



WillardMiddleSchool



Willard Middle School

Our Mission

We Learn.

We Lead.

We Succeed.

Our Values

We Value Independence

- Be proactive
- Begin with the end in mind
- Put first things first

We Value Interdependence

- Think win-win
- Seek first to understand then to be understood
- Synergize

We value the whole person

- Sharpen the saw
- Find your voice

Our Vision

"We" refers to the combined power of students, parents, teachers, staff, and the Willard district community.

WE LEARN: We seek opportunities to gain knowledge, develop skills, and build on our strengths through hard work.

WE LEAD: We celebrate that everyone is a unique leader who is self-reliant, yet able to guide others to achieve meaningful goals.

WE SUCCEED: We believe that success is built by realizing our individual and collective potential. We commit to continual growth and creating a positive community where everyone is valued and empowered.

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ATTENDANCE POLICY

Attendance is an important part of a student's educational success. Regular attendance is defined as no more than seven absences from school during a semester. In the event of absence, parents need to call the Middle School office by 9:00 a.m. to report your child's absence, it is recommended you also email your child's teacher about make-up work. Refer to Make Up Work section of the handbook on page 10.

Students who report more than 15 minutes late for a class are considered absent for the entire class and cannot participate in school activities unless prior approval is given by the principal. The student will also receive a tardy for that class period. Any student that is absent on the day of a school activity/game cannot attend any school functions after school. If a student has pending discipline to be served, they may not participate in any activities or games until served. A student who is not in class can be considered truant. Truancy will be dealt with as a discipline problem, as well as an absence.

For extenuating circumstances (i.e. Doctors notes, hospitalization, funeral, dentist, religion, visit with parent or guardian on active duty) regarding absences, give the office doctor notes or funeral program for verification. Vacations will not count as an extenuating circumstance.

See the attendance policy and procedures below:

5 absences/chronic tardies per semester

- If no parental contact, call from the attendance monitor
- Registered or regular letter from attendance monitor (per administration discretion)

7 absences/chronic tardies per semester

- Registered letter from attendance monitor
- Meeting with school attendance authorities (Principal, Social Worker, and School Resource Officer)
- Truancy program initiated
- Student /parent attendance contract with school official
- Re-explain hierarchy of attendance and necessity for student attendance.
- Inform that Educational neglect and truancy are crimes.
- Warning of referrals to Juvenile Service, Children's Division, Willard PD, and prosecutor
- If parent is unable to attend, **reschedule one time or make home visit, if neither option- hotline**
- Student will be required to attend after school tutoring within 3 days of returning, to complete schoolwork & assessments.

10 absences/chronic tardies per semester

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

14 absences/chronic tardies per semester

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

15 absences/chronic tardies per semester

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

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

- Students are asked not to arrive at school before 7:10 a.m.
- Students are not to leave school grounds after arrival at school without permission from the office
- Bus Riders: students should proceed straight to the cafeteria until the 7:15 bell

- Parent Drop off/Walkers: students should wait in the front lobby until the 7:15 bell unless eating breakfast
- Students that are dropped off at school need to enter the front parking lot off Miller Road. There are two traffic lanes that move from East to West. Students are asked to use the cross-walk.

Dismissal

- School is dismissed at 2:33 P.M. Tues-Fri and 2:03 on Monday.
- Students who ride buses home should exit the East side of the building.
- Students who walk home or are picked up by parents, exit the front of the building. Students are to use the cross-walk in front of the building. Parents who pick up students need to enter the front parking lot off Miller Road. There are two traffic lanes that move from East to West.
- **No student is to remain in the building after school unless under the direct supervision of an instructor.**

MONDAY BELL SCHEDULE	
Period 1	7:30 – 7:59
Period 2	8:03 – 8:47
Period 3	8:51 – 9:35
Period 4	9:39 – 10:23
Period 5	10:27 – 11:11
Period 6	11:15 – 12:27
A Lunch	11:15 – 11:35
B Lunch	11:39 – 12:01
C Lunch	12:05 – 12:27
Period 7	12:31 – 1:15
Period 8	1:19 – 2:03

TUESDAY-FRIDAY BELL SCHEDULE	
Period 1	7:30 – 8:05
Period 2	8:09 – 8:57
Period 3	9:01 – 9:49
Period 4	9:53 – 10:41
Period 5	10:45 – 11:33
Period 6	11:37 – 12:49
A Lunch	11:37 – 11:57
B Lunch	12:01 – 12:23
C Lunch	12:27 – 12:49
Period 7	12:53 – 1:41
Period 8	1:45 – 2:33

* On Monday only, WMS will dismiss at 2:03 because the Willard School District has early release to allow for staff development.

CAFETERIA

All students must be in the cafeteria during their assigned lunch period. Food/drink must be consumed in the cafeteria. No food or drink can be taken out of the cafeteria except water. No electronic devices can be used in the cafeteria during lunch. Tables must be cleared, trays returned, and trash disposed of properly.

Deposits toward a student lunch account must be in the one of the deposit boxes located outside of the office and in the cafeteria. Students must place their money in one of the deposit boxes by 10:30 each day in order to use the funds for lunch on the same day. Students must have their pin number to pay for lunch. Free and reduced lunch applications are available in the office.

If a student's lunch account reaches a negative \$10.00 balance, then the student will be offered a "Tiger Meal" which contains a sandwich and milk. To read more about meal charge procedures click [here](#).

LUNCH PRICES

Breakfast prices: \$1.90

Reduced breakfast prices (for those that qualify): \$0.30

Lunch prices: \$2.70

Reduced lunch prices (for those that qualify): \$0.40

Milk price: \$0.40

CITIZENSHIP STANDARD

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

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

CLUBS

WMS has many clubs that students are invited to take part in. Some of the clubs are chosen by election or academic requirements, but others are open to all students. Some of the clubs offered are Student Council, Academic Team, Archery, Drama Club, and Speech and Debate. Please ask your advisory teacher about involvement in clubs.

CONFERCING WITH TEACHERS

All teachers have conference time during the school day, or can arrange times before or after school if needed.

The Willard School District has parent teacher conference meetings set during the school year. Please check the school calendar for those dates. This time is set aside to allow parents to meet with their child's teachers to discuss strengths and concerns.

DRESS CODE EXPECTATIONS

Each student will be expected to wear proper dress at all times during school hours and at school activities. They include, but are not limited to, the following:

- 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 clothing that exposes any portion of the upper torso: including see-through shirts, halter tops, backless shirts or dresses, spaghetti straps, bare midriffs, low necklines which expose cleavage, or excessively torn, etc.
- No clothing that is disruptive to the daily academic progress of students. No clothing that displays profane or suggestive language or acts; clothing that advertises alcohol, tobacco, drugs or advocates their use, etc.
- No hats/hoods or do-rags
- No pocket chains
- No sagging or bagging of pants. Pants must be worn at the waist line. Under garments are not to be seen
- No disruptive and/or unusual make-up or hair coloring
- No disruptive visible piercing
- No inappropriate visible body ink

ELECTRONIC DEVICES EXPECTATIONS

The school may examine personal or school issued devices and search its contents if there is a reason to believe that school policies, regulations, guidelines, and/or state or federal laws have been violated. Inappropriate use or violation of the Technology Acceptable Usage Policy will result in discipline action.

Non-school issued devices

All electronics i.e. cell phones, MP3 players, iPods, portable dvd players, etc. must be turned off and placed out of sight, preferably in your locker, from the time the 7:15 bell rings until the last bell of the day.

1:1 Technology Devices

School issued devices can be used before school until the 7:30 bell rings. Students must obtain teacher permission before using their school issued device in class (games, email, websites, etc.). Students must turn off and put away their device when requested by a supervisor. During class time, students must be on the site approved by teacher with no additional tabs open (i.e. games). When student are transporting laptops, the device must be in a case or backpack for safe transfer. Anytime students are using a laptop, the device must be on a hard surface (not on lap of student or held in hand, etc). Students can bring their own device that complies with the BYOD Usage Policy. Refer to the school website for the policy.

ENROLLMENT AND WITHDRAWAL PROCEDURES

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

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

FOOD AND DRINKS

Only water in a non-glass container can be consumed before and during the school day (with the exception of lunch). Please be aware of student food allergies. The teachers can use their own discretion in their individual classroom.

GRADE/STANDARD BASED REPORTING

Parents should expect a formal grade report from the school approximately every four weeks. An electronic copy will be sent through email to parents that provide the school with an address. A paper copy will be sent home with your child if an email address is not on file.

Refer to the Standard Based Grading Parent Handbook for more detailed information.

Algebra students please refer to Frequently Asked Question about Algebra for High School Credit for more detailed information.

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.

<i>Vaccines Required</i>	7th	8th
DTaP/DTP	4	4
Tdap		1
Meningococcal (MCV)		1
Polio	3	3
MMR	2	2
Hepatitis B	3	3
Varicella	2	1

(Tdap and Meningococcal are required vaccines to enter 8th grade)

* 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 medications, including over-the-counter medications, are nursing activities which must be performed by an RN or LPN. A licensed nurse may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications.

The school will not administer any medication not FDA approved or doses exceeding the recommended dosages.

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 must 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 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:

Student's parents must provide the school either a Right to Carry Form signed by a physician or a physician's written statement indicating it is medically necessary for the student to carry certain medications, (e.g., asthmatics' bronchodilator, Epi-Pen), then the student will be allowed to keep the specified medication with him or her to facilitate use. This must be on file in the Nurse's Office prior to the start of attendance of the school year for Middle/High School. In such instances, the district does not assume responsibility for the medication or the student's use of it. If a student who is allowed to carry medication with him/her is found to be abusing the district guidelines for appropriate use, then the student shall lose the right to carry medication and discipline will be given if necessary.

Emergency Medications:

The school district obtains a prescription and standing order from an area physician for an emergency medication containing epinephrine and/or an antihistamine for use in the event of anaphylaxis. If symptoms of anaphylaxis occur, the medication will be administered according to the instruction and events documented. A specific order from a student's physician for the treatment of anaphylaxis in that particular student will be followed for that student instead of the general standing order. An emergency bronchodilator, (inhaler), will be available in the Nurse's Office for those who have a bronchospasm and do not have access to their own inhaler.

Topical and external products (e.g., Calamine, Hydrocortisone, Oragel, etc...) May be used to relieve minor discomfort in the absence of other significant symptoms.

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:

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

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

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined as having a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy. The School District has developed specific policies and procedures in section 3HCC of the District Policy Manual. These policies adhere strictly to State status and Department of Education guidelines.

Chronic Illness:

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

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.**

ID CARD EXPECTATIONS

Each student will be issued an identification card. This card allows students admission to home Willard athletic events (except tournaments) if athletic pass is purchased. Replacement cards will be \$3.00.

INCLEMENT WEATHER PROCEDURES

Willard School District has a schedule for Late-Start days for Secondary Students due to inclement weather. The late-start will only affect Middle and High School students and adjusts the school start time two hours later than the regular schedule (9:30 a.m. until normal release time). If a late-start decision is made, all secondary bus routes will run 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, school website, WMS Facebook account, and district messaging system.

LIBRARY/MEDIA CENTER

The media center is open from 7:15 a.m. to 2:50 p.m. Students are charged \$.05 per day late fees on checked out items. Students will be charged for lost or damaged materials. Grade reports may be held until fines or charges are paid which could delay registration for the following school year.

LOCKERS

Having a locker is a choice for students. If a student pays the \$2.00 locker fee they will be assigned a locker for the school year. Students may not change lockers without permission from the counselor's office. Lockers are to be kept locked. Students are to use locks approved or assigned by the school. The school is not liable for losses incurred from lockers. Please keep valuables at home. For sanitary reasons, you are not to store gym clothes or food in hall lockers.

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

MAKE UP WORK

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

MSHAA INTERSCHOLASTIC ACTIVITIES

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

All students participating in athletics must have a physical examination on file prior to the first practice. Physicals are valid for 2 years.

Students who report more than 15 minutes late for a class are considered absent for the entire class and cannot participate in school activities unless prior approval is given by the principal. Any student that is absent on the day of a school activity/game cannot attend any school functions after school. If a student has pending discipline to be served, they may not participate in any activities or games until served.

PHYSICAL EDUCATION

Physical education is required by all students. A student who has an ailment or disability which necessitates a limited physical education program, or one who should be excused entirely, must have a physician's statement to that effect on file in the nurse's office. Alternative activities are planned by the instructor for students who are not physically able to participate in the regular program.

PROMOTION OF STUDENTS

Students are promoted to the next grade level on the basis of their achievement during the school year. When a student has low or failing marks in two or more of the core subjects, their case will be reviewed by a committee of teachers, the counselor, and the principal. Summer school may be required 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 academic needs. Communication with parents will be an important part of deciding if a student will be promoted.

Should the parents disagree with the placement, they may request that the placement be reviewed by a committee to consist of the child's teacher, building principal, and guidance counselor.

SOLICITING AT SCHOOL

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

STUDENT MESSAGES

Office phones are quite busy with the transaction of school business and students are not allowed to use the telephone unless given permission. Also, students are not allowed to call or text parents on their personal cellphone during the school day. Please do not call to give your child messages unless it is necessary.

TRANSPORTATION PROCEDURES

The primary purpose of setting minimum regulations for student transportation is to encourage and provide for the greatest possible safety of all students riding the bus. It is a privilege for students 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 students while riding the bus. Conversations by students are to be courteous and in low quiet voices.

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

- Students should remain seated on the bus while in motion
- Students must not try to get on or off the bus or move about within the bus while it is in motion
- Students may ride only the bus to which they have been assigned. Permission must be obtained from the transportation office to ride any other bus or to get off at a location other than the regular stop
- No food or drinks on bus
- No profanity or bad language
- Students must not extend arms, head or other body parts out of the bus windows
- The use or possession of tobacco, drugs, alcohol, or weapons is not permitted on the bus
- No unnecessary items are allowed on the bus such as lasers, animals or pets, balloons, flowers in glass containers, cell phones or games with sound
- Large projects or band instruments are not permitted on the bus. Parents will have to transport students on days they have large projects or band instruments.
- Any damage to the bus should be reported at once to the driver.
- Students are asked to help keep the bus clean at all times.

- Items left on the bus or taken from students will be kept at the Transportation Office.
- No horseplay, pushing or shoving while at Bus Stop or on Bus.

Loading & Unloading Procedures

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

Exiting the Bus Procedures

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

Disciplinary Actions

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.

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 student attends.

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

Bus Passes

Students may ride only the bus to which they have been assigned. Permission to get off **your bus** at another location must be obtained from the transportation office.

TUTORING

WMS will offer tutoring for students throughout the school year on Tuesdays and Thursdays (some dates will not be available) or by appointment with a teacher.

VISITORS PROCEDURES

All visitors are required to report to the main office, sign in, obtain a visitor pass, and sign out before leaving. Special visitors must be given permission from the office.

WMS has a designated location if a parent would like to eat lunch with their child. Please call the office ahead to check availability and schedule the location. Students are not allowed to bring friends when eating with their parent.

DISCIPLINE PROCEDURES

One of the key responsibilities of Willard Middle School is to ensure a safe environment conducive to learning. While there are many factors which affect the learning environment, perhaps the most harmful are the problems that result from inappropriate conduct.

Code of Conduct

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

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

Disciplinary Incidents

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

Assault - Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury Attempting to kill or cause serious injury to another

Bus Violation - any offense committed by a student on a district-owned or contracted bus may result in riding privileges being suspended or revoked

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

- allowing someone to copy your work
- witness cheating and not reporting it
- discussing a test with someone who has not taken it sharing answers on a test or changing answers

Defacing/Destruction of School Property – damaging or defacing school or personal property

Demeaning – Threats of Violence - Statement, gesture, or reference to an activity or action to be taken which can or will do bodily harm to another person

Disrespectful/Disobedience- Disrespectful verbal, written, symbolic language, or gesture which is inappropriate to public settings. Refusal to comply with the requests of any school personnel or policy of the school. Noncompliance to classroom/school expectations.

Dress Code Violation - wearing of any clothing that violates the guidelines set forth under the Dress Code expectations in this handbook

Drugs/Controlled Substance/Alcohol - A. Possession of or attendance under the influence of any unauthorized prescription drug, non prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia. These include controlled substances and illegal drugs defined as substances identified under schedules I, II, IV, or V in section 202 of the Controlled Substances Act. B. Sale, purchase, or distribution of any prescription drug, alcohol, narcotic substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

Electronic Devices - any action that violates the technology usage policy. See guidelines set forth under the Electronic Devices Expectations in this handbook.

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

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

Fighting - Both parties have contributed to the conflict either verbally or by physical action

Forgery/Plagiarism - writing or giving false or misleading information to school officials

Gambling - participating in games of chance for the purpose of exchanging and/or gaining money or items of value

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

Harrassment/Other/Bullying/Sexual Harrassment - A. Use of verbal, written, or symbolic language that is harassing. B. Physical contact that is sexually harassing. C. Any action, verbal or physical, meant to intimidate or demean others

Inappropriate/Behavior Conduct - verbal, written, symbolic language, or gesture which materially and substantially disrupts classroom work, school activities or school functions

Leaving Campus without Permission – leaving the building without gaining permission from the office.

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

Out of Designated Area – Students that are in an area they are not suppose to be during that time (ie library during lunch time).

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

Tardy - Arriving to class or school late. Upon the 4th tardy (per quarter) in any class, the student will be given disciplinary actions.

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

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

Truancy - absence from school/class without the knowledge and consent of parent/guardian and/or the school administration

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

Unprepared for class – Arriving to class not prepared with items such as homework, parent notes, etc.

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

Disciplinary Actions

Warning - A school official (teacher, counselor, administration) will talk to the student regarding how the student should behave.

Steps - When unacceptable behavior occurs, but does not warrant an immediate referral to the office, the following actions will be taken in an attempt to bring about change of behavior.

Step 1 – Warning **Step 2** – Team Meeting **Step 3** – Parent Contact **Step 4 or more** – Principal Referral

Unprepared for class – When students arrive to class not prepared with items such as homework, parent notes, etc., they will be given 3 warnings in an attempt to change behavior. Upon the 4th unprepared they will be assigned discipline each time following. Unprepared for class restart each quarter.

Unprepared 1 – Warning

Unprepared 2 – Warning

Unprepared 3 – Warning

Unprepared 4 or more – Principal Referral (discipline assigned)

Activity Suspension - Students on activity suspension will not be allowed at any after school activities. This includes but not limited to sports games, concerts, plays, dances, and clubs.

After-School Detention - Detention is held on Tuesday and Thursday after school, 2:30 – 4:30 P.M. All students assigned to ASD will not be allowed to participate in extracurricular activities until the detention has been served. Transportation is the responsibility of the parent. Students must arrive at ASD on time and with material enough to remain on task for the entire detention period. Students will not be permitted to go to their lockers before, during, or after ASD. Students who do not abide by the detention room rules will receive discipline according to the incident. If a student fails to attend, he/she will be assigned In-School-Suspension and ASD.

Bus Suspension -

Assigned Seat – Student will be assigned a designated seat on the bus for the ride to and from school.

Bus Removal - Student will be removed from the bus for a set time period for the ride to and from school.

Computer Usage Suspension – Student will be restricted from the computer for a specific period of time.

Tardy - Arriving to class or school late. Upon the 4th tardy (per quarter) in any class, the student will be given disciplinary actions.

In-School Suspension - Reassignment of a student to a separate, supervised environment away from the usual activities within the school. Students will be served a sack lunch unless a lunch from home is provided. Students serving in-school suspension are prohibited from participating in or attending the school's activities and programs. Students will be removed from ISS for improper conduct and/or failure to follow direction and that day will not count toward the total days assigned.

Out of School Suspension : A student serving out of school suspension will be allowed to make up any test if the material was covered prior to the absence.

Short Suspension (up to 10 school days)- Absence and exclusion from the school and its activities. The parents will be notified in each case of suspension. The superintendent has the right to revoke or modify the decision.

Long Suspension (up to 90 school days)- Absence and exclusion from school and its activities. A recommendation for expulsion may be made. Both the student and parents will be notified of such a recommendation. Information will be provided regarding due process and appeal procedures. Appeals to the Board of Education are to be made through the superintendent of schools.

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

See Discipline Flow Chart below. The chart is used as a guideline; however individual situations may warrant the principal to use his or her discretion.

Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Arson w/o Damage	Principal's Discretion	Principal's Discretion	Principal's Discretion	Principal's Discretion
Arson with Damage	1-5 days ISS with restitution	1-3 days OSS with restitution	Principal's Discretion with restitution	Principal's Discretion with restitution
Assault Threats	2-5 days OSS	5 days OSS	10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent
Bus/Transportation Misconduct	Assigned seat and/or ASD to 1-2 days ISS	Assigned seat and 2 Days off the bus	Assigned seat and 1 week off the bus	Principal's Discretion
Cheating	Redo the assignment or test and ASD	Redo the assignment or test and 1-2 days ISS	Redo the assignment or test and 2-3 days ISS	Redo the assignment or test and Principal's discretion
Defacing/Destruction of School Property	ASD to 1-3 days ISS and restitution	Principals Discretion	Principal's Discretion	Principal's Discretion
Demeaning – Threats of Violence	1-3 days of ISS	2-4 days of ISS	1-3 days of OSS	Principal's Discretion
Disrespect/Disobedience	ASD to 1-2 days ISS	ASD to 1-4 days ISS	Principal's Discretion	Principal's Discretion
Dress Code Violation	Teacher will send student to nurse to change clothes	Staff will call parent, have student change and ASD	Staff will call parent, have student change and 1 day ISS	Principal's Discretion
Drugs/Controlled Substance/Alcohol	10 days OSS	10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent
Drugs Non-Prescription	1-5 days ISS	1-5 days ISS	3-10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent
Electronic Devices and Cell phones	Warning – device taken until the end of the day	ASD – device taken until the end of the day	1 days ISS – device taken until the end of the day	2 days ISS device taken until the end of the day
Endangerment of self or other (scuffle)	1-2 days ISS	3-4 days ISS	2-5 days OSS	Principal's Discretion
Failure to attend detention	ASD + 1 day ISS	ASD + 2 days ISS	ASD + 3 days ISS	ASD + Principals Discretion
Failure to attend Mandatory Tutoring	ASD	1 day ISS	2 days ISS	Principal's Discretion
Failure to complete disciplinary assignment	ASD	ASD + 1 day ISS	ASD + 2 days ISS	Principal's Discretion
False Alarms	1-2 days ISS	3-4 days ISS	3 days OSS	Principal's Discretion
Fight	2-5 days OSS	5 days OSS	10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent

Incident	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Forgery/Plagiarism	ASD	1-2 days ISS	2-3 days ISS	Principal's Discretion
Gambling	1-2 days ISS	2-4 days ISS	Principal's Discretion	Principal's Discretion
Gang Participation	Principal's Discretion	Principal's Discretion	Principal's Discretion	Principal's Discretion
Harassment/Other/Bullying	ASD to 1-2 days ISS	3-5 days ISS	2 days OSS	Principal's Discretion
Harassment/Sexual Harassment	Principal's Discretion	Principal's Discretion	Principal's Discretion	Principal's Discretion
Inappropriate Behavior/Conduct	ASD	ASD to 1-2 days ISS	ASD to 3-4 days ISS	Principal's Discretion
Leaving Campus without Permission	1-2 days ISS	3-4 days ISS	3 days OSS	Principal's Discretion
Obscene Materials	ASD or Principals Discretion	1-2 days ISS	3-4 days ISS	Principal's Discretion
Out of designated area	1-2 days ISS	3-4 days ISS	3 days OSS	Principal's Discretion
Public Display of Affection	Warning	ASD	1-2 days ISS	Principal's Discretion
Tardies (per quarter)	Warning	Warning	Warning	ASD
Theft	1-3 days ISS with restitution	3-5 days ISS with restitution	1-2 days OSS with restitution	5-10 days OSS with restitution
Tobacco	2 days ISS	3 days ISS	3-5 days ISS	
Truancy	1-2 days ISS	3-4 days ISS	3 days OSS	Principal's Discretion
Unnecessary items	Warning	ASD	1-2 days ISS	Principal's Discretion
Unprepared for Class	Warning	Warning	Warning	ASD
Weapons	10 days and referred to Superintendent	10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent	10 days OSS with referral to Superintendent

NOTICES AND POLICIES

The district notices and policies are located on the district website. To view the notices and policies please visit: willardschool.net

Notices

1. PUBLIC NOTICE FOR 94-142
2. NOTICE OF NONDISCRIMINATION
3. STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOLS ACT PROGRAMS
4. GRIEVANCE PROCEDURES
5. PUBLIC NOTICE ON FREE AND APPROPRIATE EDUCATION
6. PUBLIC NOTICE ON STUDENT RECORDS
7. SAFE SCHOOLS ACT
8. HARASSMENT POLICY
9. MISSOURI'S HEALTH CHILDREN AND YOUTH PROGRAM
10. HOMELESS ASSISTANCE
11. NO CHILD LEFT BEHIND ACT
12. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)
13. NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS
14. TITLE ONE GRIEVANCE PROCEDURE

Policies

1. PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT (NOTICE OF NONDISCRIMINATION)
2. PROGRAMS FOR STUDENTS WITH DISABILITIES
3. PROGRAMS FOR ENGLISH LANGUAGE LEARNERS
4. PROGRAMS FOR HOMELESS STUDENTS
5. PROGRAMS FOR MIGRANT STUDENTS
6. PUBLIC INFORMATION PROGRAM
7. PERSONNEL RECORDS
8. STUDENT RECORDS
9. STUDENT RECORDS DEFINITIONS
10. PROTECTION OF STUDENTS RIGHTS
11. TEACHING ABOUT HUMAN SEXUALITY
12. INTERROGATIONS, INTERVIEWS AND SEARCHES
13. WEAPONS IN SCHOOL
14. STUDENT DISCIPLINE
15. CORPORAL PUNISHMENT
16. DISCIPLINE REPORTING AND RECORDS
17. ADMINISTRATION OF MEDICATIONS TO STUDENTS
18. TECHNOLOGY USAGE
19. AUDIO AND VISUAL RECORDING
20. HAZARDOUS MATERIALS

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	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

Revised 4/17

² In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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 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.