws have been violated.

Inappropriate use or violation of Acceptable Use Policy on personal equipment may also result in disciplinary action in coordination with school / district policies.

## **CAMERAS / PHOTOGRAPHS / DIGITAL IMAGES**

Willard High School desires to protect student's personal privacy in accordance with the law. Thus, students are prohibited from using camera phones or other technology devices to take photographs or to record photographic images, whether in digital or other form, during any class or instructional period during the school day, unless the student receives advance permission to do so from the classroom teacher. Students are prohibited from using cameras or other technology devices to take photographs or to record photographic images, whether in digital or other form, of inappropriate school behavior.

In addition, students are prohibited from using cameras or other technology devices in a facility or location at which students or others have a reasonable expectation of privacy. Examples include, but are not limited to, restrooms, locker rooms and changing areas. This prohibition also includes the taking of a photograph or video of an individual, regardless of location on district property or at a district-sponsored event, when such photograph or video either invades or could be perceived as invading the bodily privacy of an individual.

Students may not use cameras or other technology devices to take photographs in staff offices, staff areas or records storage areas.

Students who use such cameras or other technology devices to record photographic images in violation of this policy are subject to an out-of-school suspension (OSS) for up to 180 school days for the first offense. In addition, the actions of such students may be reported to law enforcement.

Students may also be subject to additional disciplinary action in the event that the violation of this policy also violates another policy or code of conduct, including, but not limited to, cheating, legally-prohibited harassment, and/or other harassment.

Students are also warned that the transfer, distribution or posting of images taken in violation of this policy may subject them to school disciplinary action and possible referral to law enforcement, even if such transfer, distribution or posting occurs off-campus.

## **FIGHTING**

Students involved in or promoting fighting on school grounds or at school activities will be subject to out-of-school suspension. In some cases, law enforcement authorities may be called. Fighting will result in a minimum three (3) day OSS suspension for the first offense.

## **WEAPONS IN SCHOOL**

The possession or use of a weapon by any person, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds including school transportation vehicles, and at all school activities.

A weapon shall be defined to mean one or more of the following:

1. a firearm as defined in 18 U.S.C.921; or
2. any device defined in §571.010, RSMo, including a blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife with a blade of any length, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, nunchakus; or
3. any instrument or device customarily used for attack or defense against an opponent, adversary or victim; or any instrument or device used to inflict physical injury or harm to another person.

Violators of this policy may be referred to the appropriate legal authorities. In addition, any student who violates this policy will be subject to suspension from school for a period of at least one year (365 calendar days) or expelled and will be referred to the appropriate legal authorities.

Administrators may review the case individually and assess varying penalties on a case-by-case basis.

## **SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment of students by employees or other students is strictly prohibited in Willard Public Schools. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
2. submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
3. such conduct has the purpose or effect of unreasonably interfering with a student's education performance or creating an intimidating, hostile or offensive educational environment.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall provide for an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

## BEVERAGES

1. Beverages purchased from the school may be allowed in the classroom if the teacher permits. Milk and soda purchased from school that has a screw-on lid may be carried in the hallway, but students must wait until arrival in class or the lunchroom to open the container.
2. Students are not allowed to bring in beverages contained in cups or unsealed containers with the exception of clear water bottles.
3. Students are not allowed to have any open beverage containers in the hallway and the container will be confiscated by staff members if a student is in violation of this rule.

## ASSEMBLY/SCHOOL EVENTS/SCHOOL DANCE RULES

When attending a school related event or school dance a student is responsible to follow the student handbook rules and regulations. Regardless of whether or not school is in session during the event, student's behavior must continue to support and reflect the philosophy and vision of the school. Below, are specific rules for assemblies and dances:

### Assembly Rules

1. Sit in the area designated
2. Do not bring unnecessary items
3. No students on the gym floor without permission
4. No students on another student's shoulders
5. Students will behave respectfully and appropriately

### Dance Rules

1. Wear appropriate clothing
2. Do not bring any items
3. Dance partners will remain face to face (no front to back dancing). No grinding, freak dancing, or overtly sexual actions will be permitted.

## USE OF OFFICE TELEPHONE

The telephone in the office is a business telephone and should not be used by anyone except when transacting school business. Students will not be called to the telephone. Emergency messages will be delivered to the students. Phones are not to be used during class time.

## WILLARD HIGH SCHOOL UNNECESSARY ITEM POLICY

The Willard High School administration and staff are committed to a policy that prohibits the use of any object during the school day that has no educational purpose and may distract from teaching and learning.

Specifically, this refers to (but is not limited to) the use of cell phones, pagers, MP3 players, chains, and hats.

For the purposes of our policy, any unnecessary item is considered in use if it is **visible** or, in the case of electronics, **turned on** during the school day.

**Therefore, students are required to turn off their phones and put them “out of sight” by 7:20 AM or prior to the first bell each morning.** Any student who does not abide by this policy will have their item taken by a staff member **and** be subject to the following disciplinary consequences:

First Offense: *Item taken to the office and one After School Detention assigned. **Item returned to student at the end of the school day.***

Second Offense: *Item taken to the office and student assigned ISS for one day. **Student may pick up item at the end of the day.***

Third Offense: *Item taken to the office and student assigned 3 days of ISS **Parent pick-up of unnecessary item required upon completion of ISS assignment.***

Fourth Offense: *Item taken to the office and student assigned OSS. **Parent pick-up of unnecessary item required.***

Subsequent Offenses: *Additional days of OSS assigned and item kept in office for remainder of the school year.*

***\*Any student who refuses to relinquish a cell phone or other unnecessary item to a staff member upon request will be assigned one day OSS in addition to the other discipline appropriate for the infraction.\****

Students are to go to the office to make phone calls home and parents are encouraged to call the school office to contact their child. The high school office staff is excellent at relaying messages from parents to students. Emergency phone calls can always be made in the main office during school hours.

## OTC SCHOOL REGULATIONS

Good attendance is of primary importance in order to receive maximum benefit from the OTC program. Also, student safety while traveling to and from the OTC campus must be considered.

While attending OTC, the student from Willard remains a Willard High School student, therefore, discipline and attendance procedures are generally as for the Willard campus plus those as practiced at the OTC campus while there. Also, behavior problems or an unexcused absence may result in removal from the OTC program.

Any student who fails first semester OTC will be removed at the close of the first semester and assigned to classes at Willard High School for the second semester. Any student who fails second semester may be denied to enroll the following school year.

## BUILDING AND GROUND REGULATIONS

1. The classroom doors will open at 7:10 a.m. Students upon entering the halls, after going to lockers, restrooms, etc. will go to classrooms to study. Many will want to go to the library, which will be open at all times with a librarian in charge. Students are asked to not loiter in the restrooms,

gymnasium, or halls. If you have business that only the office secretary or the principal can take care of, you will be free to do so. All of your actions should be done quietly and orderly. Our schools are places to learn subject matter, but also places where good manners, citizenship, etc., should be practiced. The faculty and administration have confidence in your ability to respect others and that you will not take undue advantage. Students are not to be on school property until the arrival of the first bus unless directly supervised by a teacher.

2. No one is to change lockers without permission from the office. All lockers must be kept locked.
3. Lockers are assigned to the students at the beginning of each school year.
4. Lockers are school property made available for students' use. The school administration reserves the right to open and search any locker for justifiable reasons (health, safety, etc).
5. The school is not liable for losses incurred from lockers, nor locker rooms.
6. All students who drive a motor vehicle to school must park the vehicle on the parking lot designated for student parking. Cars are to be properly parked in marked parking places. The car is to be locked, and students should stay away from the car until 2:25 p.m. or secure permission from the office to go to the parking lot. Each student is to observe traffic rules at all times.
7. Once students arrive at school by bus or car they shall immediately go into the school. No loitering is allowed in the parking lot.
8. No student or students are to remain after school and work in a room unless the instructor for whom they are working also remains to supervise.
9. Each student is expected to take correction from any teacher/staff member whether in the classroom, in the halls, or at any extra-curricular activity.
10. All visitors to the Willard High School campus must check in at the school office. Visitors will not be permitted to loiter on the campus or in buildings.
11. Students are not permitted to have visitors during the school day. The Willard High School campus is closed and visitors may not visit students at any time. Please do not request to have visitors on campus. Students may not leave without permission once on school property.
12. Student's vehicles are subject to search and seizure according to Missouri law while on school premises if there is reason to suspect that illegal or harmful items may be concealed in the vehicle. This search and seizure may be conducted by the administration only.

## **SCHOOL SERVICES**

- A. **ANNOUNCEMENTS** - A daily bulletin will be provided by the school office. Announcements should be in the office not later than 2 p.m. the day before. The public address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary. Office personnel will read the announcements to all classes. Announcements must be approved and signed by a teacher or sponsor.
- B. **GUIDANCE AND VOCATIONAL COUNSELING** - Guidance and counseling services are available to all students. The services include assistance with educational planning, interpretation of test scores, to help with school and/or social concerns or any question the student may feel he/she would like to discuss with the counselor in regard to school policy. A student who wishes to see the counselor can arrange an appointment at his/her convenience with teacher permission.
- C. **CHANGE OF SCHEDULE** - Any student who feels they must change their schedule of classes has the first three days of each semester. To negotiate such a change, a Change of Schedule form must be obtained from the Career Center, completed stating good reason for the change, signed by both the parent and student, and returned to the Career Center before the deadline.

## **LIBRARY**



1. The library is open during normal school hours. Extended morning and afternoon hours are available at the discretion of the librarian
2. Students are encouraged to use the library and ask for help when needed. The library is a place for study; help maintain a quiet atmosphere.
3. Students coming to the library from class must present a library pass from the teacher.
4. All materials on the shelves should be returned to the proper place. If a student is unsure about reshelving materials, the items should be left at the check-out desk.
5. Library materials are checked out for two weeks and may be renewed for two week periods thereafter. A reference book or back issue of a magazine may be checked out for one period during the school day or at the end of a school day for overnight use. Those checked out for overnight use must be returned before the beginning of first period the next school day.
6. Fines are charged on overdue books. Fines are five cents for each day the book is overdue while school is in session. Overdue reference books and magazines are five cents for each hour the item is overdue. No student with a fine or overdue materials will be allowed to check out additional materials. Fines are also charged if material is returned with damage. Any damage to a barcode results in a \$5.00 fine. Items too damaged to return to the shelves will be billed to the student at replacement cost.
7. Computers are for research purposes and class assignments. These activities take priority and students using the machines for other reasons are asked to yield the computer if others are waiting. No chatting or instant messaging is allowed on school computers.
8. Eating and drinking are not allowed in the library unless specific permission has been granted by the librarian for a group activity or event.

## **HEALTH SERVICES**

Willard Public Schools 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.

### **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.

The administrations of medications, including over-the-counter medications, are nursing activities which must be performed by a registered nurse or a licensed practical nurse. A registered professional nurse 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 unless 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 shall state the name of the student, name of the drug, dosage, frequency of administration, how the medication is to be given and the 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 complete a medication administration record in the Nurse's Office. **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:**

Student's parents must provide the school either a Right to Carry Form signed by a physician or a physician's written statement indicating it is medically necessary for the student to carry certain medications, (e.g., asthmatics' bronchodilator, Epi-Pen), then the student will be allowed to keep the specified medication with him or her to facilitate use. This must be on file in the Nurse's Office prior to the start of attendance of the school year for Middle/High School. 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 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.

An emergency bronchodilator, (inhaler), will be available in the Nurse's Office for those who have a bronchospasm and do not have access to their own inhaler. Topical and external products (e.g., Calamine, Hydrocortisone, Oragel, etc...) May be used to relieve minor discomfort in the absence of other significant symptoms.

#### **Non-Prescription Medication - 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. 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 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.

## MISCELLANEOUS

### **Administering Medication:**

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 an 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.

## IMMUNIZATION RECORDS

<b><i>Vaccines Required</i></b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
DTaP/DTP	4	4	4	4
Tdap	1	1	1	1
Meningococcal				2
Polio	3	3	3	3
MMR	2	2	2	2
Hepatitis B	3	3	3	3
Varicella	1	1	1	

\*Parents-Please note:

Grade 8-one dose of Meningococcal is required.

Grade 12-two doses of Meningococcal is required unless the first dose was administered to a student who was 16 years of age or older, in which case, only one dose is required.

It is the responsibility of the parent and student to keep the school informed as to updates on records.

### **ALL students must present proof of up-to-date immunizations on or before the first day of school.**

The law requires documentation of all Religious/Medical Exemptions to Immunizations to be on file in Health Office.

## 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.

The Department of Health recommends each school district establish a "no-nit" policy.

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

1. **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 3<sup>rd</sup> occurrence, due to lack of parental compliance with this illness/communicable disease.

2. **Scabies** - Students will be sent home. They may not return until proof of treatment.
3. **Chicken Pox** - Students may return to school 7-10 days after the onset of the rash and when lesions are crusted.
4. **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.**
5. **Strep Throat** - Students having strep throat should be home on medication 24 hours before returning to school.
6. **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.
7. **Diarrhea/Gastro Intestinal Illness** – Student will be sent home if more than three watery stools noted. They may return if problem free or on medication for 24 hours.

**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.

**Chronic Illness:**

Any student with a chronic illness must have a physician's written diagnosis and any other pertinent related information on file in the Nurse's Office. If a student has diabetes, a diabetic management and treatment plan from a physician MUST be on file before the student attends school.

**Surgery:**

It is the student/parent's responsibility to notify the nursing staff if the student has any surgical procedure. Before returning to school after surgery, student MUST have a physician's release that includes, may return date and any restrictions student might have.

Students must be off **ALL** narcotic controlled pain medication 24 hours before returning to school AND may not be given any while attending school. Students are not allowed to carry any medication unless they have a current RTC form on file to carry an inhaler.

**PE/Activity Participation and Injuries:**

For any student who is unable to participate in PE class or other school related activities due to an injury, that student MUST have a physician's note stating specific restrictions and a date of return to activity.

# Office Procedures

## IDENTIFICATION INFORMATION

As changes in address or phone number occur during the year, they should be reported to the office.

## COLLECTION OF DEBTS

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Sponsors/coaches are responsible for recording student debts. Students are responsible for checking their balance/debt with activity sponsor/coaches. Students will be informed on registration day that they will not receive a schedule until they have a zero balance. **Any senior student with a balance/debt will not participate in the commencement ceremony nor will they receive their diploma until they have a zero balance.**

## WITHDRAWAL PROCEDURE

Students who leave Willard during the school year should pick up a withdrawal form from the Counselor's Office at the beginning of his/her last day at Willard. Upon withdrawal, all books and materials must be returned. All obligations must be cleared before the student record can be forwarded to another school or before the student re-enters Willard.

## THE ACTIVITIES PROGRAM

The activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interest and to help the student develop leadership and poise. Participation in extracurricular activities enables students to learn how to better plan and work with others.

Clubs may meet during the lunch period, scheduled activity periods, before or after school, or at night. Students who want to form a new club should meet with the Assistant Principal for Student Activities assistance.

All clubs must have on file a constitution, a list of officers, a working budget, and a membership roster. Each club should perform at least one service project per semester. All projects and fund-raising activities should be scheduled in advance and listed on the school calendar in the Student Activities Office.

## EXTRA-CURRICULAR ACTIVITIES

**ATTENDANCE REGULATION** - In order to represent the school as a participant in an extracurricular activity, the student is not allowed to miss class on the date of the activity without doctor or approval from the Principal. If an extra-curricular activity occurs on a weekend or vacation, a student must be present on the last day school was in session in order to be eligible.

**MSHSAA JURISDICTION** - Activities which are governed by the state association are also under the guidelines of their eligibility standards. Ask your respective sponsors if you are concerned.

**ACTIVITY HALL OF FAME** - All activities at Willard are eligible to have an inductee into the Hall of Fame. A participant nominee must have been an active member of an activity and have also brought recognition to themselves while in school.

**STUDENT ACTIVITY CARD** - A student activity card is purchased for \$20. The student may enter all sports contests for the year by producing this card at the gate. Tournaments are excluded. The student activity card also serves as the student I.D. card for lunch accounts.

**TRANSPORTATION** - Students participating in activities sponsored by Willard High School must travel on school transportation to and from the event. Only parents will be allowed to request that students ride with them after an event concludes. Parent contact must be made with the sponsor. If students are riding home with someone other than their parents, they must have a notarized permission form on file in the office.

**SPORTSMANSHIP** - Good sportsmanship will be a behavior which is expected of all students at WHS. It is defined as supportive cheering of school teams or groups and the use of positive and courteous manners to other teams and fans. No noise makers are allowed.

## Academic Opportunities

1. All students must elect a full schedule of at least six units of credit and seven class periods. Care should be taken to be sure requirements for graduation are met. Planning should be done with the consultation of parents and guidance counselors. Classes cannot be changed after the first three days of the semester. Dropping a class after the first three days will require administrative approval and may result in an F on the transcript.
2. E-mailed grade reports are used to supply parents with information which help them measure student progress toward a goal. The report card is only one part of a broad and continuous evaluation. Report cards will be issued during the week following the close of each semester.

Parents are encouraged to sign-up for SIS Parent Link through the Counseling Department.

## CLASSIFICATION OF STUDENTS

Freshman.....	less than 6 credits
Sophomore.....	at least 6 credits
Junior.....	at least 12 credits
Senior.....	at least 18 credits
Graduates.....	at least 25 credits

## GRADUATION REQUIREMENTS

In order to graduate from Willard Senior High School with a General Diploma, a student must have earned the minimum units of credit listed in the tables below.

<b>General Diploma</b>
------------------------

Communication Skills.....4	
English I, II, III required	
Elect one from English, Speech, Journalism	
Social Studies.....3	
Lib and Law, American History required	
Mathematics.....3	
Science.....3	
Fine Arts.....1	
Practical Arts.....1 1/2	
Personal Finance (1/2) required	
Physical Education.....1	
Lifetime Health.....1/2	
Electives .....8	
<b>Total.....25 units</b>	

The above requirements are minimum--students wishing to better prepare or accelerate should complete more courses than minimum requirements. A four-year program, or 8 semesters, of at least 27 units is recommended.

All students should have a Curriculum Guide. A course description is given to help select a program of study which will best fit the needs of each student.

In addition to the program of study for graduation, a student must pass proficiency exams in Missouri and United States Constitutions to qualify for graduation from the district.

No student shall graduate without having successfully completed a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments; the United States government; and the electoral process.

**GRADING SCALE**

A ..... 96-100

C+ .....77-79

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

### GRADE POINT SYSTEM

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

### WEIGHTED CLASSES

Weighted classes have been set up for the computation of honor roll and class rank. Weighted classes will count .667 additional points higher on the grade scale. Example: A = 4.667, A- = 4.337, B+ = 3.997, etc. The following classes have been approved as weighted:

Advanced Biology	Calculus	Geometry Honors
Advanced Chemistry	Chemistry	Government & Politics Honors
Advanced Debate II	College Algebra (Semester)	Modern Physics II
Algebra I Honors	College Algebra (Year)	Physical Science Honors
Algebra II Honors	College Computer Business Apps	Physics
Anatomy/Physiology	Composition I & II	Spanish III, IV, & V
American History Honors	Ecology Honors	Trigonometry (Semester)
Astronomy	English Honors I, II, III, IV	Trigonometry (Year)
Biology Honors	French III, IV	Western Civ. I & II

### HONORS DIPLOMA

A diploma with the designation "Honors" will be awarded to students with outstanding high school records.

The Honors Diploma will be awarded to students meeting the following minimum standards:

- Complete minimum of 27 credits
- Grade average of 3.0 with no grade lower than a C- during 4 years of high school attendance
- Good citizen requirement with no ISS or OSS
- One ISS incident may be appealed to the administration

### LATIN HONORS PROGRAM – LAUDE DESIGNATIONS



Willard High School recognizes graduating students completing four (4) years of rigorous academic courses. A graduating senior student's level of excellence is based on their cumulative grade point average (G.P.A).

1. **Cum Laude** – A Senior student with a combined G.P.A. of 3.75 – 3.94 in a 4.0 grading scale in four (4) years of combined academic studies. Seniors receiving this level of excellence will receive a Bronze Medallion to be worn during WHS graduation ceremonies.
2. **Magna Cum Laude** – A Senior student with a combined G.P.A. of 3.95 – 4.09 in a 4.0 grading scale in four (4) years of combined academic studies. Seniors receiving this level of excellence will receive a Silver Medallion to be worn during WHS graduation ceremonies.
3. **Suma Cum Laude** – A Senior student with a combined G.P.A. of 4.10 in a 4.0 grading scale in four (4) years of combined academic studies. Seniors receiving this level of excellence will receive a Gold Medallion to be worn during WHS graduation ceremonies.

## A+ SCHOOLS PROGRAM

A student at Willard High School who upon graduation has met the following criteria listed below and chooses to continue his/her education at a participating Missouri public community college, vocational or technical school, may have the opportunity to receive state reimbursement for the costs of tuition and general fees subject to legislative appropriation. *Financial reimbursements and eligibility requirements for the A+ program are contingent upon state funding and legislation and are not the responsibility of Willard Schools.* If a student remains eligible A+ funds may be available for up to two years, six semesters, or the completion of a two year program degree.

**Each student should enter into a written agreement with the school and, to be eligible, must have:**

1. Attended an A+ designated high school for at least three consecutive years immediately prior to graduation
2. Graduated from high school with a cumulative grade point average of 2.5 or higher on a 4.0 scale
3. Maintained a 95% or higher average attendance record during the four years of high school
4. Performed 50 hours of unpaid school-based tutoring or mentoring for other students, of which up to 25% may include job shadowing
5. Maintained a record of good citizenship and avoided the unlawful use of drugs or alcohol (the complete citizenship policy is on the back of this page and is also available from the A+ Office)
6. Achieved a score of proficient or advanced on the Algebra I end-of-course exam OR a higher DESE approved end-of-course exam in the field of mathematics. Eligibility may also be established by achieving a qualifying score on the mathematics portion of the ACT test.
7. Secured all available federal post-secondary student financial assistance funds that do not require repayment
8. Performed all other duties and obligations required by state law to be eligible for and receive the benefits of the A+ program

A+ status records will be maintained in the A+ office for all students. A student's status is noted on the bottom portion of his/her report card each quarter. It is also possible for students to request an update at any time from the A+ coordinator.

## **A+ Attendance Requirement**

A student must average at least 95% attendance over the four years he/she attends high school as mandated by the A+ Schools program and the Missouri Department of Elementary and Secondary Education. The accumulative attendance information will come from the official attendance record kept by the district.

Only extreme circumstances (examples: hospital stay, funeral of family member, car accident) will be considered for an appeal and must include a verification letter from the appropriate agency including specific dates and times from which the student should be considered excused. Waivers may not be issued for absences such as routine illnesses (even those with a doctor's note), truancy, skipping classes, parent request, vacation, transportation problems, school suspensions, work, driver's test, non-emergency situations, and situations that involve avoidable absences.

## **The A+ Absence Appeal Procedure**

- Step 1: The parent, guardian or student should contact the A+ office and obtain an "Appeal of Absence" form within the same semester as the absence occurred. This request for a waiver must be completed and submitted to the A+ office. Upon approval from the A+ coordinator, an appeal may be submitted for past semesters.
- Step 2: A review committee will meet once each semester to decide if a waiver for absences for A+ status determination will be granted.

## **Tutoring**

The criteria of the A+ Schools Program require students to perform 50 hours of unpaid tutoring or mentoring. The following guidelines apply:

1. Tutoring/mentoring must be school sponsored and a supervising staff member must be present.
2. A tutoring activity sheet must be completed after each session, signed by the supervising teacher and student, and returned to the A+ office.
3. These sheets will be kept on file and the hours recorded.
4. The student is expected to be present at the agreed upon day and time for tutoring/mentoring and to adhere to the established rules and mode of conduct.
5. In the event of an absence the student should notify the A+ office, and the cooperating teacher.
6. Tutoring opportunities are available in the following ways: A+ tutoring class (for juniors and seniors only), after school program at all elementary buildings, tutoring during summer school sessions, and peer-to-peer during TNT.

## **A+ Good Citizenship Policy**

This requirement states that the A+ student must maintain a record of good citizenship throughout high school. Good citizenship is a measure of the quality of conduct in school and away from school. A+ participant are expected to exhibit standards of behavior which will bring credit to the student, the A+ program, the school, and the community.

The School Board insists that student behavior be in compliance with School Board policy, with the Student Handbook Regulations, and with public laws. While it is not possible to cite every example of behaviors that violate policies, regulations, or public laws, there are certain behaviors that are more frequently a problem.

Student discipline records will be maintained throughout the four years of high school. Any citizenship/discipline violation committed by an A+ student will be subject to review by the Willard administrative and A+ office and may result in the student being placed on probation or removed from the A+ program.

The following types of incidents or behaviors will be subject to review and possible cause for students to be placed on probation for a period of time not less than one semester.

1. Repeated referrals - Referrals to the office should be minimal. Three referrals during one school year are excessive.
2. Referrals that result in an in-school suspension, or Thursday school - Repeated offenses that result in the accumulation of 3 in-school suspensions or 4 Thursday schools per year will result in review for possible removal from the A+ program.
3. Any out-of-school suspension is cause for review of the student's continued eligibility in the A+ program. If the decision to place the student on probation is made, immediate removal will be the result of a second out of school suspension. That decision may be appealed to the Board of Education.

In compliance with the regulations of Missouri Department of Elementary and Secondary Education A+ Schools Program, Willard Public Schools has determined that a student will be removed immediately from the A+ Schools financial assistance program for the following. **Removal from the program will render the student ineligible to receive tuition reimbursement through the A+ Schools Program.**

1. The unlawful use, possession, and/or distribution of alcohol and/or drugs
2. Violation of local, state or federal criminal laws
3. Conviction of a felony - either prior to or during the contract period
4. Conviction of criminal activity as defined by the Safe Schools Act.

**The review/action procedure is as follows:**

The Willard administrative and A+ office will review the student's files and records and make a determination and recommendation as to the student's A+ status. One of the following procedures will occur:

1. A statement will be issued to the student and his/her parent/guardian that either a warning statement has been given the student or he/she has been placed on probation for the immediate semester during which time any additional referrals may result in removal.

OR

2. The student and parent/guardian will be notified that the student has been removed from the A+ program and will not be eligible to receive the A+ tuition reimbursement after graduation.

**Appeals Option**

The student and his/her parents have no more than 14 calendar days after written notification to file an appeal with the Willard A+ office, using the appropriate form. Upon receipt, the A+ Citizenship Committee will meet within 14 calendar days to review the incident and decide to either uphold or revise the decision of the administrative and A+ office. The A+ office will provide the documentation supporting the decision, and the student will provide documentation to support his/her request for a ruling change. Any further appeals must be made in writing to the Superintendent and Board of Education.

## **ACADEMIC LETTER**

Students who earn grades which calculate at a 3.67 grade point average or above shall be awarded the Academic Letter by the Principal. Students gaining this status for one year will receive the award.

## **SERVICE ORGANIZATIONS**

**STUDENT GOVERNMENT ASSOCIATION** - The purpose of this organization shall be to promote welfare, well-being, student morale, and community cooperation throughout the school and community. To be chosen a member of this group represents one of our highest honors.

**NATIONAL HONOR SOCIETY** - The main aims of this organization are to stimulate scholarship, service, leadership and character among the students of our school. To be elected to this society is the highest honor that can come to a pupil. The membership of this organization is so limited that only outstanding members of the junior and senior class may be admitted.

## CITIZENSHIP STANDARDS FOR ELIGIBILITY

NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
(Print Last First)

Student activities in the Willard Public Schools provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as part of a group. Although student activities are important for the all-around development for students, they must necessarily be of secondary importance.

REGULAR CLASSROOM WORK MUST COME FIRST.

The Willard High School Handbook contains the following statement:

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

Repeated referrals of a student to the office of the assistant principal or to the principal (or any other person having general responsibility for discipline in the school, for misbehavior may be sufficient reason to declare a student ineligible. A single breach of good conduct, either in or out of school may also be sufficient cause for declaring a student ineligible to participate in a school activity.

The Willard Public School Activity Program has traditionally been represented by excellent students who are outstanding citizens. Only a few students make errors in judgment which makes necessary a review of the citizenship. The following citizenship standards for eligibility have been approved as school policy for the Willard Public Schools and are applicable to any student who represents their school.

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. The School Board insists that student behavior be in compliance with School Board policy, with the Student Handbook Regulations, and with public laws. Behavior not in compliance may result in suspension or expulsion from all extracurricular activities. While it is not possible to cite every example of behavior that violates policies, regulations, or public laws, there are certain behaviors that are more frequently a problem for school systems than others and will be addressed herein. Specifically, a seven (7) calendar day suspension from the activities program will be assessed for a violation of the tobacco use standard. A minimum fourteen (14) calendar day suspension from the activities program will be assessed for a violation of standards which result in charges being filed in court and/or school suspension which results in loss of school time. A minimum twenty-eight (28) calendar day suspension for use, possession or distribution of alcohol and/or illegal drugs including all controlled substances, counterfeit drugs, imitation drugs, kiddie dope, and other substances purported to be drugs. A second violation of the citizenship standard will result in expulsion from the activities program for the remainder of the school year. The School Board also believes that consistent administration of the policy is important from school to school, and from activity to activity, and that appropriate due process procedures must be followed before any student is suspended from participation.

A student will not be allowed to practice with a team or school-sponsored group while that student's eligibility is suspended. In addition to these standards, students must abide by the rules and regulations of the Missouri State High School Activities Association. The following rules are included in the rules to the MSHSAA official handbook, and are listed here to help students and parents understand state requirements and to help avoid a misunderstanding which could lead to violations of eligibility standards.

1. A student who misses class on the date of a contest shall not be considered eligible to represent his school on that date without previous permission of Administration.
2. Any student who withdraws from school because of disciplinary measures shall not be eligible for any interscholastic activity for one full year from the date of withdrawal.
3. A student in grades 9-12 must be currently enrolled in courses that offer a total of 3 units of credit, and he must have earned 3 units of credit in courses that met the preceding semester in which he was in attendance in high school.
4. A beginning ninth grade student shall have been promoted from the 8th grade to the 9th grade for first semester eligibility.
5. A junior or senior high school student may be eligible in a public school only in the district in which his parents, legally established guardian, or person which whom he has been living for one calendar year, and which is designated as the school for him to attend by the Board of Education.
6. Nonschool competition: Before competing in any Nonschool competition, check with your coach or member of the administration.
- 7a. The school shall require of each student before the student is allowed to practice or participate, a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school.
- 7b. A student shall not be permitted to practice or compete for a school until it has verification that he or she has basic athletic insurance coverage.

Please sign and return to your coach or activity sponsor. No student will be allowed to participate in any interscholastic activity of school related activities before the public until this form is signed and on file in the office.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature)