



WillardPublicSchools

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**ELEMENTARY STUDENT
HANDBOOK
2020-2021**

Our Willard Family is
G R O W I N G
STUDENT LEADERS
TO BECOME _____
→ **LIFE-READY**
GRADUATES

Willard Schools Administration welcomes you to the Willard Family

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ATTENDANCE

ARRIVAL AND SCHOOL DISMISSAL

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

ATTENDANCE REQUIREMENTS

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

ATTENDANCE

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

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

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

The following guidelines will be utilized to support students with excessive absences:

Attendance Percentage	Supportive Steps
95-100%	<ul style="list-style-type: none"> ● Normal attendance procedures ● Building secretaries will make contact with parents via SchoolMessenger for all absences
90-95%	<ul style="list-style-type: none"> ● Building secretaries will make contact with parents via SchoolMessenger for all absences ● Building secretaries will monitor for patterns in attendance ● Letter home to parents/guardians quarterly
85-90%	<ul style="list-style-type: none"> ● Building secretaries will make contact with parents via SchoolMessenger for all absences ● Building secretaries will monitor for patterns in attendance ● Letter home to parents/guardians monthly ● Administrator, counselor, and attendance secretary confer on potential interventions.
Below 85%	<ul style="list-style-type: none"> ● Building secretaries will make contact with parents via SchoolMessenger for all absences ● Building secretaries will monitor for patterns in attendance ● Letter home to parents/guardians monthly ● Administrator, counselor, and attendance secretary confer on potential interventions. ● Conference with family to discuss attendance concerns ● Possible home visit ● Educational neglect hotline ● Possible nurse check-in

Any of the above mentioned supportive steps may be waived by the principal if the absences were for extenuating circumstances communicated prior to the absences.

TRANSPORTATION

STUDENT MESSAGES AND BUS PASSES

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

Students may ride only the bus to which they have been assigned. Permission must be obtained from the transportation office (742-2506) to ride any other bus or to get off at a location other than the regular stop. Permission will be granted only if the driver is not fully loaded with regular bus route students. Parents must have a written request for student permission to ride another bus and must have an alternate arrangement in case

permission is not granted due to a full bus.

RULES AND SAFETY REGULATIONS FOR THE TRANSPORTATION OF PUPILS

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

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

1. Students should remain seated on the bus while in motion.
2. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
3. Students may only ride the bus to which they have been assigned.
4. No food or drinks on the bus.
5. No profanity or bad language.
6. Pupils must not extend arms, head, or other body parts out of the bus windows.
7. The use or possession of tobacco, drugs, alcohol, or weapons is not permitted on the bus.
8. No unnecessary items on the bus such as lasers, animals or pets, balloons, flowers or glass containers, or games with sound.
9. The use of cell phones is strictly prohibited on the bus. In accordance with district policy, student cell phones may not be used to take pictures or video on the bus.
10. Large projects or band instruments are not permitted to take up a seat or block the seat aisle or bus aisles. Parents will have to transport students on days they have large projects or band instruments.
11. Any damage to the bus should be reported at once to the driver.
12. Pupils are asked to keep the bus clean at all times.
13. Items left on the bus or taken from students will be kept at the Transportation Office.
14. NO horseplay, pushing or shoving while at Bus Stop or on the bus.

LOADING AND UNLOADING PROCEDURES:

1. Parents are required to have students standing at their designated bus stop five (5) minutes prior to bus pick-up time. Students must remain 10 feet away from roadway, facing toward the approaching bus.
2. Students must stand still waiting until bus comes to a complete stop, making sure that overhead red lights are activated and Stop Arm sign is fully extended.

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

Parents should refrain from discussing bus matters with drivers at bus stops. They should call the Transportation Office at 417-742-2506 to discuss any 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.

HEALTH & SAFETY

STUDENT HEALTH AND SAFETY

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

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

12. There is no selling of items or trading of items by students.
13. No chicken eggs, incubation of eggs, or baby chicks due to possible salmonella.
14. Students will keep all hands, feet, and other objects to themselves at all times.

HEALTH SERVICES

Willard Public School District is served by registered nurses (RN) and licensed practical nurses (LPN). Students who become ill or are injured are to report to the nurse's office. When the nurse is not in, the student should report to the principal's office. The school nurse also serves as the health counselor for our school. S/he has a vast resource of health services available to our students.

SCREENINGS

Our school nurses facilitate a variety of health screenings for our elementary students to promote wellness. A hearing and vision screening will be conducted annually in Kindergarten, First Grade, and Third Grade. Dental screenings are periodically conducted for elementary students when provider services are available to do so. Head lice screenings are conducted anytime a child has symptoms or a case has been made known in a specific classroom. A written request must be provided to the school nurse by a parent/guardian for a child to be excused from school health screenings. A parent/guardian may also request a specific screening upon notification to a school nurse.

IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE

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

CURRENT IMMUNIZATION REQUIRED*

DISEASE	GRADES	DOSES
Polio (IPV)	K-4	3 doses minimal with last dose on or after fourth birthday
DTaP/DTP	K-4	4 doses with no more than 6 doses with at least 1 dose on or after 4th birthday
MMR	K-4	2 doses
HEP B Series	K-4	3 doses (series)
Varicella (Chicken Pox)	K-4	2 doses

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

ADMINISTERING MEDICINES TO STUDENTS

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the superintendent and nurse supervisor to establish procedures for the administration of medication for any student provided the following requirements are met. Administration of medicine will be the responsibility of the school only if the School Board’s Student Medication Policy is followed. Questions regarding further explanation of the Student Medication Policy may be directed to the principal or the school nurse. The administration of medication whether prescription or over-the-counter, are activities which must be performed by an RN or LPN. An RN may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications. The school will not administer any medication not FDA approved or doses exceeding the recommended dosage 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 will contain the following:

- The name of the student
- Name of the drug and dosage
- Frequency of administration
- How the medication is to be given
- Doctor’s name
- The prescription label will be considered an equivalent of the physician’s order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- The parent/guardian will 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.

*Students must be off ALL narcotic controlled pain medication 24 hours before returning to school AND may not be given any narcotic controlled pain medication while attending school. Students are not allowed to carry medication.

Self Administration of Medications:

If a student's parents provide the school a written signed request and a physician's statement indicating it is medically necessary for the student to carry certain medication (e.g., asthmatics' bronchodilator), then the student will be allowed to keep the specified medication with him or her to facilitate use. In such instances, the district does not assume responsibility for the medication or the student's use of it. If a student who is allowed to carry medication with him/her is found to be abusing the district guidelines for appropriate use, then the student shall lose the right to carry medication and discipline will be given if necessary.

Emergency Medications:

The school district obtains a prescription and standing order from an area physician for an emergency medication ("sting") containing epinephrine and/or an antihistamine for use in the event of anaphylaxis. If symptoms of anaphylaxis occur, the medication will be administered according to the instructions and events documented.

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

Topical and external products (e.g., Calamine, Hydrocortisone, Oral gel, antibiotic ointment, etc...) may be used to relieve minor discomfort in the absence of other significant symptoms. An emergency bronchodilator, (inhaler), will be kept in the nurse's office for those who have a bronchospasm and do not have access to their own inhaler.

Over The Counter (OTC) Medication

- To protect the student's health and wellbeing, medications being used inappropriately or those in unlabeled or improperly labeled containers or without appropriate instructions for administration may not be given at school.
- Over-the-counter medications for colds, coughs, headaches, etc., will be given for one week ONLY, unless prescribed by a physician when accompanied by a written request from the parent or guardian. This request MUST include date, dosage and time medication is to be given. All medicines must be properly identified and in manufacturer's package.
- All remaining medication MUST be picked up by a parent or designated

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

ILLNESS AT SCHOOL

In the event a student becomes ill while at school, they will be referred to the 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 form must be obtained each year. New students to the district must have these on file with the nurse before they start classes.

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

Head Lice No-Nit Policy: Students who have head lice/nits will be sent home. They are not to return to school until they have shown proof of receiving treatment and nit removal. All new students that enroll will go through a head lice screening the day of enrollment or before entering school. Head Lice is considered a communicable disease. The school nurse will work closely with parent/guardian to give appropriate instruction on care of head lice. The Department of Health recommends each school district establish a "no-nit" policy. Reports to the Department of Family Services will be made after the 3rd occurrence, due to lack of parental compliance with this illness/communicable disease.

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

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

Temperature Students with a temperature of 100.0 will be sent home for at LEAST 24 hours or until free of temperature or temperature reducing medications, whichever is the longer period.

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

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

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

Communicable Diseases

A student shall not be permitted to attend classes 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 JHCCA of the District Policy Manual. These policies adhere strictly to State statutes and Department of Education guidelines. Disease outbreaks and control measures will be advised by the Missouri Department of Health.

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, students MUST have a physician's release that includes a "May return date" and any restrictions the student might have.

BREAKFAST AND LUNCH PROGRAM

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

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

FOOD SERVICE CHARGE PROCEDURES

Student Charge Limits-Students in Kindergarten through 8th grade will be offered a "Tiger Meal" if their breakfast/lunch accounts reach a negative balance of \$10.00. This meal contains a sandwich and milk. Commodity food supplies such as peanut butter,

cheese, chicken patty or hamburger will be used for sandwiches which is the same as offered as a third option for student selection.

LOW BALANCE & NEGATIVE BALANCE COMMUNICATIONS

1. Weekly, the cashier will send a low/negative balance notice of the student's account to the parents, via teachers, in the student's backpack.
2. Once the lunch balance is -\$5.00, food service will send a notification to parents by phone, text, email, or mailed letters.
3. If the student lunch balance reaches -\$10.00, the school office will send notification to parents by phone messaging, text, email, or mailed letter.
4. In the event of a student's lunch balance being delinquent by -\$25.00 or more, then the school administrator may take action steps to limit activities and extra privileges until unpaid balances are paid or arrangements to pay are made with the school administrator.

DRESS AND GROOMING

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

1. Shirts, blouses or dresses that expose any part of the midriff, torso or chest, clothing with a low neckline, midriff tops, halter tops, spaghetti straps, backless shirts, cut-out shirts, clothing that is see through, short shorts, cut-offs, torn, frayed or self-design clothing, clothing designed as underwear, bicycle shorts, or pocket chains.
2. Clothing that displays profane language or suggestive language or acts; clothing which advertises tobacco/alcohol, drugs, or advocates the use of such.
3. Clothing that is disruptive to the daily academic progress of students, is distasteful in the school setting, is objectionable in nature, or exposes an inappropriate portion of the body.
4. Hats in the school building.
5. Pants must be worn at the waistline.
6. Excessive visible piercings are not allowed at school.
7. Hair must not be distracting.

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

STUDENT ACCIDENT INSURANCE

Willard R-2 Schools will NOT provide district-paid student accident insurance. However, parents will be able to purchase insurance for the student. Information on insurance coverage is available by contacting the school or district office.

EMERGENCY DRILL PROCEDURES

Regular drills are held throughout the school year to maintain a level of preparedness in case of actual emergencies such as fire, tornado, earthquake, or intruder. Drills should be conducted as if an emergency really exists. There should be no play, yet no one should be so anxious as to become unduly excited and lose their better judgment. Occasionally, exits will be blocked to force use of alternate exits as a practice exercise.

STUDENT LIFE

BULLYING POLICY: JFCF

In order to promote a safe learning environment for all students, the Willard Public School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district-wide anti-bullying coordinator. The anti-bullying coordinator will receive all completed

investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals or designees of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director. The investigation shall be completed within ten school days of the date the report of bullying was

received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying

will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity. District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend. In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying

- about how to overcome the negative effects of bullying including, but not limited to:
5. Cultivating the student's self-worth and self-esteem.
 6. Teaching the student to defend him- or herself assertively and effectively without violence.
 7. Helping the student develop social skills.
 8. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

CONDUCT AT SCHOOL/DISCIPLINE POLICY

Our faculty is proud of the way our students conduct themselves at school. One of the school's aims is to help students to become responsible, concerned citizens. It is imperative that students learn to respect the rights of others while setting a high standard of conduct for themselves. The discipline policy is designed to create a safe atmosphere, foster student responsibilities, instill respect for the rights of others, and to ensure the orderly operation of the district's schools. The general discipline policy is found here but does not presuppose the rules and regulations to all school activities in our district as well as activities held at other sites. The administration reserves the right to search student lockers and other school property used by students. Section 171.011 establishes the Board of Education's authority to adopt rules and regulations pertaining to the organizing, grading, and government of a school district. Sections of 167.161 and 167.171 establish the authority of the principal and superintendent to suspend students and, in addition, provide for student due process.

Examples of violations include, but are not limited to:

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

If a teacher has repeated problems with a student, they may contact the parents to gain your support and assistance in correcting the problem. Principals have the authority to

suspend any student who willfully or persistently misbehaves, uses obscenities, tobacco, drugs, or alcohol, or when the conduct is injurious to other pupils. The elementary school student discipline code is a guideline for general behaviors. More severe conduct will be dealt with in accordance with the Missouri Safe Schools Act.

CARE OF SCHOOL & PERSONAL PROPERTY

Students must not vandalize school property in any way. Anyone who willfully destroys school property through vandalism, arson, larceny, or who creates a hazard to the safety of the students is subject to disciplinary action and may require restitution.

The school is not responsible for any loss of personal property. Personal belongings such as coats, backpacks and other items should be clearly marked with the student's name. The school maintains a lost and found where articles may be claimed. Students may not bring large amounts of money, toys, or electronic/battery operated devices to school without teacher/administrative permission. Items that pose a disruption in the school setting will be confiscated and placed in the school office where they will remain until a parent/guardian picks them up.

PARENT COMMUNICATION

School/home communication is important. Teachers may utilize periodic newsletters, email, communication folders, classroom websites, or text/online programs such as SeeSaw to communicate classroom events and information to parents. School and district announcements and information can be made through the use of the School Messenger school calling system. This service is a computerized phone system which allows your school to deliver a personal message to you via phone call, text message, or email notification. Information to opt in to this program is sent out at the beginning of the school year or you can contact the district office at 742-2584 to gain access to the program. School and district information can also be found through the district and individual school websites.

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

SCHOOL VOLUNTEERS

The Willard School District values the services of volunteers and their contribution to student success. Volunteers can provide a number of services to aid teachers and support staff such reading with students, performing clerical work for teachers, assisting in the library, as well as many other tasks. Further, research has consistently shown that family involvement in school is positively correlated with student success. District policy GBEB requires that any volunteer who will be with a single student in an unsupervised location have a background check prior to serving.

All volunteers must also respect student privacy. Information related to specific students should not be shared with others in any way. Building and District administration reserve the right to decline the services of any volunteer.

VISITORS

In order to promote good communications, assist with the orderliness of the school day

and ensure safety, all adults are required to report upon arrival to the main office. Student visitors will not be permitted during the school day. All visitors are required to report upon arrival to the main office, sign in and obtain a visitor pass, and sign out before leaving.

PARTIES

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

*Birthday invitations for private parties will not be allowed to be passed out during school hours. If a parent wishes to send invitations, they must be distributed and put away prior to the start of the school day. Teachers are not responsible for handing out invitations. For student safety, glass vases and balloons will not be allowed on the school bus. Items of this nature must be picked up from school at the end of the day.

EDUCATIONAL TRIPS AND SPECIAL ACTIVITIES POLICY

Students in grades K-4 may not be allowed to participate in special activities and/or educational trips if they are:

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

See attendance requirements for activity participation.

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

PLACEMENT OF STUDENTS

Room placement is made by the building principal or designee. A child's work habits, social traits, past achievements, and teacher recommendations are all important factors which are considerations when a question arises concerning placement. Students will not be placed in the same class with siblings or relatives.

TIGER TALES CHILD CARE PROGRAM

A before and after school child care program is available at a cost for students who need supervised care for students in Kindergarten through 6th grade. The program operates before school starting at 6:30 a.m. and runs after school until 6:00 p.m. Information regarding the Tiger Tales program is available upon request at each school office or on the district's webpage. [Tiger Tales Program](#)

Elementary students are not allowed to be at school unsupervised before 8:10 or after 3:40. Students arriving before this time or who are not picked up in a timely manner after school will be required to register for the Tiger Tales Program.

PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices (PEDs) such as cell phones and other electronic devices are discouraged from being brought to school. The school cannot be responsible for stolen or broken items. Upon arrival to school, these items should be turned off and stored in backpacks during school hours (8:10 a.m. - 3:40 p.m.). If PED use violates policy, the school officials may hold the item until the end of the day (parent pick-up may be necessary) or the student may be banned from bringing the PED to school and/or school activities for a length of time assigned by the administration. Students may be subject to other/additional disciplinary measures.

General guidelines for confiscated PED's:

- First Offense: PED will be confiscated by school officials. A parent contact will be made, and the student may pick up the device at the end of the school day at 3:40 p.m.
- Second Offense: PED will be confiscated by school officials. A parent contact will be made, and the parents may pick up the device during regular school hours or a time agreed upon by parent and principal.
- Third Offense: PED will be confiscated by school officials. A parent contact will be made, and the parents can pick up the device during school hours or at an agreed time by parent and principal. The student may be subject to other disciplinary measures as deemed appropriate by the principal.

ACADEMICS

PARENT/TEACHER/STUDENT CONFERENCES

The primary purpose of parent/guardian conferences in the Willard R-II School District is to aid both the teacher and the student. Conferences may include personal visits as well as telephone consultations, and should be used not only in communicating problem areas but to report excellence and commendations for student achievement as well. The individual student conference has great value and should be employed to the maximum extent possible by all professional staff members. All conferences, regardless of frequency or type, should foster cooperation between the home and school.

REPORT CARDS/PROGRESS REPORTS

Standards Based Learning is a process that provides specific information regarding a student's proficiency connected to the essential learning standards of each grade level content area or course. Student learning/understanding is reported by their level of

proficiency on each standard. Standards-Based Learning provides a student's strengths and areas for growth on specific learning targets, providing accurate feedback for both students and parents.

A report card depicting the student's progress will be issued at the end of each school quarter/nine-week period. Parents/guardians may also be notified through mid-quarter progress reports when a student's performance requires special notification.

HOMEWORK

The Board of Education recognizes that homework which is properly designed, carefully planned, and geared to the development of the individual student can be beneficial to student learning. Homework will be given, as needed, to: a) provide opportunity for additional practice with concepts learned during the school day, b) provide opportunity for a student to complete work that was to be completed during the school day, and/or c) provide additional time for a student to work on a special project. Parents are asked to be supportive of their child and provide a quiet spot at home for the completion of homework.

MAKE-UP WORK POLICY

In the event your student misses more than one day consecutively, you may request your child's missed work by calling the school office. Effort will be made to gather the missing work in a timely fashion, understanding the teacher has limited breaks during the day to complete this task. Please know that many classroom activities require participation in class and cannot be made up outside of the school day.

STUDENT TECHNOLOGY

Elementary students have access to a variety of technology resources. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. All school technology will be used for approved school learning activities. Use of technology that violates the district's Technology Usage Agreement will result in disciplinary consequences and/or the loss of technology privileges. Students may be responsible for any damage or vandalism to district technology.

POLICY & PROCEDURE

DIRECTORY INFORMATION

"Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Willard Public Schools designates the following items as "Directory Information:" student's name, parent's name, address, telephone number, grade level, participation in officially recognized activities including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), honors and awards received, and photographs, including photographs of regular school activities and videotape that does not disclose

specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents will have ten (10) school days after receiving the student/family handbook information to provide notice in writing to the school district that they choose not to have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent, including in print and electronic publications of the school district.

CHANGE OF ADDRESS

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

CUSTODY/ GUARDIANSHIP

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

When enrolling a student who is living with his/her guardian and not a parent, it is necessary for a District Guardianship Form to be on file. The form must be signed and notarized by a NOTARY for the student’s enrollment to be official. The only exception is for children in foster care. This situation requires paperwork from the appropriate agency with the Missouri State Department.

DISTRICT NOTICES AND POLICIES

The district notices and policies are located on the district website. To view notices and policies please visit <https://www.willardschools.net/domain/154> .

NEW STUDENT REGISTRATION

New students in grades K-4, who have moved into the district during the summer, can enroll at new student enrollment posted online or after August 1st. New students entering during the school year should contact the nearest school office for enrollment information. A child may be enrolled one day and then start the next day. This policy will insure proper preparation for the student and the teacher. You should bring with you immunization records, address of school last attended, verification of present address, phone number, and a copy of the child’s birth certificate.

RESIDENCY (SEE POLICY JC)

Students must live within the district’s boundaries to attend Willard Public Schools. Elementary schools’ boundaries have been set by the district. Students must attend the school they reside within. In the event a student moves attendance areas within the Willard district during the course of the school year, the district will attempt to allow the student to remain at the previous school until the completion of the next quarter. Should attendance or transportation concerns become an issue, the student will be required to

enroll in the appropriate school. Administration reserves the right to require enrollment in the appropriate school attendance area. Residency questions and/or appeals should be directed to the office of the Assistant Superintendent of Operations. Proof of residency or a change of residency must be on file in the school office at all times

WITHDRAWAL FROM SCHOOL

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

RETENTION POLICY

Retention shall be considered in view of the following criteria:

1. Score on the Light's Retention Scale, and those appropriate guidelines
2. Low or incomplete grades on report card
3. Low achievement test scores
4. Poor attendance as stated in the Attendance Policy
5. Retention decisions should be made after issuing third quarter report cards

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

TITLE ONE GRIEVANCE PROCEDURE

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

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation to determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES

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

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

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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

2. Who may file a complaint? Any individual or organization may file a complaint.

3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation: 1. Record. A written record of the investigation will be kept. 2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. 3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level. 4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public. 5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s). 6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

PRE-KINDERGARTEN

EXPECTATIONS

Student must be 4 years of age to attend Pre-Kindergarten with the intent to enter Kindergarten the following school year. All students must be fully toilet trained. Pre-Kindergarten students are expected to follow elementary procedures as outlined above.

CURRICULUM

The Willard Schools Pre-kindergarten program curriculum is based on the Missouri Early Learning Standards from the Missouri Department of Elementary and Secondary Education. Our goal is to create a nurturing environment that is physically, socially, and emotionally safe for each and every child. We also strive to meet the needs of each student by providing an educational foundation that will assist in the transition to kindergarten. Learning activities and lessons are structured around the following descriptors:

1. Personal, Social, and Emotional Development
2. Physical Development
3. Communication and Language
4. Literacy
5. Scientific Exploration
6. Mathematical Exploration
7. Understanding the World
8. Expressive Arts and Design

HOURS OF OPERATION

The Willard Schools Pre-Kindergarten classroom is a full-day program offered Monday-Friday. We operate under the same school calendar as for teachers. Tuition rates are based on operating hours of 6:30am-6:00pm.

Before School (Tiger Tales)	6:30am-8:00am
Class Time	8:00am-4:00pm
After School (Tiger Tales)	4:00pm-6:00pm

BEFORE/AFTER SCHOOL CARE

If parents are utilizing our before/after school care program (Tiger TALES), parents must sign their child in/out each day and fill out the required enrollment forms for the program.

This program is offered as part of our Willard Schools classroom with no additional charge for the hours listed above. However, if students are not picked up by 6:00pm each evening, parents will be charged a \$5.00 fee for every 5 minute increment a parent is late. (1-5 minutes = \$5, 5-10 minutes \$10...) Late fee must be paid the day of the late pick up. After three late pick ups, the student will be dismissed from the Tiger Tales before/after school care program.

TRANSPORTATION

Parents are responsible for providing transportation to and from school. School bus services are not available for preschool students. Parents are responsible for walking students to/from the classroom each day.

TUITION

Tuition is billed on the 1st and payment is due on the 20th of each month, September through May. If the 20th falls on a weekend the payment must be paid the friday before if paying by cash or check. Tuition is calculated @ \$23.28 / day x 174 calendar school days in session, then divided into 9 equal installments, \$450/mo. Monthly tuition will be the same regardless of holidays or scheduled days of non-attendance.

Families that qualify for Free and Reduced lunches will not be charged tuition. In order to determine if you are eligible for free tuition you must complete a Free and Reduced lunch application and be approved by the Willard Schools food service department based on federal eligibility guidelines.

Full Rate: \$450 / mo for 174 student days in session

Full Rate	Reduced Lunch Rate	Free Lunch Rate
\$450/month	\$0/month	\$0/month

Payment Schedule

DUE DATES:	Full Rate \$23.28	Reduced Lunch Rate \$0	Free Lunch Rate \$0
August 24, 2020	\$40 enrollment fee	\$40 enrollment fee	\$40 enrollment fee
September 20, 2020	\$450	\$0	\$0
October 20, 2020	\$450	\$0	\$0
November 20, 2020	\$450	\$0	\$0
December 20, 2020	\$450	\$0	\$0
January 20, 2021	\$450	\$0	\$0
February 20, 2021	\$450	\$0	\$0
March 20, 2021	\$450	\$0	\$0
April 20, 2021	\$450	\$0	\$0
May 20, 2021	\$450	\$0	\$0
TOTAL TUITION	\$4,050	\$40	\$40

PAYMENT POLICY

Payment is due on the 20th of each month. Tuition payments will be due, September through May. All accounts unpaid on the payment due date will be assessed a \$25.00 late fee on the 25th of the month. On the fifth day after the payment due date, parents will receive verbal and/or written notice the account remains delinquent. If payment of tuition and fees is not received in full by the tenth day, the student will be dismissed from the program unless payment arrangements have been developed and agreed to in writing by the Preschool Teacher and/or Building Principal.

In addition to the monthly tuition payments, parents must also pay a \$40 enrollment fee each year. This enrollment fee is due after screening results and entry in the Willard Schools Pre-Kindergarten program is accepted.