



**Willard**PublicSchools

Focused | Connected | Driven

# INTERMEDIATE STUDENT HANDBOOK 2019-2020

## **Willard**IntermediateSchool|North

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## **Willard**IntermediateSchool|South

Ms. Stacey Pippin, Principal  
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Springfield, Missouri 65802  
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**This handbook belongs to:**

Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

# Student Online Account Information

## **Google**

Username \_\_\_\_\_

Password \_\_\_\_\_

## **Britannica**

Username \_\_\_\_\_

Password \_\_\_\_\_

## **NWEA**

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## **BrainPOP**

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## **Destiny**

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# **STUDENT AND PARENT INFORMATION BOOK**

## **Willard School District**

**Student Focused | Strongly Connected | Success Driven**

### **The Purpose of Willard Schools**

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

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

### **Willard Intermediate Vision Statement**

The vision of the Willard Intermediate School community is to provide a safe, nurturing, culturally diverse environment which will promote intellectual curiosity, critical thinking, academic excellence, literacy, and character in students, while inspiring each student to achieve his or her highest potential.

In order to achieve our vision of the learning process:

- STUDENTS will actively participate in their learning by thinking critically and pursuing academic excellence while demonstrating respect of self, others and property.
- PARENTS will encourage, support, and be actively involved in their child's education and provide a safe and wholesome home environment.
- TEACHERS will create a culture of continuous learning by keeping abreast of current educational developments through high-quality professional development while encouraging, challenging, and engaging each student within a safe and respectful environment.
- WILLARD INTERMEDIATE SCHOOL community will create an atmosphere that promotes self-control and self-discipline, provide enriching extracurricular activities and ensure community involvement in decision-making and policy to create a shared responsibility for student success.
- WILLARD SCHOOL DISTRICT will provide state of the art equipment and facilities for a technologically enriched, comprehensive and challenging educational experience relevant to the needs of the twenty-first century utilizing the highest curricular standards and up to date supplies and materials.

## SCHOOL ATTENDANCE

Regular attendance is essential in establishing a good teaching and learning environment. In the event of an absence, parents are required to call the office by 9:00 am. 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 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**

There is no such thing as a completely excused absence, as all absences will affect a student's educational experience to some extent. It is strongly suggested that students' parents schedule special family events in conformity with school breaks.

Students will be allowed to miss no more than 7 days per semester before school and/or other agencies begin interventions. Documented illnesses or physical conditions that limit attendance will be considered verified absences and will not cause these interventions to take place. The attendance interventions are outlined on the following page.

### HIERARCHY OF ATTENDANCE K-6

#### **ABSENCES**

#### **ACTION TAKEN**

5 unverified absences/10 tardies per semester

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

7 unverified absences/14 tardies per semester

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

10 unverified absences/20 tardies per semester

- Possible Hotline to Children's Division
- Referrals to Juvenile and prosecutor accompanied by copies of all attendance attempts, contracts, and records of attendance.
- Police report may be filed by SRO and SRO home visit.
- Ask Prosecutor to send the "get to school" letter.

14 unverified absences/28 tardies per year

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

15 unverified absences per year

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

\*For extenuating circumstances regarding absences, appeal forms are available in the building office. Vacations will not be considered for the appeal process.

### **ATTENDANCE REGULATION**

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

### **VISITORS**

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

### **MAKEUP WORK**

When Students Are Absent From School:

- 1. Parents are to call the school before 9:00 A.M.**
2. Students are expected to make every effort to make up missed work assigned by their teachers. Students will have 2 days for each day absent from the date of their return to school to turn in work for full credit. In the case of an extended illness, cases will be handled on an individual basis at the discretion of teachers and administration.
3. Students will not be given class work prior to a known absence.

### **CHANGE OF ADDRESS**

Parents should notify the office of the school attended immediately upon any change of address and/or phone numbers. Families must reside within the boundaries of the Willard School District in order for their child to remain a student of the district. If families are found to be living out of the district, they will be notified by letter of a deadline in which they shall transfer their child to the appropriate school. Any attempt to falsify student records in regard to address may be prosecuted as a Class C misdemeanor offense.

### **PLACEMENT OF STUDENTS**

Class 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 in regard to placement.

### **WITHDRAWAL FROM SCHOOL**

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

### **PROMOTION OF STUDENTS**

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

### **GIFTED PROGRAM**

This program is designed to meet the needs of students having met established criteria. Gifted classes will meet one day per week. Curriculum standards and guidelines are reviewed by the board for effectiveness and changes are made yearly.

## ARRIVAL AND SCHOOL DISMISSAL

Students are not to arrive or be in the building prior to 8:10 unless they are enrolled in the Tiger Paws Program or participating in a school sponsored activity. At the end of the day, students not riding the bus are to be picked up promptly. 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 ensure in advance that their child has a procedure to follow should this situation arise.

There are many after school opportunities for students, including tutoring and clubs. Each group will have a designated pick-up time which students need to communicate to parents. Students must be picked up punctually; failure to do so may cause students to be denied further participation in these opportunities.

**Parents who need to change their child's after school arrangements are requested to do so before 2:00 pm.** Due to the volume of calls in the office, calls placed to change arrangements late in the day add to confusion and run a higher risk of miscommunication. If a student is to leave school prior to the end of the day the parent or guardian is required to sign them out in the office. This is to document the time and specific person they are leaving with.

## CONDUCT AT SCHOOL

The following are considered inappropriate behaviors which could warrant a disciplinary referral dealt with through the principal's office:

Assault/Fighting	Bus Violations	Cheating
Computer Violations	Defacing/Destroying property	Threats of Violence
Disrespect	Disruptive behaviors	Dress Code Violations
Drug/Alcohol Violation	Excessive Absences	Food/Gum/drinks in class
Forgery	Harassment	Horseplay
Leaving area w/out permission	Lunchroom behavior	Profanity
Sexual harassment	Pushing/Shoving/Scuffling	Theft
Tobacco use	Truancy	Unnecessary items
Bike/Skates/Skateboard Violation	Weapons violation	Homework/class work not done
Bullying/Cyberbullying	False Alarms	Vandalism
Unauthorized entry	Arson	Gambling
Public Displays of Affection		

Consequences for the above offenses may include a warning, lunch detention, loss of recess, in-school suspension, after-school detention, or out-of-school suspension, depending on the frequency and severity of the offense. Each office referral will be handled in a confidential and individual manner.

## RECESS

All Intermediate School students will be given the opportunity to participate in a 20 minute recess every day. If the weather outside is not favorable, students will participate in an indoor recess of comparable time. Students will go outside for recess if the temperature is above 32 degrees F with a wind chill above 28 degrees F. Additional recess time may be given as a reward/incentive at the discretion of the teacher. Recess time may be taken away from individual students if classwork is not current or for documented inappropriate behavior.

## Willard Intermediate School Behavior Expectations

<b>Be</b>	<b>All Settings: School and Bus</b>	<b>Classroom</b>	<b>Hallways</b>	<b>Cafeteria</b>	<b>Restroom</b>	<b>Playground</b>	<b>Assemblies</b>
<b>Safe</b>	<p>Report any problems to an adult</p> <p>Ask permission to leave any setting</p> <p>Follow all school rules and procedures</p> <p>Keep hands, feet, objects, and unkind words to yourself</p>	<p>Maintain personal space</p> <p>Be responsible for your belongings</p>	<p>Walk</p> <p>Stay in line</p> <p>Stay to the right</p>	<p>Report spills to the lunchroom monitor</p> <p>Do not throw objects</p>	<p>Wash hands with soap and water</p> <p>Keep water in the sink</p> <p>No horseplay</p>	<p>Use equipment only for intended purposes</p> <p>Do not throw rocks/gravel/sticks</p> <p>Only school-appropriate games</p> <p>Stay in designated areas</p>	<p>Enter and exit in an orderly manner</p> <p>Do not walk or stand on seats</p>
<b>Respectful</b>	<p>Treat others the way you want to be treated</p> <p>Be an active listener</p> <p>Follow adult directions</p> <p>Use polite language</p> <p>Help keep the school orderly and clean</p>	<p>Be honest</p> <p>Raise your hand to speak</p> <p>Listen and follow adult directions the first time</p>	<p>Walk quietly to respect the learning of others</p> <p>Respect wall displays</p>	<p>Only eat your own food</p> <p>Use appropriate volume and language</p> <p>Be polite to the cafeteria personnel</p> <p>Use appropriate table manners</p> <p>Use polite behavior while waiting in line</p>	<p>Allow for privacy of others</p>	<p>Invite others who want to join</p> <p>Enter and exit the building quietly and orderly</p> <p>Share equipment</p>	<p>Be an active listener</p> <p>Applaud appropriately to show appreciation</p> <p>No side conversations</p>
<b>A Responsible Learner</b>	<p>Give your best effort</p> <p>Be a team player</p>	<p>Be a positive leader</p> <p>Turn in completed assignments on time</p> <p>Sit in your seat unless you have permission to get up</p> <p>Bring necessary materials to class</p>	<p>Move promptly to your destination</p>	<p>Stay in your seat</p> <p>Pick up all trash in your area before leaving</p> <p>Do not leave until instructed to do so</p>	<p>Follow bathroom procedures</p> <p>Return to line or classroom promptly</p>	<p>Use and return equipment appropriately</p> <p>Deliver lost and found items to the office</p> <p>Report recess issues immediately to supervising teacher</p>	<p>Raise your hand if you would like to share</p> <p>Keep comments and questions on topic</p>

## **LATE START DUE TO INCLEMENT WEATHER**

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

K-6 students will remain on their same bus schedule and school start times. With better road conditions and temperatures after 8:00 a.m., and the driving experience of parents, schools can continue a regular schedule, decreasing the concern for unforeseen, early morning babysitting issues and adjusting parent work schedules.

## **INCOMPLETE WORK**

Students are expected to complete and turn in all work assigned in class. Failure to do so is not only detrimental to the student's grade, but is also an inaccurate reflection of the students learning. If an assignment is not turned in at the time it is due the student will be assigned a recess detention and will be required to work to complete the missing assignment during this time. If after two days in recess detention the assignment is still not complete, the student will be referred to the office. After school detention or time in in-school-suspension will be assigned based on the time needed to complete the assignment.

## **TUTORING**

Before and after school tutoring will be available for students every Tuesday and Thursday. Students may be required to attend tutoring sessions based on their recent academic achievement. Mandatory tutoring may be assigned by a team teacher or principal. If parents are interested in having their child attend tutoring, pre-arrangements should be made with the student's homeroom teacher.

## **PARTIES**

It has been customary to have classroom parties at Fall Harvest, Christmas and Valentine's Day for Intermediate students. PTO sponsored homeroom parents 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. The school will not provide utensils or cups/plates for serving birthday treats. **All food items brought to school for any occasion are to be store prepared, individually wrapped or store wrapped.**

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

## **FIELD TRIPS AND SPECIAL ACTIVITIES**

Field trips and other special assemblies and activities are not only considered an extension of the educational program, but also a privilege students earn through their work, attitude and behavior. Students may lose the privilege of participating in such activities for the following reasons:

- a. an established pattern of inappropriate behavior evidenced by numerous office referrals.
- b. referrals for aggressive or unsafe behaviors that could create a liability to the district off campus.
- c. a history of unsafe or inappropriate behavior on the school bus.
- d. a history of lack of effort or incomplete school work at the time of the activity.

Decisions on eligibility for trips or other special activities will be handled on a case by case basis. In some cases, it may be appropriate for parents to attend trips and assist in chaperoning students. Students are expected to ride to and from the trip on the arranged school transportation. Should a child leave a trip early, it must be with their parent or legal guardian. Students may not ride in private vehicles with friends. Children that are not students of Willard Intermediate are not allowed on field trips.



## STUDENT HEALTH AND SAFETY

To help ensure 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 on the sidewalk or facing traffic and cross at the designated crosswalk. Students riding bicycles to school should park them in the rack provided for this purpose.

1. Students should not bring baseballs/bats to school.
2. Skateboards, roller skates, in-line skates, or skate shoes are not allowed at school.
3. Electronic devices such as handheld games, media players, cameras, etc. should not be brought to school without prior approval. If cell phones are brought to school they should be turned off and put away from the time students enter the building until either on the bus to go home or picked up by their parent. Failure to do so will result in the phone being confiscated and turned in to the office. **The school will not be responsible for the investigation of the loss or theft of any such items.**
4. Students are not to bring to school pets, snakes, spiders, etc. unless requested by the teacher and have advance approval by the principal. No such items shall be transported to/from school by bus.
5. Water guns, knives, lighters, matches, glass containers, and guns/ammunition of any type are not to be brought to school.
6. Students are not to leave school grounds without permission.
7. Students are not allowed to use or possess tobacco, alcoholic beverages, or drugs (prescription or non-prescription) except as outlined below for medical reasons. This includes imitation drugs or imitation tobacco.
8. No chewing of gum is allowed at school.
9. Laser pointers should not be brought to school, on the bus or to any school district activities.
10. Toys and other unnecessary items should not be brought to school.
11. There should be no selling or trading of items by students.
12. Energy drinks such as Monster, Rockstar, NOS, etc. are not to be brought into the building or consumed by students during the school day.

## STUDENT DRESS GUIDELINES

Willard School District has established Student Dress Guidelines to inform students and parents of appropriate clothing and accessory items to maximize the educational process and minimize distractions. A student's clothing, apparel and/or accessories are not to jeopardize anyone's health or safety, nor cause a disruption to the teaching/learning process. The following guidelines will apply:

1. No halter-tops, tube tops, tank tops, midriffs, shirts with bare sides, or see-through blouses/shirts may be worn. No clothing with spaghetti straps or such straps that may display any parts of undergarments may be worn. No excessively tight or incomplete clothing may be worn.
2. Muscle shirts and mesh jerseys may only be worn over shirts.
3. Pants will be worn appropriately and at the waistline. No short shorts /skirts. A general guideline used: shorts no shorter than the length of the 1st knuckle of the index finger when extended to the student's side. Skirts may be no shorter than the length of the index finger when extended to the student's side. No pants may be worn with holes or tears above the knee. Underwear may not be worn as outerwear or exposed to view. Leggings/yoga pants should be worn with a skirt or long shirt that covers the students bottom.
4. Appropriate footwear must be worn at all times.
5. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendos, or satanic inferences. Clothing that promotes vulgarity/insensitivity to any nationality, ethnic group, or gender is prohibited.
6. Students may not wear caps, bandanas, gloves, or sunglasses in the building. (Exceptions may be made for school-sponsored special activities such as School Spirit Week.)
7. Excessive piercings which are distracting in nature are prohibited, as determined by administration.
8. No gang-related colors, tags, symbols, or apparel will be permitted.
9. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains, extreme rings, necklaces, spiked bracelets, etc.
10. Face painting, excessive make-up, writing or drawing on the skin, and distracting hair color or hairstyle are not allowed at school. Costumes are not to be worn to school. (Exceptions may be made for school-sponsored special activities such as School Spirit Week).

## STUDENT MESSAGES AND BUS PASSES

School phones are quite busy with the transaction of school business and students are not allowed to use the telephone unless it is deemed an emergency. Please help us by not calling to give students telephone messages unless it is a necessity. Messages to change your child's end of day arrangements must be received **before 2:00 p.m.** to ensure time for the message to be delivered.

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. Permission will not be issued through the Intermediate Office without prior authorization from the transportation office.

## HEALTH SERVICES

Willard Public School District is served by registered nurses (RN), licensed practical nurses (LPN) and medical assistants (CNA, RMA). Students who become ill or are injured are to report to the nurse's office. A current student health form must be on file in the nurse's office for all students.

## IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE

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

Vaccine	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 4+ 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 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 kept 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, Oral gel, antibiotic ointment, etc...) may be used to relieve minor discomfort in the absence of other significant symptoms.

### **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 administrations may not be given at school.
- 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 student one week after the final date, or it will be destroyed. The preferred method for transporting medicine to school is for a parent or guardian to deliver the medicine directly to the school nurse's office. If a student must carry the medicine to school, they are required to deliver the medication to the school nurse's office immediately after arriving at school.

### **ILLNESS AT SCHOOL**

In the event a student should become ill while at school, they will be referred to our school nurse. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school. 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. The school nurse will work closely with parent/guardian to give appropriate instruction on care of head lice.
- **Rash-**An undiagnosed or unknown rash will be sent home until seen by doctor and if needed, proper treatment is given.
- **Scabies-**Students will be sent home. They may not return until proof of treatment.
- **Impetigo-**Must be treated and covered 24 hours before returning to school with proof of treatment.
- **Ringworm-**Student must bring proof from doctor of treatment. Ringworm must be covered in school.
- **Chicken Pox-**Students may return to school 7-10 days after the onset of the rash and when lesions are crusted.
- **Temperature-**Students with a temperature of 100.0 will be sent home for at least 24 hours or until free of temperature or temperature reducing medications, whichever is the longer period.
- **Strep Throat-**Students having strep throat should be home on medication 24 hours before returning to school (must be fever free for 24 hours also)
- **Pink Eye-**Students with symptoms of pink eye will be sent home. They may return to school when they have been on medication for 24 hours, or redness and drainage is gone, or have a doctor's note.
- **Diarrhea/Vomiting-**Student will be sent home if more than 3 watery stools noted or deemed a possible communicable disease issue, or if the child cannot function in the classroom. Students should be kept home 24 hours after last episode of diarrhea or vomiting before returning to school.

### **Communicable Diseases – Students**

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

1. The student is no longer infected or liable to transmit disease.
2. The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

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

The School District has developed specific policies and procedures in section JHCCA of the District Policy Manual. These policies adhere strictly to State status 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.

### **HOSPITALIZATION/SURGERY/INJURY**

For any student admitted to the hospital for illness, injury, surgery, etc., a physician's note is needed prior to returning to school. The note **MUST** state the date student can return, any medications they are taking and any restrictions. Also, 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 date of return to activity. Students must be off **ALL** narcotic controlled pain medication 24 hours before returning to school **AND** may not be given any while in school.

### **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 asked to eat such food in a different area.

### **FOOD SERVICE CHARGE PROCEDURES STUDENT CHARGE LIMITS**

Students in Kindergarten through Eighth 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**  
Kindergarten to Sixth Grade: 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 mail lettered. 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.

### **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.

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

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

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

1. Students should remain seated on the bus while in motion.
2. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
3. 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.
4. No food or drinks on the bus.

5. No profanity or bad language.
6. Pupils must not extend arms, head, or other body parts out of the bus windows.
7. The use or possession of tobacco, drugs, alcohol, or weapons is not permitted on the bus.
8. No unnecessary items on the bus such as lasers, animals or pets, balloons, flowers or glass containers, cell phones, or games with sound.
9. Large projects or band instruments are not permitted to take up a seat or block the seat aisle or bus aisles. Parents will have to transport students on days they have large projects or band instruments.
10. Any damage to the bus should be reported at once to the driver.
11. Pupils are asked to keep the bus clean at all times.
12. Items left on the bus or taken from students will be kept at the Transportation Office.
13. NO horseplay, pushing or shoving while at Bus Stop or on the bus.

#### **LOADING AND UNLOADING PROCEDURES:**

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

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

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

Disciplinary action taken is in a range from minimum to maximum. Parents will be given a written report informing them of any disciplinary incident involving a student on the school bus or while waiting at the bus stop, which may have jeopardized the safety and well-being of all students or himself/herself. You are urged to both appreciate action taken by the bus driver and to cooperate with the corrective action initiated by the school district.

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

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

#### **EMERGENCY DRILL PROCEDURES**

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

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

#### **STUDENT ACCIDENT INSURANCE**

Willard Schools will NOT provide district-paid student accident insurance. However, parents will be able

to purchase insurance for the student. Information on insurance coverage will be available through packets provided to the student at the time of registration.

### **STUDENT DISCIPLINE CODE**

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.

### **SAFE SCHOOL LAW**

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

### **HARASSMENT POLICY**

It is the policy of the Willard School District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. It shall be a violation of District policy for any school personnel to tolerate any type of harassment at school, while attending school activities, or under the auspices of the School District. The school system will act promptly to investigate all complaints and take necessary disciplinary action. A complete copy of policy JBA Harassment can be reviewed in the school office or the office of the superintendent.

### **TITLE ONE GRIEVANCE PROCEDURE**

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

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

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

**The following information along with district policies can be accessed on the Willard Schools website at [www.willardschools.net](http://www.willardschools.net):**

- Notice of Nondiscrimination**
- Public Notice for 94-142**
- Public Notice on Student Records**
- Public Notice on Free and Appropriate Education**
- Homeless Assistance**
- No Child Left Behind Act**
- Notification of Rights Under Ferpa for Elementary and Secondary Schools**
- Notification of Rights Under the Protection of Pupil Amendment (PPRA)**
- Standard Complaint Resolution Procedure for Improving America's Schools Act Program**
- Missouri Health Children and Youth Program**
- Asbestos Management Plan**

# Parent/Student Acknowledgment of Building Policies

**2019-2020**

Please take some time to look over this handbook with your child. A basic understanding of the information presented here will aid in preventing many potential questions or problems before they arise. We ask that you sign and return this form to your student's homeroom teacher at your earliest convenience.

I have read and understand the expectations and policies outlined in the Willard Intermediate School handbook.

\_\_\_\_\_  
Student signature                      \_\_\_\_\_                      Date                      \_\_\_\_\_                      Parent/guardian signature                      \_\_\_\_\_                      Date

\_\_\_\_\_  
Homeroom Teacher