

**INTRODUCTION LETTER**

Welcome to the 2021-2022 school year! The planner contains information about school policies and procedures. It is used to help facilitate home and school communications. If you have questions, please contact the office at 417-469-2474 ext. 100.

The Elementary Discipline Code is also included. Please read and discuss this with your child, then sign and return the form that indicates you've read and discussed the discipline code. We ask that you also review the expectations with your child throughout the year.

During the year, we look forward to a cooperative and committed home-school partnership. Parent involvement is encouraged and welcomed. There are several ways to be involved in our school including joining and participating in the PTO organization and events, volunteering in the school, attending school-sponsored events and supporting your child's learning daily.

Visitors are welcome at school. They should always check in at the office and get a Visitor's Pass. If you would like to become a regular volunteer at the school, please inquire at the elementary office. To assure the safety of our students, anyone who is a threat to an individual or the education of our students will be removed.

Thank you for sharing the tremendous responsibility of educating and guiding your child as he/she progresses toward adulthood. We know that through communication and close cooperation between home and school we can be successful in this endeavor.

If you have suggestions, concerns, and/or questions, please feel free to share them with us.

Sincerely,  
*Bobby Cottengim*  
Elementary Principal

*Chris Rodgers*  
Assistant Elementary Principal

**This agenda belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Phone Number: (417) 469-2474 Office ext. 100 Teacher Ext. \_\_\_\_\_

Conference Times: \_\_\_\_\_

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**TABLE OF CONTENTS**

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Public Notice	3
Nondiscrimination Statement	3
Parent's Right to Know Letter	4
Custody Issues	4
Mission Statement & Goals	5
Office Hours & School Hours	6
Admission	6
Enrollment & Age Requirements	6
Bus Transported Students	6
After School Dismissal Procedures	7
Procedure for Children Picked Up or Walking Home After School	7
Dismissal of School During the School Day	7
Perfect Attendance	7
Emergency Contacts and Phone Numbers	7
Change of Address	7
Bad Weather	7
Parent Calls	7
Visiting the School	7
Student Withdrawal from School	7
Federal Educational Rights and Privacy Act (FERPA)	8
Absences	8
Attendance and Attendance Policy	9
Field Trips	9
Tutoring	9
Personal Property at School	9
Character Education	10
Student Behavior	10
Positive Behavior Support	10
Lunch & Breakfast	11
HAZARDOUS MATERIALS-ASBESTOS (Board Policy: EBAB)	11
EMERGENCY PLANS/SAFETY DRILLS (Board Policy: EBC)	11
ASSESSMENT PROGRAM (Board Policy: IL)	11
HAZING AND BULLYING (Board Policy: JFCF)	11
INTERROGATIONS, INTERVIEWS AND SEARCHES (Board Policy: JFG)	12
WEAPONS IN SCHOOL (Board Policy JFCJ)	12
SURVEYING, ANALYZING OR EVALUATING STUDENTS (Board Policy: JHDA)	12
DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS (Board Policy: IGDBA)	12
DIRECTORY INFORMATION (Board Policy: JO)	13
DRESS CODE (Board Policy: JFCA-AP)	13
HEALTH ROOM	13
IMMUNIZATIONS (JHCB)	14
STUDENT MEDICINE POLICY (JHCD)	14
ADMINISTRATION OF MEDICATIONS TO STUDENTS (JHCD-AP)	15
HANDLING AND DISPOSAL OF MEDICATIONS (JHCD-AP)	15
BUS TRANSPORTATION	16
ELEMENTARY BUS DISCIPLINE PROCEDURES	16
SENATE BILL 319 (Reading Bill)	20
Health Services	21
Reporting Child Abuse	22
Screening	23
ELEMENTARY DISCIPLINE CODE	24
PAWSitive BEAR PLEDGE	33
PBIS BEHAVIOR MATRIX	34
WORDS & Word Wall Words	35
EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES	37

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## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Willow Springs School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Willow Springs School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Willow Springs School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Willow Springs School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office Monday through Friday from 8:00am until 3:30pm.

This notice will be provided in native languages as appropriate.

## **NONDISCRIMINATION STATEMENT**

The Willow Springs R-IV School District complies with all federal and state laws prohibiting discrimination, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1974 and the American Disabilities Act (ADA). It is the policy of the school district that no person, on the basis of race, color, national origin, sex, age, or handicap, shall be discriminated against in employment, educational programs and activities or admissions. Inquiries or complaints concerning the Willow Springs R-IV School District's compliance with regulations implementing Title II, Title VI, Title IX, Section 504 or the American Disabilities Act (ADA) may be directed to the District Coordinator of these programs.

## **PARENT'S RIGHT TO KNOW LETTER**

The Willow Springs R-IV School District is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher. • Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Please contact the Elementary Office at 417-469-2474 ext. 100 if you have any questions, comments or concerns.

## **CUSTODY ISSUES**

By law, if parents are legally separated or divorced, each parent may have joint legal rights over the health, education and welfare of their child/children. UNLESS a parent has a court order that indicates which parent has primary physical custody of the child/children, either parent may check the child/children out of the school with proper identification.

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation, which leaves the student's welfare in question, will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, the local law enforcement will be contacted and an officer will be requested to intervene.

The school will try, upon request, to provide the non-primary custodial parent with the educational information they need in order to stay informed and involved with their child's progress. However, it is not always possible to keep the non-primary custodial parent informed of all school activities and programs. Therefore, that parent has the responsibility to communicate with the school to obtain the information needed. (Please note that many custody decrees stipulate that the parents are ordered to communicate this information with each other; if this is the case, the school expects the parents to comply with the order for the betterment of the child.)

## **THE SCHOOL MUST HAVE A COPY OF THE COURT ORDER.**

**PARENTS ARE ASKED TO MAKE EVERY ATTEMPT NOT TO INVOLVE THE SCHOOL IN CUSTODY MATTERS.**

The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

**District Mission of the Willow Springs R-IV School District is to improve the quality of life for everyone through quality education.**

**BELIEF STATEMENTS:**

- A quality school system is a reflection of a community, parents and students that value education.
- Learning is a natural and continuous process that has no known limits.
- An ideal learning environment is stimulating and challenging, where everyone is emotionally and physically safe, and treated with respect.
- A quality system of education is built on the foundational attributes of self-discipline, responsibility and trustworthiness.
- All students will have the opportunity and responsibility to learn as they express their individual needs and talents.
- Success will be achieved by building on individual strengths and differences.
- All students will be provided an enriched learning environment focusing on problem-solving, creative and critical thinking, and literacy.
- Students will develop an understanding of and respect for all people as they prepare to be responsible citizens.

**OBJECTIVES:**

- To have 100% of our students graduate or successfully complete their individual achievement programs.
- To maintain 95% attendance at all grade levels.
- To have each student achieve positive and continuous growth.
- To have 100% of our students meet or exceed the performance standards for local, state and national measures of achievement.

**The mission of the Willow Springs Elementary School,  
is to provide the foundation for academic growth  
through a positive educational environment.**

**Kids First!**

**Our vision:**

**Believe  
Everyone  
Achieves  
Real  
Success**

**Where teachers love teaching &  
Students love learning**

## SCHOOL ADMINISTRATION

Superintendent  
Principal  
Assistant Principal  
Guidance Counselor  
Secretary

Mr. William Hall  
Mr. Bobby Cottengim  
Mr. Chris Rodgers  
Mrs. Erin Brower  
Mrs. Cindy Collins

## OFFICE HOURS

The elementary office will be open from 7:30 a.m. to 3:30 p.m. when school is in session.

## SCHOOL HOURS

School hours are from **8:00 a.m. to 3:00 p.m.** No child should arrive at school before **7:30 a.m.** All students arriving before **7:55** should report to the cafeteria.

**All children who arrive after 8:00 must check-in at the office before going to class.** Parents who drop their child(ren) off after 8:00 a.m. must accompany their child(ren) into office to be checked in. Students arriving after 8:00 a.m. will be counted tardy.

## ADMISSION

Willow Springs R-IV School District does not discriminate in admission or access to, or treatment or employment in programs and activities on the basis of disability.

## ENROLLMENT AND AGE REQUIREMENTS

To be eligible to enroll in kindergarten a child must be 5 years of age before August 1<sup>st</sup> of the year of entrance. To be eligible to enter first grade a child must be 6 years of age before August 1<sup>st</sup> of the year of entrance. A birth certificate, enrollment forms and immunization records are required for pupils entering school for the first time.

## BUS TRANSPORTED STUDENTS

If for any reason it is necessary for a child to ride a bus different than his/her assigned bus, the child **must have a note from a parent/guardian instructing school personnel of the change. This note must include the address of the different location. A student without written or verbal permission for changes to their normal schedule will be sent home as usual.** Children are not to ride the bus home with other children for birthday parties.

If an **emergency** arises and you need your child to go somewhere different than usual, please call the office by **2:30 p.m.** since it takes time to get a note to your child.

**PLEASE RESERVE PHONE CALLS FOR EMERGENCIES ONLY!**

## AFTER SCHOOL STUDENT DISMISSAL

When school is dismissed each day, children walking are to go home or where parents request. Children **must have a written note** from the parent or guardian instructing the teachers and bus driver of any change from the usual.

Please send a note **each time** your child is to attend tutoring, Spanish Club, STEM, sports practices, Brownies, Scouts, etc.

**PLEASE SEND A NOTE WITH YOUR CHILD IF HE/SHE IS TO BE PICKED UP AFTER SCHOOL.** Children will be dismissed in front of the elementary building.

**PLEASE RESERVE PHONE CALLS FOR EMERGENCIES!**

### **PROCEDURE FOR CHILDREN PICKED UP OR WALKING HOME AFTER SCHOOL**

To avoid confusion at the end of the day, please do not pick your child up during the last few minutes of the day. **Please send a note with your child if you are going to pick them up after school. The pickup line for all elementary students will be in front of the elementary entrance. Please enter up N. Campbell Street, circle in front of the yellow chains, and exit straight down High Street. This will allow the flow of traffic to move quickly.**

### **DISMISSAL OF CHILDREN DURING THE SCHOOL DAY**

If a student needs to leave during the day, a parent/guardian or designated person must come to the office and sign out the child.

**If your child has restricted pickup, legal documentation must be on file in the office.**

### **PERFECT ATTENDANCE**

To earn a perfect attendance certificate, a student must be in attendance the total number of days and minute's school is in session. Students tardy, picked up early or attending Christian Ed will not qualify for perfect attendance.

### **EMERGENCY CONTACTS AND PHONE NUMBERS**

Emergencies can and do arise. We **must have** parents' address and phone numbers - **both work and home** - on file in the office at all times and the **name and phone number** of at least one reliable person we may contact if parents are not available. Please **notify us of any changes which occur during the school year**. The people listed as emergency contacts for you child, should be aware they are on our list and know what they are to do if called.

### **CHANGE OF ADDRESS**

It is very important that parents inform us immediately of any changes in telephone numbers, addresses or the person who should be notified in case of an emergency. Please notify the office in advance of a planned move from our school.

### **BAD WEATHER**

School closings or early dismissal during inclement weather will be announced on local radio and TV stations. Schoolreach will be used to contact parents with current phone numbers. Remember if you don't hear that school is going to be closed, school will be in session.

**Your child should be instructed NOW about where he/she is to go in case of early dismissal.**

### **PARENTAL CALLS**

If you wish to talk to staff members, please call during their planning times, before or after school. At other times, you may leave a message. The staff member will return the call during a period in which he/she does not have students. For the safety of all children, teachers cannot visit with parents when their students are present.

### **VISITING THE SCHOOL**

Parents are welcome at school. We ask that you **please sign in at the office and get a visitor's pass** before visiting a classroom. Student visitors are not permitted. If you would like to volunteer on a regular basis, you will need to go through an approval process. Please inquire at the elementary office on the procedure to become an approved volunteer.

### **STUDENT WITHDRAWAL FROM SCHOOL**

The office should be notified in advance, if possible, when your child is changing schools. All lunch charges must be paid. Textbooks and library books must be returned. Student records will be sent as soon as a Request for Records is received from the other school.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education record. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. Arrangements will be made for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask to amend a record should write the principal, clearly identifying the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Willow Springs School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## ABSENCES

**All absences not verified will be counted truant by the Missouri Department of Education.** Children should attend school every day unless an illness or emergency prevents them from doing so. **If your child is going to be absent, please call the office by 8:30 a.m.** You may leave a voicemail message at 469-2474 ext. 100 at all times. If you are unable to call, please send a note when your child returns.



## **ATTENDANCE**

Regular and punctual attendance is necessary for successful accomplishments in school. It is difficult to completely make up even one day of school work.

**Good work habits of punctuality and dependability will benefit your child.**

If your child visits the doctor or dentist, please send/bring a note from their office.

## **ATTENDANCE POLICY**

1. A student may accumulate, without consequences, eight (8) absences per semester unless the absences fall under the definition of truancy, as set out in policy JEDA. Telephone calls to the home will be made to verify parental permission for any absence.
2. The office is to be notified by a note or phone call from the parent each day the child is absent. A doctor's note should be sent to school if the child had an appointment.
3. After using the eight (8) allowed absences, a student requiring additional absences may have his or her parent appeal to the administration for an extension due to extenuating circumstances. These circumstances include, but are not limited to the following:
  - Illness verified by a physician or hospitalization.
  - Death or illness in the immediate family.
  - Medical/Dental appointments that cannot be arranged outside of school hours.
  - Court appearances.
  - Religious observance.
  - Circumstances related to a student's disability requiring accommodation.
  - Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
4. Late buses and school-sponsored or sanctioned activities will not count as absences.
5. Upon each truancy and the second, fourth and fifth absence, per semester, the student's parent or guardian will be contacted in writing.
6. Any student with more than 16 absences in a school year may be required to attend Saturday School or summer school.
7. Any student with 25 or more absences in the school year may be retained in the same grade level the following year.
8. A parent or guardian may request a hearing with the attendance committee to verify extenuating circumstances. In the event that the appeal process is used and the appeal denied by the administration, the parent may appeal subsequently to the superintendent and ultimately to the Board of Education.

## **FIELD TRIPS**

Field trips, walking and by bus, are planned during the year as additional educational experiences for our students. A signed permission slip must be on file in the office before a student may take part in any field trip. Parents will receive advance notice and information about an upcoming field trip. Parents must be a board approved volunteer to be asked to chaperone field trips. **Students who accumulate disciplinary referrals or fail to complete homework or class work may be excluded from participation in extracurricular activities until adequate improvement is made.**

## **TUTORING**

Students needing extra help may have the opportunity to receive additional support through tutoring. Tutoring may be provided by high school students, volunteer tutors, college students, student teachers or teachers during school hours. After-school tutoring may be available throughout the year.

**Parents are responsible for picking up their children after tutoring.**

## PERSONAL PROPERTY AT SCHOOL

**Students are not to bring any play equipment.** Children are not to bring extra money, video games, radios, toys, trading cards, collectibles or other such objects to school unless requested by their teacher. Items brought from home should be clearly labeled so they can be easily identified. **Students are responsible for the items they bring to school.** All items that are brought to school are done so at the owner's liability.

**\*\*STUDENTS ARE NOT TO BRING CELL PHONES TO SCHOOL.\*\***

## CHARACTER EDUCATION

We promote character education for all students. We stress monthly themes to build on each student's character strengths and promote positive self-esteem. This program also encourages participation by school personnel, parents and the community. These are lifelong values to be instilled in all students so that they may become quality citizens.

The monthly themes are:

August/September	Goal setting/Mission Driven
October	Responsible
November/December	Compassionate
January	Flexible
February	Cooperative
March	Respectful
April/May	Trustworthy

## STUDENT BEHAVIOR

We expect students to obey school and classroom rules. In order to guarantee all students in our school the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or classmates from learning. Students will not be allowed to engage in any behavior that creates a problem for anyone.

Maintaining a safe, orderly environment for our students is an important part of providing quality education. Rules are a part of life. They are meant to be followed. Once a rule is adopted, it must be taught—and re-taught. Once a rule is made it must be enforced—always. Enforcing a rule means that something will happen (logical consequences) when the rule is broken.

Any student involved in a fight or threatening another student or staff member will be sent to the principal immediately and their parents will be notified. The school resource officer may be involved in this process.

Please read and discuss the Elementary Discipline Code with your child at the beginning and periodically throughout the school year. Please contact your child's teacher or principal if you have any questions.

## POSITIVE BEHAVIOR SUPPORT (PBS) Purpose Statement

The Purpose of Willow Springs Elementary School wide discipline plan is to provide a safe learning environment that supports academic success.

PBS is schoolwide systems of support that include proactive strategies for defining, teaching and supporting appropriate student behaviors. A continuum of positive behavior support for **all** students is implemented in the classroom and non-classroom settings (such as hallways, restrooms). Attention is focused on creating and sustaining primary school-wide (Tier I) strategies for all students, Tier II Interventions for those at risk of problem behavior and Tier III for individual students.

## **LUNCH AND BREAKFAST**

Forms for Free or Reduced Meals are provided to parents prior to the beginning of school or when a child is enrolled during the school year. Please return forms soon as possible. **Students qualifying for free or reduced meals must pay for extra milk or milk purchased for lunch brought from home.** Kindergarten students qualifying for free and reduced meals must pay for snack juice.

If you send money to school to pay for your child's lunches and breakfasts, please put it in an envelope with their name, teacher's name and amount on the outside. You may pay by the day, week, month, quarter or year. The option is now available to pay online through parent portal.

When your child brings a lunch from home, please **DO NOT** send soda pop or glass containers.

## **BOARD POLICIES**

Board policies in their entirety are in the Board of Education Policies and Regulations. Policies and Procedures may be accessed at <http://policy.msbanet.org/willowsp/>, the school website at <http://willowsspringsschool.com> or in each administrator's office. Following are brief descriptions of some policies.

### **EMERGENCY PLANS/SAFETY DRILLS (Board Policy: EBC)**

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, or civil emergency) will be developed by the superintendent in cooperation with the building principals. A sufficient number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. The district shall maintain close cooperation with other community agencies (fire department, law enforcement officials and civil defense personnel) in a continued program of preparedness.

Students and staff members shall be retained at the school buildings during actual emergency conditions for safety reasons. Parents/Guardians are urged not to come to the school premises to pick up their children. Buses will not be made available for transportation until authorized by the superintendent or designee. During emergency conditions, civil defense vehicles, ambulances, firefighting units, law enforcement, and other authorized vehicles will have priority in the vicinity of the schools.

### **ASSESSMENT PROGRAM (Board Policy: IL)**

The district will use assessments as one indication of the success and quality of the district's educational program.

#### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grade to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

#### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

### **HAZING AND BULLYING (Board Policy: JFCF)**

In order to promote a safe learning environment for all students, the Willow Springs R-IV School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

#### **INTERROGATIONS, INTERVIEWS AND SEARCHES (Board Policy: JFG)**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. The district will use drug dogs on cars parked in the school parking lot and on backpacks and purses.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule.

#### **WEAPONS IN SCHOOL (Board Policy JFCJ)**

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use of possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

#### **SURVEYING, ANALYZING OR EVALUATING STUDENTS (Board Policy: JHDA)**

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information to others for that purpose without permission from the parents/guardians of the student. Parents/Guardians have the opportunity to opt the student out of participation in any surveys or evaluations described in this policy.

#### **DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS (Board Policy: IGDBA)**

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges or other insignia. Guidelines; Procedures; Time, Place and Manner of Distribution; Definitions; and Disciplinary Action are contained in the full policy.

#### **DIRECTORY INFORMATION (Board Policy: JO)**

Directory Information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information for students in kindergarten through eighth grade:

Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

### **DRESS CODE (Board Policy: JFCA-AP)**

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Clothing shall be appropriate, neat, clean, inoffensive and decent.
2. Dress and grooming will not disrupt the educational environment.
3. Head gear shall not be worn within the school buildings during the regular school day and school activities except as noted in number 4 below.
4. Head gear, unless offensive, may be worn by those who pay to enter extracurricular activities. Headgear may also be worn at extracurricular activities by a member of an organized school-sponsored group (i.e., cheerleaders, band, etc.).
5. Each principal shall determine what is appropriate dress for his/her building, within Board guidelines, and clearly communicate this to each student through each school's student handbook.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications.

**If your child wears inappropriate clothing, he/she will be given appropriate clothing to wear or parents will be called to bring their child other clothing. Inappropriate clothing includes, but is not limited to, short shorts; short dresses; tank tops; spaghetti straps; midriff tops; and jeans or shorts that have been slashed or cut. Jeans and shorts should come to the waist. No underwear should be seen.** T-shirts may be worn under spaghetti straps or midriff tops (tucked into shorts/pants) to make them appropriate.

Studies indicate behavior patterns are affected by clothing worn. When students wear school appropriate clothing, they are more conservative and reserved in their behavior. Since students are encouraged to play during recesses and required to participate in PE, **students are discouraged from wearing flip-flops, flimsy sandals and shoes with high heels/soles.** Injuries have resulted because of flip-flops and high heels. If a student wears such shoes, he/she should have a pair of shoes in their backpack in case one breaks.

### **HEALTH ROOM**

Parents should complete and return the **Student Health Information Update** as soon as possible. **Please call the school nurse if your child's health changes during the year.**

Students who become ill or injured are to obtain permission from their teacher before going to the Health Room. The School Nurse will contact the student's parent or guardian if necessary. The student should report to the principal's office if the nurse is not available.

## **IMMUNIZATIONS (JHCB)**

As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents or guardian of every pupil hereafter entering or attending public school, to furnish the school with satisfactory proof that the pupil has been immunized, or that the immunization process is being accomplished in accordance with the rules and regulations of the State Department.

Missouri law allows two legal reasons for exempting students from immunizations:

1. Medical exemptions - written certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life, or the child has documentation of laboratory evidence of immunity to the disease.
2. Religious exemptions - If one parent or guardian objects in writing to the school that immunization of that child violates his/her religious beliefs.

Please note: In the event of an outbreak of any of the immunizations- preventable diseases, students inadequately immunized due to the above medical or religious reasons will be excluded from school until such time as the Department of Health deems it safe for them to return.

No student affected with any contagious disease shall be permitted to attend school.

### **THE SCHOOL DOES NOT PAY FOR STUDENT ACCIDENT INSURANCE.**

## **STUDENT MEDICINE POLICY (JHCD)**

Medicine should be given at home if at all possible. If the doctor's orders indicate that medicine must be given during school hours, it will be given by the school nurse or her designee. Medicine will only be given if the following rules are followed:

### **Prescription Medicine**

1. All medicine must be in the original prescription bottle plainly marked with the student's name, date, medicine name, dose and time to be given.
  - a. The pharmacy will supply a second prescription bottle at no cost
  - b. The most current bottle will be kept at school
  - c. Not more than one month's worth of doses shall be kept at school (up to 25 doses)
2. The parent/guardian must bring the medicine to school and sign a form authorizing the nurse or her designee to give the medicine.
  - a. The nurse will follow the physician's directions as listed on the prescription bottle.
  - b. Medicine brought to school by a student will be held in the Health Room until a parent can pick it up or sign permission for the medicine to be given
3. A doctor's written authorization may be required for the following:
  - a. Prescription medicine that is to be given on a long term basis
  - b. Emergency medicine such as bee sting kits
  - c. Self-administration of certain medicines (such as inhaler for asthma)

### **Over-the-counter Medicine**

1. The parent/guardian must bring the medicine to the Health Room and sign a form authorizing the nurse or her designee to give the medicine.
2. All medicine must be in the original package with full label intact
3. Only the dose listed on the package as appropriate will be given
4. A doctor's authorization may be required

**It is the responsibility of the parent/guardian to pick up any unused medicine. The school nurses will destroy all medicine left in the Health Room after the last day of the regular school year.**

## **ADMINISTRATION OF MEDICATIONS TO STUDENTS (JHCD-AP)**

### **Definitions**

Medications -- For the purposes of this procedure, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber -- Includes a health care provider licensed or otherwise authorized by state law to prescribe Medication.

### **Medication Administration**

1. All medications must be delivered to the school nurse or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian in the form of a signed medication administration record.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration.
  - Documentation will minimally include the:
    - Student's name
    - Prescriber's name
    - Pharmacy
    - Prescription number
    - Name of the medication
    - Dosage
    - Date and time administered
    - Reasons for not giving medications as prescribed (e.g., vomiting, spills, refusal)
    - Name and signature of person who actually administered the medication
5. Students shall be provided privacy when receiving medications.
6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
7. If the district maintains epinephrine premeasured auto-injection devices, a list of students whose parents/guardians indicate that they cannot receive epinephrine will be kept with the devices.

**Please call the school nurse if your child's health changes during the year.**

## **HANDLING AND DISPOSAL OF MEDICATIONS (JHCD-AP)**

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
  2. The record of the drug count shall be maintained in a log or on the student's medication record.
  3. Any count discrepancies shall be reported to the school nurse for further investigation.
  4. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
  5. Expiration dates on all medications will be checked on a routine basis.
  6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
  7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
  8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
- All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

## **BUS TRANSPORTATION**

Bus transportation is provided for students residing at least one mile from school. If a student's behavior creates a safety hazard on the bus, the student's bus riding privileges may be revoked. **Parents are expected to transport their child to school if a bus suspension should occur.**

Children should arrive at the bus stop five minutes ahead of schedule. The behavior and safety of the students at the bus stop is the parents' responsibility.

**A student without permission for changes to their normal schedule will be sent home as usual. If a student is to ride any bus other than his/her regularly scheduled bus, he/she must bring a note from his/her parent/guardian telling us the other bus number and where the student is to get off. Please give the first and last name of where the child will be getting off rather than 'grandma'.**

To promote **SAFETY**, observation of the following rules should be encouraged:

- Sit and stay in assigned seat.
- Act responsibly and respectfully.
- Feet, hands, and objects to self and inside the bus.
- Everyone faces forward
- Talk quietly to your neighbor.
- Your driver is the leader.

## **ELEMENTARY BUS DISCIPLINE PROCEDURES**

Proper behavior is necessary for the safe operation of school buses. It is the student's responsibility to observe all rules, obey the driver, and show courtesy and respect to others. When a rule violation occurs, the driver will indicate the infraction on an Office Discipline Referral (ODR). The student must return the signed sheet to the driver the following school day to continue riding the bus. The action to be taken is described on the ODR sent home. **Parents are responsible for getting their children to school when bus riding privileges are revoked.**



## **SENATE BILL 319 (Reading Bill)**

Parents, and especially the parents of 3<sup>rd</sup> – 6<sup>th</sup> graders, need to be informed about Senate Bill 319. While the entire law covers a couple of different areas, the following information concentrates on the reading and retention parts. The law seeks to do two things. First, to insure that public schools check the reading ability of students and provide extra help for students who need it. Secondly, the law seeks to prevent the “social promotion” of students who are reading at more than a year below their grade level.

Through Senate Bill 319, the legislature has created a system of reading assessments and tutoring for students between 3<sup>rd</sup> and 6<sup>th</sup> grades. Students who have been determined to read at or above grade level, special education students, students whose 504 plans address reading, ESL students and students with an insufficient cognitive ability to read at grade level are exempted from the assessment program.

Senate Bill 319 require schools to take specific actions to help improve the reading ability of students identified as reading more than one grade level below his/her grade. Students in first through fourth grade at Willow Springs Elementary will be given the STAR reading assessment at the beginning of the school year and at the end of each quarter. Kindergarten students will be given the Early STAR test, which assesses beginning reading skills.

For those third grade students reading below the 2<sup>nd</sup> grade level, the school establishes a plan for improving their reading skills. The school also provides additional reading instruction for these students. This additional help may be after school tutoring or summer school. **Parents are a crucial part of the team.** Reading aloud to children at home is one of the best ways to foster a love of reading.

Fourth grades still reading below the 3<sup>rd</sup> grade level will attend summer school for more reading instruction. They may also be required to attend after-school tutoring. At the end of summer school, they will be assessed again.

Senate Bill 319 gained media attention because it calls for the retention of students in grade 4 if they are reading below the 3<sup>rd</sup> grade level. The practice of promoting students to the next grade even if they are not academically ready is often called “social promotion.” Mandatory retention—related to Senate 319—only occurs once. The law states, “No student shall be denied promotion more than once solely for inability to meet the reading standards set out in this law.” As has always been the case, (and totally separate from the new law) districts maintain their own policies regarding the retention of other students regardless of age or grade level. Local district decisions follow the guideline that “retention is in the best interest of the student.”

Each child’s reading level is recorded on the Progress Report. When a Reading Improvement Plan is needed, parents will be involved during the process. Our goal is to have all students reading on or above grade level. A table that outlines Senate Bill 319 follows.

## **WILLOW SPRINGS R-IV SCHOOL DISTRICT - Technology User Agreement**

The Willow Springs R-IV School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. The District believes utilizing current technology is a useful skill for lifelong learning. The goal in providing access to these technologies is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The use of the District's technology is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Users will receive access after they turn in a signed User Agreement Form consenting to abide by the District's Technology Usage (EHB) and Data Governance and Security (EHBC) Policies. Parents/guardians may request cancellation of access privileges by contacting their student's school. The following are the main points of the District's policies.

### **Privacy Waiver**

Users hereby waive any right of privacy regarding information/messages sent or received by them through the District's systems. The District reserves the right to read, print, delete, store, or use any transmission on this system at its discretion.

### **Acceptable Use**

The use of the Internet accessed from or by the use of Willow Springs R-IV School District property should primarily be in support of education and research and consistent with the educational objectives of the Willow Springs R-IV School District. Inappropriate use will result in appropriate disciplinary action up to and including referral to law enforcement. Inappropriate use which results in loss of access to a technology does not excuse a student from the requirements of obtaining material necessary for classroom or project assignments. This means that a student may be responsible for using other internet sources such as the public library after school.

- Users are to abide by the rules of network etiquette, including, but not limited, to:
  - Be polite. Your messages to others are to contain no abusive or threatening language.
  - Cursing, vulgarity, or other inappropriate language is unacceptable.
  - Promotion of, or solicitation for, illegal activities is strictly forbidden.
  - Do not reveal any personal information such as your address or phone number nor that of fellow students or colleagues.
  - Note that e-mail is not private.
  - Use extreme caution when communicating to others over the Internet.
- All users must make security on any computer system a high priority. User IDs and passwords are confidential and can't be shared. Any violations associated with a user ID will be assumed to have been performed by the user associated with the account.
- Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent or obscene material as determined by the building's chief administrator or their designee, or material protected by trademark. Use of district technology for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.

- Any financial charges incurred while using the Internet are the user's full responsibility and he/she will be held accountable for payment.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

If a user believes access has been inappropriately blocked they may submit a request for access. The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Stay mindful of the fact that not everyone that has a website is an expert resource.

### **Other**

This document and supporting board policies are not intended to encompass all activities of our users and should not be considered all inclusive of appropriate or inappropriate activities. District administration reserves the right to act on a case by case basis as needed.

Adopted: 7/30/2013

Revised: Today

### **Student Technology User Agreement**

SENATE BILL 319  
167.645 RSMO

Grade Level	Prior to school year	During school year	Within 45 days of the end of school year	Summer School
3 <sup>rd</sup> Grade	Determine which students have insufficient ability to meet the required reading level	Design and implement a 30-hour Reading Improvement Plan for students with insufficient cognitive abilities. Identify students reading at or above grade level.	Administer reading assessment to any student who has not demonstrated reading abilities at or above grade level, except special education students, students whose 504 Plans address reading, ESL students and students with insufficient cognitive ability.	Summer school may be required as a condition of promotion to 4 <sup>th</sup> grade for any student testing below the 2 <sup>nd</sup> grade level.
4 <sup>th</sup> Grade	Determine which students have insufficient ability to meet the required reading level	Design and implement a 30-hour Reading Improvement Plan for students with insufficient cognitive abilities and those reading below the 2 <sup>nd</sup> grade level in 3 <sup>rd</sup> grade reading assessment.	Administer reading assessment to any student with a Reading Improvement Plan except those with insufficient cognitive ability.	40 hours of summer school is required for students testing below the 3 <sup>rd</sup> grade level. Students will be retained for only one year if still reading below 3 <sup>rd</sup> grade level after summer school.
5 <sup>th</sup> Grade	Determine which students have insufficient ability to meet the required reading level	Design and implement a 30-hour Reading Improvement Plan for students with insufficient cognitive abilities and those reading below the 3 <sup>rd</sup> grade level in reading assessment.	Administer reading assessment to any student with a reading improvement plan except those with insufficient cognitive ability.	40 hours of summer school for students testing below the 4 <sup>th</sup> grade level. Students will be retested after summer school, but not necessarily retained.
6 <sup>th</sup> Grade	Determine which students have insufficient ability to meet the required reading level	Design and implement a 30-hour Reading Improvement Plan for students with insufficient cognitive abilities and those reading below the 4 <sup>th</sup> grade level in reading assessment.	Administer reading assessment to any student with a reading improvement plan except those with insufficient cognitive ability. If student is reading below the 5 <sup>th</sup> grade level, place notation on permanent record. The notation remains until the district determines the student has met minimal reading standards.	Summer School must be offered to students on a Reading Improvement Plan.



## **Health Services**

### **Teacher Health Concerns**

If you have any emergency health concerns that the school nurse should be aware of (food allergy, bee sting allergy, diabetes, heart issues...etc.) please call or come by the nurse's office and complete the form provided.

### **Communicable Disease**

In order to deter the spread of communicable diseases/virus', adhere to these guidelines: Stay home if you have a severe illness, stay home if you have a temperature of 100.0 degrees or higher (check temperature when you have no fever reducing medicine in your body). Good hand washing (for you and students alike) is a must! You should find a Minty Fresh disinfectant bottle in your classroom. If you don't, call ext. 155. It should be refilled (teacher's lounge) and used daily on the student's desks to help stop the spread of germs. Ideally, this should be done at the end of the school day after students have left the classroom.

### **Medications**

Unless it is your own child, teachers are NOT allowed to dispense any medications to students. Sick students should be sent to the nurse's office for evaluation.

### **Emergency Action Plan (EAP) Folders (RED)**

You will find your EAP hanging inside your classroom door, underneath your classroom evacuation plan. In it, you will keep any and all emergency plans/asthma action plans or health information you receive from the school nurse regarding your classroom students. It is to be kept as confidential as possible. **PLEASE share this information with your substitute teacher(s)**. You will be required to take this folder (along with any emergency medication-kept in nurse's office) on ANY trip you take with your class off campus.

### **Bodily Fluids Policy**

All employees will use universal precautions when handling bodily fluids (blood, vomit/spit, urine, and stool). Gloves are provided by the school nurse's office and are to be kept in your kit (hanging beside classroom door). Call ext. #107 or #155 if replacements are needed. A small box of Band-Aids will be provided to keep in your desk for minor cuts and scrapes for the students. Just have them wash effected area and apply a Band-Aid (learning self-care is important).

### **Accidents/Incident**

Please report any accident/incident to the school nurse's office (staff or students). An accident/incident report should be made in regard to this and completed as soon as possible. Forms are provided at any of the main offices or in the nurse's office.

### **Foods Brought for Student Consumption**

NO homemade foods are to be brought to school for student consumption. All foods (parties, snacks..etc.) should be purchased and come in original packaging sealed and have a COMPLETE ingredient list on it. This is done to protect students and staff alike. Food allergies have become quite common and per school policy, teachers are responsible for reading labels to ensure students with allergies are protected. PREVENTION IS KEY!

### **Services Provided**

As an employee, the health services department offers:

- Blood Pressure monitoring
- Height/Weight assessment
- Temperature assessment
- Periodically offer CPR/AED/First aid classes (certification prices vary)

### **Reporting Suspected Child Abuse**

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operation, licensing, certifying, or registering a facility). Reports to Child Protective Services can be made to a local office or to the Missouri Abuse Hotline (800-392-3738). State law specifies that an employee may not delegate to or rely on another person to make the report. Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the Building Principal and School Social Services Coordinator. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited. Notice to mandated reporters, effective August 28, 2004: If you are required to report child abuse or neglect because of your occupation, you may NO longer make an anonymous call to the hotline.

Section 210.109.3, RSMo, states mandated reporters may not make child abuse/neglect (CA/N) reports anonymously provided the reporter is informed that reporter information will be held as confidential.

To report threats against students, teachers, or schools you may call the school violence hotline at [1-866-748-7047](tel:1-866-748-7047).

## **Screenings**

“Screening” is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening results that indicates a condition that might interfere with a student’s progress or health.

Students who are entering Kindergarten will receive vision and hearing screenings as time allows throughout the school year. Students in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades will receive vision screenings as time allows throughout the year. Students in 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grades will receive hearing screenings as time allows throughout the year.

All students in pre-school, kindergarten, and first grade will have screenings to detect amblyopia (lazy eye).

Girls will be screened for scoliosis during sixth and eighth grades as time allows.

Boys will be screened by scoliosis during eighth grade as time allows.

Parent/Guardians are given the opportunity to excuse their child from a screening by contacting the school nurse’s office and signing a form stating their child is not to participate in a particular screening.

## **Emergency Medications**

Allergic Reaction – An immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions trigger inflammation in the skin (hives, itching, a rash), the respiratory system (coughing, wheezing, difficulty breathing), and gastrointestinal tract (vomiting, diarrhea, stomach pain) and the cardiovascular system (lowered blood pressure, irregular heartbeat, shock).

Anaphylaxis – A life-threatening allergic reaction that involves the entire body. It may be characterized by symptoms such as lowered blood pressure, wheezing, nausea, vomiting, diarrhea, swelling or hives. Anaphylaxis may result in shock or death.

Various locations throughout the school district are supplied with prefilled epinephrine auto syringes and asthma-related rescue medications. This medication is used for life threatening anaphylactic allergic reactions and life threatening asthma episodes. The school nurse or another employee trained and supervise by the school nurse may administer these medications when they believe, based on training, that a student is having a life threatening anaphylactic reaction or life threatening asthma episode.

Epinephrine and asthma related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber.

If you, as a parent or guardian, do **NOT** want your child to receive epinephrine or asthma related rescue medications, in the event of a life threatening episode, you must contact the school nurses office and sign a form stating your refusal.

**ELEMENTARY DISCIPLINE CODE (JG-R1)**

In order to guarantee all students in our school the excellent educational climate they deserve, no student will be allowed to prevent a teacher from teaching or classmates from learning. Students will not be allowed to engage in any behavior that is not in the best interest of him/her or other students.

**THE DISTRICT ELEMENTARY DISCIPLINE CODE IS INCLUDED IN THE HANDBOOK. PLEASE KEEP IT FOR FUTURE REFERENCE.** This table lists the consequences for some areas of misconduct. Please refer to the discipline code for the procedures that will be followed. In cases of serious misconduct, the administration has the right to skip steps in the disciplinary process.

Failure to respect and/or follow school rules will result in firm action by the school. Please read and discuss this with your student periodically throughout the school year. Consequences will be chosen from the options available on an individual basis with frequency and severity taken into consideration.

Offense	Consequences		
	1st Offense	2nd Offense	3rd Offense
<b>Academic Dishonesty</b> – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.	No credit for work; grade reduction, or replacement assignment; parent contact by student	No credit for work; time-out; grade reduction; parent contact by student	No credit for work; grade reduction; principal referral; loss of privileges;
<b>Bathroom misconduct</b> – Inappropriate behavior.	Clean up mess; parent contact by student	Clean up mess; time-out; parent contact by student	Clean up mess; principal referral; loss of privileges;
<b>Bus or Transportation Misconduct (see Board policy JFCC)</b> – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.			
<b>Dishonesty/Lying</b> – Not telling the truth, verbal or written lying, including forgery.	Parent contact by student	Parent contact by student; counselor referral; time-out; loss of privileges	Parent contact by student; principal referral; time-out; loss of privileges;



<p><b>Disrespectful or disruptive conduct or speech (see Board policy AC if illegal harassment or discrimination is involved)</b> – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.</p>	<p>Principal/Student conference, Parent contact by student; detention, in-school suspension, or 1-10 days out-of-school suspension.</p>	<p>Parent contact by student; time-out; loss of privileges; detention; in-school suspension, 1-180 days out-of-school suspension, or expulsion</p>	<p>Parent contact by student; time-out; loss of privileges; principal referral; in-school suspension; 1-180 days out-of-school suspension, or expulsion</p>
<p><b>Disruptive devices, possession and/or use of –</b> E.g., water balloons , snowballs, rocks, pea shooters, etc.</p>	<p>Parent contact by student</p>	<p>Parent contact by student; time-out; loss of privileges</p>	<p>Parent contact by student; principal referral; time-out; loss of privileges;</p>
<p><b>Gambling</b> – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.</p>	<p>Principal/Student conference, loss of privileges, detention, or in-school suspension.</p>	<p>Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>	
<p><b>Incendiary Devices or Fireworks</b> – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff possessing or using fireworks.</p>	<p>Confiscation. Warning, principal/student conference, detention, or in-school suspension.</p>	<p>Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>	

<b>Inappropriate verbal language</b> – Name calling, profanity, obscene gestures, etc.	Parent contact by student; time-out	Parent contact by student; time-out; loss of privileges; ISS	Parent contact by student; time-out; loss of privileges; principal referral; ISS;
<b>Obscene pictures and/or literature</b> , distribution of(see <b>Board policy IGDBA</b> ).	Parent contact by student; time-out	Parent contact by student; counselor referral; time-out; loss of privileges	Parent contact by student; principal referral; time-out; loss of privileges;

**Level B Offenses** -Consequences will be chosen from the options available on an individual basis with the frequency and severity taken into consideration.

Offense	Consequences		
	1st Offense	2nd Offense	3rd Offense
<b>Arson</b> – Starting or attempting to start a fire, or causing or attempting to cause an explosion.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.	
<b>Physical Aggression/Assault</b> Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.	Parent contact by student; principal referral;	Parent contact by student; principal referral; loss of privileges; ISS	Parent contact by student; principal referral; ISS; /1-3 day suspension/ loss of privileges

<p><b>Assault</b> – Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.</p>	<p>10-180 days out-of-school suspension or expulsion.</p>	<p>Expulsion.</p>	
<p><b>Bullying and Cyberbullying (see Board policy JFCF)</b> – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.</p>	<p>Parent contact by student; principal referral; ISS; 1-180 days suspension.</p>	<p>Parent contact by student; principal referral; 1-180 days suspension; expulsion.</p>	<p>Parent contact by student; principal referral; 1-180 days suspension; expulsion.</p>
<p><b>Defiant/Disrespect/ Noncompliant</b> – Open defiant attitude or willful disobedience toward any staff member.</p>	<p>Parent contact by student; principal referral; ISS;</p>	<p>Parent contact by student; principal referral; ISS; loss of privileges</p>	<p>Parent contact by student; principal referral; ISS; /1-3 days suspension/ loss of privileges</p>
<p><b>Drugs, alcohol, tobacco, possession of (see Board policies JFCH and JHCD).</b></p>	<p>Parent contact by student; confiscation; principal referral;</p>	<p>Parent contact by student; confiscation; principal referral; loss of privileges</p>	<p>Parent contact by student; confiscation; principal referral; 1-3 day suspension; loss of privileges</p>
<p><b>Drugs – Possession or use of a non-prescribed substance (see Board policies JFCH and JHCD).</b></p>	<p>3-5 days suspension</p>	<p>6-10 days suspension</p>	<p>11-90 days suspension</p>

<p><b>Drugs – Selling or giving of a non-prescribed substance (see Board policies JFCH and JHCD).</b></p>	<p>6-10 days suspension</p>	<p>11-90 days suspension</p>	<p>91-180 days suspension</p>
<p><b>Failure to Care for or Return District Property</b> – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.</p>	<p>Restitution. Principal/Student conference, detention, or in-school suspension.</p>	<p>Restitution. Detention or in-school suspension.</p>	
<p><b>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences</b> – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."</p>	<p>Verbal warning; parent contact by student; principal referral; ISS; 1-180 days suspension; expulsion. Report to law enforcement for trespassing if expelled.</p>	<p>; ISS; 1-180 days suspension; expulsion. Report to law enforcement for trespassing if expelled.</p>	<p>ISS; 1-180 days suspension; expulsion. Report to law enforcement for trespassing if expelled.</p>
<p><b>False Alarms – (see also “Threats or Verbal Assault”)</b> Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people disrupting the educational environment or causing the evacuation or closure of district property.</p>	<p>Restitution; parent contact by student; principal referral; ISS; 1-180 days suspension; or expulsion</p>	<p>Restitution; parent contact by student; principal referral; ISS; 1-180 days suspension; expulsion</p>	<p>Restitution; parent contact by student; principal referral; ISS; 1-180 days suspension; expulsion</p>

<p><b>Fighting</b> – Hitting, kicking, shoving, stabbing, throwing object at another student.</p>	<p>Parent contact by student; principal referral;</p>	<p>Parent contact by student; principal referral; loss of privileges</p>	<p>Parent contact by student; principal referral; 1-3 day suspension/loss of privileges</p>
<p><b>Harassment, including Sexual Harassment(see Board policy AC) –</b></p> <p>a. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.</p>	<p>Parent contact by student; principal referral;</p>	<p>Parent contact by student; principal referral; contact officer; loss of privileges</p>	<p>Parent contact by student; principal referral; contact officer; 1-3 day suspension/loss of privileges</p>
<p>b. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.</p>	<p>In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>	<p>1-180 days out-of-school suspension or expulsion.</p>	
<p><b>Hazing (see Board policy JFCF)</b></p>	<p>Parent contact by student; principal referral; ISS; 1-180 days suspension</p>	<p>Parent contact by student; principal referral; 1-180 days suspension; expulsion</p>	<p>Parent contact by student; principal referral; 1-180 days suspension; expulsion</p>
<p><b>Indecent exposure (see Board policy AC)</b></p>	<p>Parent contact by student; principal referral;</p>	<p>Parent contact by student; principal referral; contact officer; loss of privileges</p>	<p>Parent contact by student; principal referral; contact officer; 1-3 day suspension/ loss of privileges</p>

<p><b>Nuisance Items</b> – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.</p>	<p>Confiscation. Warning, principal/student conference, detention, or in-school suspension.</p>	<p>Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.</p>	
<p><b>Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material</b> – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.</p>	<p>Confiscation. Principal/Student conference, detention, or in-school suspension.</p>	<p>Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>	
<p><b>Sexual Activity</b> – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.</p>	<p>Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension</p>	<p>Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>	
<p><b>Technology Misconduct (see Board policy EHB and procedure EHB-AP)</b> – Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.</p>	<p>Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.</p>	<p>Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p>	<p>Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p>

<p><b>Technology Misconduct (see Board policy EHB and procedure EHB-AP)</b> – Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.</p>	<p>ISS (1 day), parent pick up, parent conference.</p>	<p>Confiscation, ISS (2 days) and parent pick up.</p>	<p>ISS (3 days), parent pick up, parent conference.</p>
<p><b>Technology Misconduct (see Board policy EHB and procedure EHB-AP)</b> – Violations, other than those listed above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.</p>	<p>Restitution. Principal/Student conference, detention, or in-school suspension.</p>	<p>Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p>	<p>Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.</p>
<p><b>Theft, attempted theft or knowing possession of stolen property.</b></p>	<p>Parent contact by student; restitution; principal referral</p>	<p>Parent contact by student; restitution; principal referral; contact officer; loss of privileges</p>	<p>Parent contact by student; restitution; principal referral; contact officer; 1-3 days suspension/ loss of privileges</p>
<p><b>Threats or Verbal Assault</b> – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.</p>	<p>Parent contact by student; principal referral; ISS; 1-180 days suspension; expulsion</p>	<p>Parent contact by student; principal referral; ISS; 1-180 days suspension; expulsion</p>	<p>Parent contact by student; principal referral; ISS; 1-180 days suspension; expulsion</p>
<p><b>Truancy (see Board policy JEDA)</b></p>	<p>Parent contact by student; principal referral; student, parents, teacher, principal and officer meet; make up hours missed</p>	<p>Parent contact by student; principal referral; officer contact; make up hours missed; loss of privileges</p>	<p>Parent contact by student; principal referral; call juvenile office; complete juvenile referral report; make up hours missed; loss of privileges</p>
<p><b>Unauthorized Entry</b> – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.</p>	<p>Parent contact by student; principal referral; ISS; 1-180 days suspension</p>	<p>Parent contact by student; principal referral; 1-180 days suspension; expulsion</p>	<p>Parent contact by student; principal referral; 1-180 days suspension; expulsion</p>

<b>Vandalism (see Board policy ECA)</b>	Parent contact by student; principal referral; restore/restitution;	Parent contact by student; principal referral; restore/restitution; loss of privileges	Parent contact by student; principal referral; restore/restitution; call juvenile office; complete juvenile referral report; loss of privileges
<b>Weapons (see Board policy JFCJ) – Possession or use of weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.</b>	Contact parents; suspension (1-180 days); expulsion	Contact parents; suspension (11-180 days); expulsion	
<b>Weapons – Possession or use of firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2) (for list).</b>	Contact parents; 1 calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent		
<b>Weapons – Possession or use of ammunition or a component of a weapon.</b>	In-school suspension, 1-180 days out-of-school suspension, or expulsion.	1-180 days out-of-school suspension or expulsion.	





## Willow Springs Elementary "PAWS"itive Bear Pledge

I am a "PAWS"itive bear.

I will be safe.

I will be respectful.

I will be a responsible learner.

I am a Winner!

I think before I act.

I accept responsibility for my actions.

I will achieve.

I am a "PAWS"itive Bear at Willow Springs Elementary!

Grrrrrr!





# Willow Springs Elementary Behavior Expectations



**KHFOOTY-KEEP HANDS FEET OTHER OBJECTS TO YOURSELF**

**SSS-Short, Straight, and Silent**

BE.....	All Settings	Classroom	Hallways	Cafeteria	Restrooms	Playground	Bus
Safe	<p><b>KHFOOTY</b></p> <p>*Ask permission before leaving any setting.</p> <p>*Walk softly.</p> <p>*SSS</p>	<p>Maintain personal space.</p> <p>Use supplies properly.</p> <p>Sit smart.</p>	<p>Walk at all times.</p> <p>Keep right when appropriate.</p>	<p>Sit correctly at the table.</p> <p>Report spills immediately.</p> <p>Be aware of others.</p>	<p>Be neat and clean.</p> <p>Wash hands with soap and water.</p>	<p>Use equipment for intended purposes.</p> <p>Everything on the ground stays on ground.</p> <p>Stay in approved areas.</p>	<p><b>KHFOOTY</b></p> <p>Face forward.</p>
Respectful	<p><b>KHFOOTY</b></p> <p>*Treat others the way you want to be treated.</p> <p>*Follow all adult directions.</p> <p>*Take care of your school</p>	<p>Be honest.</p> <p>Raise hand.</p> <p>Be helpful.</p>	<p>Allow others to learn.</p>	<p>Proper table manners.</p> <p>Voice level 1 or 2 in the eating area.</p> <p>Voice level 1 in the serving area.</p> <p>Voice level 0 in the classroom area. (Coach's Class)</p>	<p>Clean up after yourself.</p> <p>Respect others privacy.</p> <p>Voice level— 0 or 1</p>	<p>Enter and exit the building quietly.</p> <p>Share the equipment/Take turns.</p> <p>Invite others to join you.</p>	<p>Keep bus clean.</p> <p>Voice Level— 1 or 2</p>
A Responsible Learner	<p><b>KHFOOTY</b></p> <p>*Give your best effort.</p> <p>*Be a team player.</p> <p>*Make good choices.</p> <p>*Take care of yourself.</p>	<p>Be prepared.</p> <p>Stay on task.</p>	<p>Return to class promptly.</p>	<p>Come to the cafeteria prepared.</p> <p>Gather all meal items before sitting.</p> <p>Clean up after yourself.</p>	<p>Use only what you need.</p> <p>Return to class promptly.</p>	<p>Line up at the first signal.</p> <p>Be a problem solver.</p> <p>Everyone gathers all of the equipment.</p>	<p>Control all of your belongings.</p> <p>Watch for your stop.</p> <p>Keep backs to the seat.</p>
<b>Voice Levels</b>		<b>0=NO TALKING</b>		<b>1=WHISPER</b>		<b>2=INSIDE VOICE</b>	

## WORDS

### **DAYS**

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday

### **PLACES**

city  
country  
farm  
forest  
house  
mountain  
ocean  
pond  
school  
store  
Street  
town  
zoo

### **DIRECTIONS**

Above  
Across  
around  
Back  
Below  
East  
Front  
Left  
North  
Over  
Right  
Straight  
South  
Turn  
Under

### **SIZE**

big  
fat  
large  
little  
long  
short  
small  
tall  
thick  
thin  
tiny

### **TOUCH**

Cold  
Cool  
Dry  
Hard  
Hot  
rough  
smooth  
Building  
Soft  
sticky  
warm  
Wet

### **SHAPES**

circle  
flat  
line  
point  
round  
square  
straight  
triangle  
rectangle  
sphere

### **SEASONS**

Spring  
Summer  
Fall  
Winter

### **MONEY**

penny  
nickel  
dime  
quarter

### **COLORS**

black  
blue  
brown  
gray  
green  
orange  
pink  
purple  
red  
white  
yellow

### **MONTHS**

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December

### **THINGS**

airplane  
bicycle  
boat  
car  
chair  
computer  
gift  
motorcycle  
party  
pickup  
picture  
radio  
scooter  
table  
television  
tractor  
train  
truck

### **SOUND**

barking  
cracking  
loud  
noisy  
purring  
quiet  
ringing  
soft  
squeaky  
whistling

### **HOLIDAYS**

Columbus Day  
Father's Day  
Fourth of July  
Independence Day  
Labor Day  
Memorial Day  
Mother's Day  
New Year's Day  
Thanksgiving  
Valentine's Day  
Veteran's Day

### **PRONOUNS**

he  
her  
his  
mine  
she  
their  
them  
these  
they  
you  
your

### **TASTE**

juicy  
salty  
sour  
spicy  
sweet  
yummy

### **NUMBERS**

one	1
two	2
three	3
four	4
five	5
six	6
seven	7
eight	8
nine	9
ten	10
eleven	11
twelve	12
twenty	20
thirty	30
forty	40
fifty	50
sixty	60
seventy	70
eighty	80
ninety	90
one hundred	100
thousand	1,000
million	1,000,000

### **FAMILY**

aunt  
brother  
cousin  
father  
grandfather  
grandmother  
mother  
sister  
uncle

### **SMELL**

aromatic  
clean  
fishy  
fresh  
fragrant  
salty  
smoky  
sweet  
yucky

## WORD WALL WORDS

about	from	off	they're
after	girl	old	thing
again	give	on	this
all	go	one	those
am	good	or	to
and	green	other	too
animal	gym	our	trip
are	had	out	truck
at	has	outside	two
be	have	over	up
beautiful	he	people	us
because	her	phone	use
before	here	play	very
best	him	played	want
big	his	pretty	wanted
boy	house	quit	was
brother	how	rain	we
but	hurt	ride	went
bug	I	right	were
can	in	said	what
can't	into	sale	when
car	is	saw	where
caught	it	school	who
children	it's	shook	why
city	joke	sister	will
clock	jump	skate	with
come	junk	slow	won
could	kick	small	won't
crash	kicked	snap	write
crashes	knew	some	writing
day	like	sometimes	you
did	line	sports	your
didn't	little	stop	zoo
do	look	talk	
don't	made	teacher	
down	mail	tell	
drink	make	than	
eat	many	thank	
eating	me	that	
every	more	that's	
favorite	my	the	

## **MATH WORDS**

addition  
array  
attributes  
bar graph  
benchmark  
categorical data  
circle graph  
classify numbers  
commutative property  
congruent  
composing  
decomposing  
division  
even  
flips  
line graph  
line plot  
median  
mode  
model  
multiplication  
multiple  
multiply  
number sentence  
numerical data  
odd  
outlier  
pattern  
picture graph  
prism  
quantitative  
range  
reflection  
slid  
subtraction  
transformations  
transforming shapes  
turning/rotating

**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 programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> <li>10. What happens if the complaint is not resolved at the state level (the Department)?</li> </ol>	

**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.

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V      Revised 4/17  
<sup>2</sup> 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.