

Webb City Middle School Student and Parent Handbook



2013-2014

“Striving to prepare today’s youth for the
challenges of tomorrow’s world.”

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Board of Education

Administration

Dr. Anthony Rossetti, Superintendent
Dr. Kevin Cooper, Assistant Superintendent
Dr. Trey Moeller, Assistant Superintendent
Dr. Alicia Zornes, Principal
Mr. Vance Eden, Assistant Principal

School Colors and Mascot

School Colors: Red, White, and Columbia Blue
Mascot: Cardinal

Faculty and Staff

Office Administration and Staff

Principal:	Dr. Alicia Zornes
Assistant Principal:	Mr. Vance Eden
Secretary:	Sheila Couch
Clerical Aide:	
Counselor:	Karen Brownfield
Counselor:	Sarah Neldeberg
Nurse:	Samantha McFarland
Lunch Clerk:	Nancy Smith

5th Grade Teachers

5th Grade Pod 1:	John Wilcox
5th Grade Pod 1:	Kim Brown
5th Grade Pod 1:	Kimberly Hurley
5th Grade Pod 1:	Aaron Gammon
5th Grade Pod 2:	Jordan Saia
5th Grade Pod 2:	Laura Koch
5th Grade Pod 2:	April Hansen
5th Grade Pod 2:	Jennifer Brummett
5th Grade Pod 3:	Mary Cottrell
5th Grade Pod 3:	Dan Wade
5th Grade Pod 3:	Beth Bridges
5th Grade Pod 3:	Wendy Zustiak
5th Grade Pod 4:	Timothy Manes

6th Grade Teachers

6th Grade Pod 1:	Elaine Beaver
6th Grade Pod 1:	Anita Eddy
6th Grade Pod 1:	Shawna Abbott
6th Grade Pod 1:	Holly Ball
6th Grade Pod 2:	Lori Smith
6th Grade Pod 2:	Katy Collins
6th Grade Pod 2:	Christi Eggleston
6th Grade Pod 2:	Kyla Eaker
6th Grade Pod 3:	Brittany Cox
6th Grade Pod 3:	Fonda Crouch
6th Grade Pod 3:	Dawn Talbott
6th Grade Pod 3:	Jodi Rogers
6th Grade Pod 4:	Lyndy Gatlin
6th Grade Pod 4:	Tamra Baer

Special Education Teachers

5th Grade Pod 1:	Rachael Muse
5th Grade Pod 2:	Christa Rossetti
6th Grade Pod 1:	Lynn Walters
6th Grade Pod 2:	Aimee Cooper
5th and 6th Grade Pod 3:	Leslie Catterson

Special Education Aides

5th Grade Pod 1:	Stacy Cook
5th Grade Pod 2:	Trisha Liberatore
6th Grade Pod 1:	Tracy Reynolds
6th Grade Pod 2:	Brenda Elliott
5th and 6th Grade Pod 3:	Tonya Bryant
5th and 6th Grade Pod 3:	Kim Emery
5th and 6th Grade Pod 3:	Loretta Jones

Specialized Teachers

Reading/Math Specialist:	Carin Gosch
Reading/Math Specialist:	Karen Eggleston
Reading/Math Specialist:	Jonnie Scofield
GEMS:	Miranda Hembree
Speech Implementor:	Julie Storm
Librarian:	Julie Stover
Library Aide:	Janelle Iley
Computer Lab Clerk:	Kristy Myers

Co-Curricular Teachers

Music:	Beth Buford
Art:	Mark Ritchey
Band:	John Evans
Physical Education:	Kathy Harris and Walter Resa

Custodial Staff

Daytime Custodian:	Kevin Owen
Daytime Custodian:	Russ Hight
Evening Custodian:	James Anastosopolis
Evening Custodian:	Eric Wright

Cafeteria Staff

Head Cook:	Denise Eichelberger
Cook:	Lisa Dick
Cook:	Melinda Porter

Dear Parents,

Welcome to Webb City Middle School. We are eagerly anticipating this school year and are excited about the opportunity to serve you and your child. The transition to middle school marks a turning point in your child's education. We understand that this change brings about a whole new set of experiences. Therefore, we want to ensure you that our faculty and staff are ready to assist you in any way necessary in order to help your child achieve success both academically and socially as they make their way through the next two years at Webb City Middle School.

Our middle school is designed in a manner to help students make a smooth transition from elementary school, while at the same time, preparing them for junior high. Students spend the majority of their day with the same group of students. Furthermore, our pod system, which consists of teams of four teachers, creates a series of small communities throughout our school. These communities provide teachers with opportunities to best meet the needs of your child and help students feel at ease in a larger school setting.

While our faculty and staff stand ready to assist you and your child, we also value your involvement as parents. You play a pivotal role in your child's success and we encourage you to continue to be an active participant in your child's education. The middle school provides several opportunities for you to become involved and we appreciate your support. Furthermore, communication between the home and school is essential in order for your child to maximize their potential. Please feel free to contact your child's teacher or myself should you have concerns or if you wish to learn more about how to become involved as a parent at Webb City Middle School.

I am truly excited to serve as your child's principal. It is both an honor and a privilege to have the opportunity to work with outstanding young people and their families. Together, we can prepare today's youth to meet the challenges of tomorrow's world.

Sincerely,

Dr. Alicia Zornes
Principal

Middle School Bell Schedule

Doors Open:	7:15 a.m.
Breakfast:	7:20-7:42 a.m.
Dismissal to Class:	7:42 a.m.
School Begins:	7:55 a.m.
End of Day Dismissal:	2:52 p.m.

Student Check In and Out

Students who arrive to class after 7:55 a.m. will be counted tardy and must report to the office to obtain an admit slip before going to class. In addition, students who are absent need to obtain an admit slip from the office upon returning to school.

Parents must come to the office to sign out their child in the event the child needs to leave school early due to an appointment or special circumstance. If someone other than the parent or guardian needs to pick up your child early, the office must be notified exactly who is picking up your child. Your child will not be released to any person, even if that person is an emergency contact, without your permission. Students will not be taken out of class early to wait in the office for their parent or guardian. Students will be released from class after the parent or guardian has signed out their child. To maintain the safety of students, faculty, and staff, parents and guardians are not allowed to go to the classroom themselves to get their child. The office staff will call for or get your child in the quickest and safest manner possible, and in a way that limits classroom disruptions.

Cell Phones and Electronic Devices

Cell phones and other electronic devices are to be turned off and put away during school hours. After school detention will be assigned to students who have their cell phone out or are using it at school. The school will not be responsible for damaged, lost, or stolen cell phones and other electronic devices.

Telephone Usage and Student Messages

The school telephone is considered a business phone. Children are allowed to use the telephone only in an emergency situation. Students are only allowed to use the telephone in the office and calls will be monitored.

It is advantageous for a child to follow the same procedures each day for getting to and from school. When a child's routine is frequently changed and messages are called in, it

causes classroom interruption, confusion, and a chance the student will not receive the message due to assemblies, classroom activities, or the students not being in the classroom when messages are delivered toward the end of the school day.

In addition, the following guidelines will be used concerning telephone usage and student messages:

- Students will not be pulled from class for incoming telephone calls
- Student messages need to be kept to a minimum
- Reminder messages should not be called in for students
- Emergency messages should be relayed through the office staff
- Message should be called in before 2:00 p.m. if at all possible

Statement of Philosophy

The Webb City R-7 School District feels that our ultimate goal is to promote the total development of the individual student so that he or she may become a useful and responsible citizen in our ever-changing society. We realize the major responsibility for formal vocational, academic, and aesthetic training rests with the school; however, the family, church, and community must share in the total educational process.

We realize the uniqueness of the individual and believe in the right of each person, regardless of ability or aspirations, to an education that is geared to his/her own needs in so far as the satisfaction of those needs does not interfere with the overall welfare of the group. It is important that the student be recognized for his/her own value as a human being through the academic program, co-curricular, and extracurricular activities. This recognition should encompass each facet of school and community life.

Throughout the educational process, the democratic ideas of our heritage should be stressed so that the political, social, and economic values of our society will be perpetuated. By this, we hope each student will be given the opportunity to develop civic responsibility through awareness of and involvement in democratic processes.

Statement of Mission

The mission of the Webb City R-VII School District is to prepare today's youth to meet the challenges of tomorrow's world by guiding all students in the acquisition of knowledge and the development of skills that will enable each to become a productive and responsible individual.

Statement of Objectives

In accordance with our statement of philosophy, we the educators of Webb City R-7 School District, are entrusted with developing and maintaining an educational environment in which all students may:

- Display behavior consistent with a level of proficiency in basic skills such as mathematics, reading, and oral and written communication.
- Gain knowledge of, and experience in, the American system of government which emphasizes individual rights, responsibilities, and personal worth.
- Display behavior indicating a knowledge of the heritage of their country and its institutions.
- Develop and display a knowledge of each individual's rights and privileges.
- Display behavior consistent with ethical and moral values in their relationships with other persons.
- Acquire and display behavior indicating an awareness of and an appreciation for the significance of the family and home environment.
- Display good habits of health and recreation which will carry throughout life.
- Develop and display basic skills that will enable them to enter directly into a career or to continue the educational process.
- Acquire a knowledge of and display behavior consistent with the ability to think clearly and independently in order to make rational decisions.
- Show evidence of the knowledge of their rights as an individual, regardless of their own needs.
- Develop and display an appreciation for aesthetic qualities to the extent that they can build aesthetic appreciation into whatever lifestyle they construct for themselves.

Requirements for Enrollment

Birth Certificate- Each child is required to furnish a state issued birth certificate for proof of age. If the parent does not have a birth certificate for the child, one may be secured by writing to the Bureau of Vital Statistics at the State Capitol Building of the state wherein the child was born or one may be obtained from the Jasper County Health Department for \$15.00 for the State of Missouri.

Social Security Number- The child's social security number is required.

Immunization Requirements- Missouri State Law states "Students will not be allowed to attend school at all without the proper immunizations or exemptions."

Immunizations are given free at the Jasper County Health Department.
Call (toll-free) 1-877-879-9131 for an appointment.

Proof of Residency- Webb City R-7 School District provides educational service only to those students who are eligible as defined by law. Proof of residency of the parent or the court appointed legal guardian must be provided. Proof of residency is determined by the ability to provide a utility bill in the name of the parent or legal guardian or other documentation acceptable to the School District.

All questionable residency issues will be referred to the Superintendent of Schools.

Attendance

For your child to be successful, he/she must attend school every day.

Parents of students with excessive absences may be required to meet with the principal to develop a solution.

Chronic attendance problems, which are unresolved, will result in notification of the Children's Division, Juvenile Office and/or the Prosecuting Attorney.

Every effort should be made to schedule doctor appointments for non-school hours. Family vacations should be taken in the summer or during Christmas or Spring breaks.

Limit the times that you must take your child out of school before dismissal of school because it interrupts the classroom and takes away from instructional time. Instructional time must be protected.

Arriving to school on time is another major component of good attendance. Students not in their classrooms before the tardy bell will be considered late. Please check with your child's school if you have questions on when your child must be at school.

The state of Missouri has a Compulsory Attendance Law that our district follows. That Law is as follows:

Statute 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year. The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases. Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

In an effort to keep the lines of communication between parents and the school, building administrators will take the following actions when certain attendance milestones have been reached. The following actions will be taken after a certain number of absences:

- Four Days of School Missed – a letter from the school will be sent notifying parents that four days have been missed.
- Seven Days of School Missed – a letter from the school expressing concern about the number of days of school missed.
- Ten Days of School Missed – a letter from the school notifying parents that the student has missed ten days and that a referral to the Juvenile Office may be made.
- Ten days in which a student has arrived late for school – a letter from the school will be sent expressing concern of excessive days tardy for school.
- Fifteen days in which a student has arrived late for school – a letter from the school notifying parents that the student has excessive days tardy for school and that a referral to the Juvenile Office may be made.

Instructional Time

As a school, it is essential that instructional time be protected during the school day. The instructional environment in the educational institution has to be protected from disruption and allotted a consistency that will ensure a continuous development for optimum educational value. It is the philosophy of the Webb City R-7 school district to provide students the best educational process possible.

Visitors and Building Security

The safety of our students and staff is a top priority for our school district. All schools within the Webb City School District will remain locked during the times that school is in session. Visitors to the building will be required to request entrance into the building utilizing an intercom located at the primary entrance of each facility. After entering the building, all visitors must report to the office and receive a visitor's badge before access will be allowed to the school. Visitors without a badge will be sent back to the office by staff members to check in.

Inclement Weather

If school is dismissed early because of bad weather, it is announced on radio and television. Notification will also be given on social media networks and calls will be made through our automated calling system. If you work, arrangements need to be made as to where your child should go.

A child should not attend school if:

- An unidentifiable rash is present that has not been evaluated by a doctor.

- There are open sores (ringworm, impetigo, etc.) which have not been treated.
- One or both eyes are red, itching, and/or have crusts on eyelids as these are signs of conjunctivitis (pinkeye) and should be evaluated by a physician.
 - In the above cases, child may return to school after being treated for 24 hours, with a doctor's note stating the child is not contagious or when symptoms are gone.
- An oral temperature of 100 degrees Fahrenheit or above is present. Student should be fever-free for 24 hours before returning to school.
- Child is vomiting or has diarrhea.
- There are signs of head lice, which are small, crawling insects, which lay their white oval-shaped eggs (nits) on the hair near the scalp. Nits resemble dandruff, but cannot be brushed off. Nits hatch in 8-10 days and the lice bite into the scalp which causes severe itching. Unfortunately, the spread of head lice has become a problem for schools all over the United States, so we do check everyone in school occasionally. Lice are transferred from one child to another by contact with their hair or personal belongings. (See Health)

You can eliminate this problem by following these recommendations.

- Observe your child for excessive scratching.
- Check your child's hair daily for crawling bugs, nits (eggs) or tiny sores which may be where they are biting.
- Shampoo hair at least every other day.
- Wash clothing and coats frequently.
- Teach your child not to use anyone's comb or brush or wear their coats or hats.

Please contact the school if you suspect your child has lice. If you need assistance on how to treat it, information is available at the school.

Health

Communicable Diseases The following list is a guide as to the length of exclusion from school for the more common communicable diseases.

- Chicken Pox: May return to school when all lesions are crusted, generally day 6 after onset of rash.
- Mumps: Isolation - 9 days from onset of swelling; less if swelling has subsided.
- German Measles: (3 day): Isolation, at least 4 days after onset of rash.
- Measles: From diagnosis until 7 days after appearance of rash.

- **Head Lice:** Children who have head lice or who have been treated but still have eggs or nits will not be allowed to stay in school. Parents of students who have head lice will receive written notification from the school nurse and will be required to pick up their child. Parents are required to accompany the child for a head recheck the following day. Students will not be permitted to return to class unless the nurse indicates to the teacher that (s)he is clear.

The school nurse may exclude children from school for the following: Pediculus (head lice), Ringworm, Pink Eye, Impetigo, and an oral temperature of 100 degrees or above.

Illness and Accidents In case of an accident or illness, the parent will be notified as quickly as possible. Minor injuries and illnesses may be attended to by the secretary, with anything questionable being reported to the school nurse. Anything other than a minor injury will be reported to the school nurse immediately.

It is very important that you keep the school informed of your current address and telephone number. TWO emergency numbers must be listed on your child's enrollment card. If you do not have a telephone, please make arrangements with a relative or neighbor to contact you if you are needed at school.

It is very frightening for a child to be hurt or sick. This fear increases when the parent cannot be located.

Biting Episodes of biting and students who exhibit repeated instances of significant aggressive behavior will be reported to the principal, with possible expulsion from class.

Non-Participation In order for a child to be allowed to remain inside during the recess period, the parent must inform the school in writing.

Medication Policy

Please try to arrange for your child's medication to be given before or after school. It will only be given at school if these rules are followed:

- Medication arrives at school in original container. Prescription medication must be in prescription bottle and properly labeled.
- Signed note from parent or guardian stating name of student, date, name and dose of medication, time to be given and purpose.
- The child's physician must provide the school with a written request that the student be given medication during school hours if the medication needs to be taken long

term (longer than two weeks).

- Herbal and naturopathic substances will not be administered by school personnel due to an absence of safety parameters.

All medication and parent permission notes will be turned in and dispensed from the principal's office. The school will provide no medication to students.

Bus Transportation

The Webb City R-7 School District provides transportation to qualifying students. Bus routes have been established to best serve the needs of all pupils. In order to accomplish this task, it is **required that students be picked up and delivered to the same address each day**. If your child arrives home when you are not there, your child should always have an alternate place nearby to go. While students may be picked up at one address and delivered to another, as long as both addresses are within an existing route, neither address can vary from day to day. Only students on the driver's official roster will be allowed to ride the bus. Requests for bus transportation may be made by filling out a request form.

The school should be notified when a permanent change of address occurs. If for any reason the child is to be picked up at school by the parent, a note must be sent with the child or he/she will be put on the bus. The parent must sign the child out at the office when taking the child. Teachers will not release students until the office is made aware they are leaving.

Bus Transportation - Behavior

Bus transportation is provided to qualifying students according to bus routes approved by the Board of Education. Maintenance of proper behavior of all students when being transported to and from school and on school activities is required. Students who misbehave on school busses may be issued pink slips which serve as notification of the infraction and disciplinary action taken. Students who receive three pink slips will be denied transportation privileges for 10 days. Students who receive four pink slips will be denied transportation privileges for the remainder of the year. It is requested that all parents are cooperative with school officials to assure a safe and orderly transportation program. Administrators will use discretion in assigning consequences as necessary.

Behavior Expectations

Some of the most important phases of a person's educational development is that

of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility, as part of the total educational process, to assist the student in the development of these behaviors. Below are the district-wide rules referred to as the Cardinal Code:

Cardinal Code #1: I will maintain a safe environment for myself and others.

Cardinal Code #2: My words must be appropriate

Cardinal Code #3: I will behave in a manner that is appropriate for being in school

Cardinal Code #4: I will behave in a way that allows the lesson to continue smoothly

Cardinal Code #5: I will interact positively with adults and peers.

Cardinal Code #6: I will show respect for my property, school property and property of others.

The following guidelines have been established so that the student will know what is considered inappropriate behavior.

Students are NOT allowed to:

- Fight
- Bully other students, including name calling
- Run in the halls, restrooms or classrooms
- Throw things such as rocks, etc.
- Use profanity, make rude or discourteous comments
- Deface school property
- Leave the school grounds without permission
- Use or possess tobacco in any manner
- Take other's property, trade articles, etc.
- Linger in the restroom
- Chew gum
- Use electronic devices or trading cards of any kind
- Display insubordination

Discipline

In the process of learning acceptable behavior it becomes necessary to impose consequences for inappropriate behavior. The following methods will be used:

- In school detention
- After school detention

- Taking away part or all of recess
- Extra writing assignments
- Calling parents and working out a problem
- Corporal punishment according to Board Policy. If this is against your philosophy, you will need to notify the principal in writing.
- Suspension for severe or repeated misconduct

Dress Code

The Webb City School Board has adopted the following guidelines.

- Shorts, skorts and capri pants may be worn by students in grades K-4 only from:
 - The start of school until November 1
 - April 1 through the end of school
- Extremely short and tight shorts may not be worn.
- Halter tops or shirts exposing the abdomen may not be worn.
- Cut Off T-shirts or tank tops with large arm openings may not be worn.
- Undesirable writing and advertising on clothing is not permitted.
- Hats and caps may not be worn indoors.
- Shoes with skates will not be permitted.
- Use good taste in dress as it relates to age and sex of the student.
- Any dress or grooming styles that are disruptive or that constitute a threat of health or safety of students is not permitted.

Pet Policy

It is our priority to always provide the safest environment possible for all children. Because of this, the policy will be to NOT allow pets at school. While children enjoy bringing pets for show-and-tell, but there are too many risks involved with allowing pets to be interacting with the students. We appreciate your cooperation on this matter.

School Safety

Safety is a major concern at school, but building safety habit involves the cooperation of home and school.

- For your child's safety, school doors will be unlocked 30 minutes prior to the start of the school day. Students who arrive before this time will be unsupervised.
- Use the sidewalk when available. If not, walk on the left side of the road facing oncoming traffic.
- Cross street only at intersection or where a crossing guard is on duty.

- Teach your child to refuse to enter or approach a strange automobile or talk to strangers.
- If your child rides a bike, teach him/her proper bike regulations.
- Be considerate of small children.
- Obey bus safety regulations.
- If you change address or telephone number, please notify the office.
- Please observe all 'No Parking' and Bus Zones.
- Leaving School: No students may leave the school campus during school hours without first obtaining permission and checking out through the office. If a child must leave during the school day, a parent or parent designee must come to the office and sign the student out. If the child returns to school the same day, (s)he must check back in at the office.

Smoking and Tobacco Regulation

The use of tobacco in any form is prohibited inside any school facility or on school grounds.

Technology Use

No student will be allowed to use school technology without an approved consent form returned to the office.

Drug Free Policy

The Webb City School District is committed to the goal of a drug free school environment for its students. The use and abuse of illegal drugs and/or alcohol is not normally associated with elementary age students and it is hoped that it will never be a problem in the R-7 School District.

The district has taken a strong stand by adopting the following mandatory policy that applies to all students:

The use of illegal drugs and alcohol is deemed to be wrong and harmful. The unlawful use, possession, distribution, transfer, and/or sale of alcohol, narcotic or noxious substances, counterfeit drugs, depressants, drug paraphernalia, stimulants, prescription medication, or hallucinogens of any type in any school facility, on any school property, or in conjunction with any school sponsored activity is expressly prohibited. Controlled substances will be confiscated and offenders will be subject to legal prosecution.

First Offense: 10 day suspension
Second Offense: Procedures will be initiated to expel the student, as a minimum, for the remainder of the semester.

We ask that all parents assist the School District by reinforcing the importance of maintaining a drug free school environment.

Guns/Weapons

The Board of Education recognizes the need to assure, to the best of its ability, the maximum safety of its students from all forms of violence and/or potential harm caused by guns and other weapons. Any student who brings a firearm, or other dangerous weapon to school, or school sponsored activities, shall be suspended from school for a period of not less than one year. In order to assure compliance with the Federal and/or Missouri State Laws related to the suspension of students, the Superintendent of Schools shall recommend to the Board of Education any necessary modification of this policy on a case-by-case basis (Adopted 5-9-95).

Food Service

The following are meal prices for the 2013-2014 school year.

Breakfast	\$1.15	Reduced price	\$0.30
Lunch	\$1.90	Reduced price	\$0.40
Extra Milk	\$0.35		
Adult Lunch	\$2.70		
Adult Breakfast	\$1.45		

Meal money is to be sent in an envelope with:

- Child's name
- Parent/Guardian's name
- Teacher's name
- Date
- Amount enclosed

These envelopes are kept for future reference. Please make sure you have all the above information on the envelope.

Credit for school meals is not the policy of Webb City School District. However, if a child forgets to bring his/her money, (s)he may charge, but not to accumulate more than five (5) meals or milk. After five (5) charges, your child will be asked to bring his/her lunch until this bill is paid in full. The lunch clerk will send home billing statements periodically when there is a negative balance on the account.

Parents who desire to eat with their child need to make advance arrangements. Parents should notify the school before 9:00 if they want to purchase a school lunch.

Testing

District Achievement Tests for students in first through sixth grades are given in the spring. All first grade students are given the Cognitive Abilities Test. Some students may be recommended for individualized testing. Parental permission will be sought in these cases.

Guidance

The guidance program is designed to address needs of all students through classroom guidance activities by helping students acquire important skills in career planning and exploration, knowledge of self and others, and educational and vocational development. Individual counseling needs are addressed with particular emphasis on the individual's concerns. An elementary guidance counselor plays a vital role in assisting students, parents, and teachers to ensure that educational programs best meet the needs of the individual students.

Library Media Center

A large selection of books is provided for student check-out. Each book is electronically recorded when the child takes it from the Library Media Center. The only fee is the replacement cost of a book if it is lost or damaged beyond repair.

Parent Teacher Conferences

Parent-teacher conferences are scheduled the first and third quarters of school. Our goal is 100% attendance at these conferences. Parents are also urged to hold conferences with the teacher any time the need arises.

Parents are urged to communicate with the teacher and share knowledge of the child. Cooperation between the parent and teacher can benefit the child. Conflicts can be avoided if there is always an understanding between the home and the school.

Parties, Snacks, and Birthdays

There are three parties scheduled per year: Halloween, Christmas, and Valentines. The treats for the party will be similar for each classroom.

Birthdays may be celebrated at school by arranging ahead of time with the child's teacher. Homemade foods cannot be brought for snacks. All food must be prepackaged. Please send napkins. Teachers are required to keep parties to ten minutes or less for birthdays.

Invitations for parties outside of school should not be brought to school unless the whole class is invited.

Holiday or other gift exchange between students will not be allowed at school.

Accident Insurance

The school does not provide insurance for students who are injured on school property during routine educational programs or activities. If you do not have any type of medical coverage and would be interested in obtaining a low cost accident policy, forms may be obtained at the Principal's office.

Student Directory Information

Release of Student Information

It is the belief of the Webb City R-7 School District that every effort should be made to protect the safety, security and privacy of all students served. To that end every effort will be made to not disclose personally identifiable information relative any student without authorization from the one authorized to make that decision; a court order or other legal mandate(s).

Certain directory information, however, will be released unless the school district is notified to the contrary:

Names and pictures of students in conjunction with participation in officially recognized activities and sports, information relative to the student's weight, height (in appropriate athletic programs) and grade level, degrees, honors and awards received; the names of parents in conjunction with recognition of student performance, degrees, honors, and awards received.

Additionally, under Section 9528 of the Federal Elementary and Secondary Education Act, student's names, addresses and telephones must be made accessible to a military recruiter and/or institutions of higher education (post-secondary education institutions) unless the school district is notified to the contrary. Under the Federal Family Rights and Privacy Act, parents may opt out of this requirement. Any parent, or student eighteen years of age or older, may notify the school of their desire to opt out of this requirement such directory information will not be made available to the military recruiter and/or institutions of higher educations (post-secondary educational institutions).

Notifications shall state the name of the student, date of student's birth, date submitted and original signature of person making the request.

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 Webb City R-7 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 Webb City R-7 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 Webb City R-7 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 Webb City R-7 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 411 N. Madison during regular school hours on days that school is in session. For more information call: (417) 673-6000.

This notice will be provided in native languages as appropriate.

Discrimination/Harassment Grievance Procedures

Board of Education Regulation 2130, the Webb City School District's non-discrimination and student rights regulation, enforces Board of Education Policy, which prohibits harassment and/or discrimination on the basis of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. Regulation 2130 has five (5) subsections. Subsection A defines types of and gives examples of prohibited discrimination and harassment. Subsection B explains how employees or students who believe they have been subjected to discrimination or harassment, or who have witnessed discrimination or harassment can report such behavior and to whom they should report the behavior (for example, Subsection B (4) (a) provides that in each school building initial complaints can and should be submitted orally or in writing to the building principal). Subsection C explains and details how the District is to investigate reports of discrimination or harassment. Subsection D details how the District is to respond when an incident of discrimination or harassment is reported, as well as during and after the investigation into the reported incident is concluded. Any decision made pursuant to Regulation 2130 may be appealed by using the grievance procedure contained in Regulation 1310 by filing a written complaint/appeal with the District's Title IX/Section 504 Coordinator within fifteen (15) business days from the date the grievant could reasonably become aware of such an occurrence or the decision made under Regulation 2130. Further complaint/appeal procedures can be found in Regulation 1310. Finally, Subsection E prohibits the District from retaliating against any individual based on that individual reporting an act of discrimination or harassment.

Pursuant to Subsection D (3) of Regulation 2130 , students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Webb City R-7 School District may appeal a final decision rendered by the District following the conclusion of its investigation of alleged discrimination or harassment under Subsection C by following the appropriate grievance procedure (Title IX or Section 504) outlined in District Regulation 1310. Copies of Board of Education Regulation 1310 and 2130 may be obtained from the District's Title IX/Section 504 Coordinator, Lorri Monroe, 411 N. Madison, Webb City, MO 64870, Phone: 417-673-6000. Regulations 1310 and 2130 are also accessible on the District's website home page by accessing the Parent Information link then the Board Policies, regulations and forms link. The Webb City School District's website can be accessed at: <http://www.wccards.k12.mo.us/>.

Notice of Non-Discrimination

The Webb City R-7 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Kevin Cooper, Assistant Superintendent
411 N. Madison
Webb City, MO 64870
417-673-6000

District Grievance Procedure

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with Webb City R-7 School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by the Policy.

Level 1 – Principal or Immediate Supervisor

Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

Level 2 – Title IX and Section 504 Coordinator

If the grievance is not resolved at Level 1 with the District's Title IX/Section 504

Coordinator and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event, giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after the receipt of the complaint.

Level 3 – Superintendent

If the complaint is not resolved at Level 2, the grievance may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. **The Superintendent or his/her designee will render a decision within ten (10) working days after receiving the written appeal.**

Level 4 – Board of Education

If the complaint is not resolved at Level 3, the grievance may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

Lorri Monroe

Title IX Section 504 Coordinator
Webb City R-7 School District

<http://webbcity.schoolinsites.com/Download.asp?L=1&LMID=322376&PN=DocumentUploads&DivisionID=8002&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=1&I=208476>

No Child Left Behind Act of 2001

The Webb City R-7 School District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Standard Complaint Resolution Procedure for Improving America's Schools Act Programs

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the Goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: submitted to the Superintendent of the Webb City R-7 School District. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Missouri Department of Elementary & Secondary Education NCLB Complaint Procedures

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

- an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated
- facts, including documentary evidence that supports the allegation, and
- the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

- disseminating procedures to the LEA school board,
- central filing of procedures within the district,
- addressing informal complaints in a prompt and courteous manner,
- notifying the SEA within 15 days of receipt of written complaints,
- timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
- disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
- appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

- *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated
- *Notification of LEA.* Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
- *Report by LEA.* Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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.
- *Verification.* Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

Appeals

Appeal to the SEA

- *Record.* Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
- *Investigation.* The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
- *Hearing.* If required by the SEA, or formally requested by parties to the complaint,

this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

- *Record.* The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
- *Decision.* The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
- *Appeal.* The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
- *Second Appeal.* An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

- Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
- A report of final disposition of the complaint will be filed with the U.S. Department of Education.
- These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

- This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
- This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
- DESE will also keep records of any complaints filed through this policy.

Surrogate Parent Program

Pursuant to the requirements of state law 162.997-999 RSMo, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

More information on volunteering to serve as a surrogate parent can be obtained from the District's surrogate parent contact person, Lorri Monroe, Director of Special Services at 417-673-6000.