

Welcome

Webb City Junior High School is an educational institution consisting of a well-trained teaching staff and a fine student body. Our school is a source of great pride in our history rich community.

The information in this handbook is published to help students and parents to become better acquainted with the facilities and regulations. We hope each student will strive to develop all of their potential and talents during this stage of their educational experience.

Statement of Philosophy at WCJHS

At Webb City Junior High School we feel it is very important to emphasize the basic subject areas while exposing our youth to other academic and cultural subjects and activities. At the same time it should be remembered and emphasized that mental and physical health and well being go hand in hand. We are continuing the educational process, hoping to attain total development of each individual student, so he or she may become a useful and responsible citizen in an ever-changing society. We realize the major responsibility for formal academic and aesthetic training now rests with the school, however the family, church and community must share in the total educational process.

It is important that each student be recognized for his own value as a human being through the academic, co-curricular, and extra-curricular programs. While emphasizing the uniqueness of each individual, it will also be important that our students learn to respect the rights and freedoms of all individuals in our society, not their own. As students, striving to meet each of their individual needs, it will be necessary for each of them to understand that their individual aspiration should not conflict with the overall welfare of the group. This recognition should encompass each facet of their school, community and family life.

Through the educational process, democratic ideals should be stressed. By this, we hope each student will be given the opportunity to develop civic responsibility through awareness of and involvement in democratic processes within the school setting.

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 students in the acquisition of knowledge and the development of skills that will enable each to become a productive and responsible individual.

Statement of Goals

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 each student may:

1. Display behavior consistent with a level of proficiency in basic skills such as mathematics, reading, and oral and written communication.
2. Gain knowledge of, and experience in, the American system of government, which emphasizes individual rights, responsibilities, and personal worth.
3. Display knowledge of the heritage of his country and its institutions.
4. Develop and display knowledge of each individual's rights and privileges.
5. Display behavior consistent with ethical and moral values in their relationships with other persons.
6. Acquire and display behavior indicating an awareness of and an appreciation for the significance of the family and home environment.
7. Display good habits of health and recreation, which will carry through life.
8. Develop and display basic skills that will enable the student to enter directly into a career or to continue the educational process.
9. Acquire a knowledge of and display behavior consistent with the ability to think clearly and independently in order to make rational decisions.
10. Show evidence of the knowledge of his/her rights as an individual regardless of their ability or aspirations to an education that is geared to his/her needs.
11. Develop and display an appreciation for aesthetic qualities to the extent that the student can build aesthetic appreciation into whatever life style they construct for themselves

Directory

Angie Broaddus, Principal	673-6030
Jonathon Derryberry, Assistant Principal	673-6030
Kay Bryan – Kelli Garvey, Secretary	673-6030
Sherri Hostetter, Secretary	673-6030
Raeven Replogle-Sarah Neldeberg, Counselor	673-6030
Heather Harlen, Nurse	673-6038
Amber Hulstine, Librarian	673-6032
Junior High Fax	673-6037
Administration Building	673-6000

<http://www.wcr7.org>

Requirements for Enrollment

Social Security Number: We will need the child's social security number.

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) 1-417-358-3111 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 Policy

Regular attendance is extremely important. It has been proven many times that good attendance is associated with success in school. Each student is expected to attend school every day except when illness, injury, doctor's appointment, or some other condition beyond their control prevents his doing so. Parents are asked to call the Junior High office if their child is to be absent. In order to emphasize the importance of regular school attendance, the Board of Education has adopted a policy on absence.

•**Excused Absence:** Generally, an absence due to illness, death in the family, or some emergency making absence necessary. Notification from a parent or guardian on the day of the absence or a note, written and signed by a parent or guardian, stating the illness, emergency, or death of a family member, will be required for an absence to be considered excused. Absences in excess of 10 days per semester will not be excused without a doctor's note. Permits for doctor or dentist appointments must be signed at the physician's office and time leaving the office noted on the permit, before returning it to the Principal's Office.

•**Out of Town Card:** When it is necessary for a student to accompany his family on a trip, the absence may be excused if arrangements are made in advance. Any student going out of town is required to have on file in the office an "Out of Town Notification" card. All his teachers must sign the out of town card. Attendance will be taken into consideration in determining if such absences are to be excused. Forms are available at the Principal's office.

•**Unexcused Absence:** An absence for any reason other than those designated as excused, or an absence without a written and signed note by a parent or guardian before the absence or within 5 school days after returning to school, or a suspension or truancy

•**Tardiness:** A student will be considered tardy if he is not on time to class. Students missing 25 minutes or more of the class may be considered absent from the class. Tardy admits must be secured from the office before going to class. **Excessive tardiness will result in disciplinary action.**

•**Truancy:** Any absence other than those listed as excused or unexcused. A student will be considered truant if, after leaving his home for school, he does not attend school, or if he leaves the campus without permission from the office, or if he chooses not to attend a class.

Students who participate in any type of organized "skip day" will be counted as truant from school and subject to disciplinary action.

•**Permission to Leave:** To obtain permission to leave school during the day, the student must have a parent or guardian write or telephone a request to the Principal's Office stating: (1) the exact time the student is to be dismissed, (2) the reason for which the student is to leave. After a student arrives at school, even if before classes begin, the student should not leave school without permission from the office.

•**Suspension:** Students suspended for disciplinary reasons will not be allowed to participate in or attend school activities.

Make-Up Work

When absent, students are expected to make up work missed in each class. It is the student's responsibility to obtain all make-up work from your teachers immediately upon returning to school. Students will be responsible for making up all work within time limits at the discretion of the teacher.

In cases of extended illness, assignments may be requested through the Junior High office. Please allow one day for this material to be compiled. Assignments can be found on the web at <http://jh.wcr7.org>

Withdrawal and Transfer

The procedure for withdrawing and transferring to another school is as follows:

1. Secure a note from your parents authorizing you to withdraw from Webb City Junior High.
2. Obtain the appropriate withdrawal form from the office and have the form filled out and checked by all your teachers, return all school books and school property, and make sure that all fees are paid.
3. Take the completed form to the office for final clearance.

Change of Address

Inform the office if you change your address or telephone number. It is important for the school to have your parents' residence and business phone numbers in case of emergency.

Campus Procedures

Arriving at School

The school day officially begins at 7:45 a.m. and ends at 2:45 p.m. Students will be permitted to enter the main building between 7:20 a.m. and 7:35 a.m. to take care of office business. Students will be permitted to enter the remainder of the building at 7:20.

Closed Campus

Upon arrival at school you are not permitted to leave the school grounds without permission. This includes students who arrive by bus, private transportation, walking or riding a bicycle. When school is dismissed, bus students must remain on campus until their bus arrives. Students who remain after school for participating in an activity cannot leave campus and return for that activity unless the sponsor or the child's parent gives permission.

Loitering

You are not to loiter in the buildings after your daily program is finished. Any student remaining in a building after 2:50 must be under the supervision of a teacher.

Care of Property

School Property: If you disfigure property, break windows, damage lawn shrubbery, or do other damage to school property or equipment, you will be required to pay for the damage repair or replacement of the item.

Private Property: When walking to and from school, you are reminded not to cut across private property in order to save time and walking distance. Use the sidewalks or traffic lanes provided for pedestrians, and do not trespass on other people's property.

Bicycles

You may ride your bicycle to school. It is to be parked in the bicycle racks upon arrival at school and is not to be used until the end of the school day. All bicycles should be provided with locks. The school is not

responsible for damage or theft of parts while bicycles are parked at the racks. Students are not to loiter in the bicycle area or sit on the racks.

Transportation

Webb City Junior High School makes every effort to provide the safest, most efficient transportation system for students attending our school. Students should be on time to meet the bus.

Buses: Buses cannot wait beyond their regular schedule for those who are late. All persons riding a school bus are under the supervision of the driver and are expected to conduct themselves in accordance with instructions given by him. Such conduct as moving about, scuffling, loud talking, waving arms out the windows, etc. are threats to the safety of everyone riding the bus. These students will forfeit their privilege to ride the bus. Drivers are instructed not to let students off the bus until they get home in the afternoon or get to school in the morning. Only students, school personnel, and persons on school business should ride the school buses.

School Activity Transportation: Students participating in school activities are expected to use the transportation provided by the school unless other arrangements are made in advance with the sponsor. Any car conveying students representing the school to and from an event sponsored by the school must be cleared through the office in advance.

Office Procedures

Bulletins and Announcements

A weekly bulletin is distributed to each classroom on Monday morning. Special notices will be posted outside the office. The principal must approve signs and posters before they are posted. They must be fastened by masking tape and placed only in designated areas.

Telephones

The office telephone is for school business and you may use it only in cases of emergency with the permission of the secretary or principal. Generally, you may use the telephone for the following reasons:

- To tell your parents about a change in your arrival home.
- To tell your parents about a book or instrument needed at school.

When you receive a telephone call at school, the number of the person calling will be taken, and you will be notified between classes or at the end of the day. You are not called from class unless it is an emergency.

Messages and Deliveries

Messages and deliveries from home should be left in the office. Generally, you will be called out of class only in an emergency. An announcement at the end of school will indicate if a student has a message in the office. Gift delivery to students at school is prohibited. Food delivery services are also not permitted to bring food to students at school.

Visitors

Your parents are welcome to visit Webb City Junior High School at any time. They are advised to go first to the office for student information and to sign in and receive a visitor badge. We value student safety and this policy helps us to ensure the safety of all students. Students of school age from other schools are not allowed to visit Webb City Junior High School unless they have previously been enrolled in our school the past school year and have approval from the Principal. Small children such as little brothers and sisters are not to be brought to school unless accompanied by a parent. Your parents may make appointments for conferences with teachers, the guidance counselor, or the principal by telephoning the Junior High School office.

School Day Procedures

Hall Passes

You are not permitted in the halls during class periods unless you are accompanied by a teacher or have a hall pass, which states your exact destination and is signed by an authorized staff member. You must have a hall pass before you can go to the restroom during class time.

Computer Network and Internet Use Policy

The Webb City Board of Education recognizes that Internet access and other new technologies change the ways that information may be obtained, and that these changes will alter instruction and student learning. The Board supports access for students to rich information resources.

Electronic information research skills are now fundamental to preparation of citizens and future employees in the Information Age. To enhance teaching and learning, electronic resources will be used only:

- To support the curriculum of school and the state of Missouri.
- To provide additional opportunities focusing on information retrieval, searching strategies, research and critical thinking skills.
- To promote lifelong learning.

Toward these ends, it is important that students are able to access and fully utilize the resources the Internet and other networking technologies offer. Webb City Public Schools teachers and staff are aware of their responsibility to closely monitor students while they are online. Each school has filter software in place to help prevent access to inappropriate content. Improper use of school computers and computer network may result in a loss of access as well as other disciplinary and or legal action. Improper use of the network includes but is not limited to:

- Sending or viewing offensive messages or pictures
- Threatening, harassing, insulting or attacking others
- Damaging computers or networks
- Allowing another person to use your password/user ID
- Willful introduction of “viruses” or other disruptive/destructive programs into the district network

If you do not wish your child to have access to the Internet for school purposes, please notify the school office in writing as soon as possible. If you have questions about the benefits of this program or about the safety measures in place, please contact your building principal.

Corridor Courtesy

You are to keep the hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through the hallways quietly and be considerate of others. Discard trash in the containers provided and keep the school clean by picking up paper in the halls.

Textbooks

All textbooks and workbooks are loaned to you for your use during the school year. Reasonable wear is expected as a result of daily use, but the textbooks are to be kept clean and handled carefully. Fines are charged based on the principal or teacher's judgment for abuse and misuse. You will be required to pay for any school textbooks or workbooks that you lose or damage.

Lockers and Book Bags

Each of you is assigned a locker for the storage of books and equipment. Book bags are prohibited in the classroom. It is your responsibility to see that your locker is kept in good order at all times. If you choose to use your own lock you will be required to leave a copy of the combination or a duplicate key in the office. Lockers remain the property of the school and school officials reserve the right to inspect the lockers at any time. Periodic inspections will be made by the principal to see that the lockers are kept neat and in order. You are not to tamper with another locker or give your combination to another person. In most cases, you will share a locker with another person. Boys will share lockers with boys, and girls will share lockers with girls.

Lunch Program

The Junior High School cafeteria is located in the west end of the building. The lunch period is closed and students are encouraged to eat a well-balanced hot lunch at school. Students should bring money in an envelope with their name and the amount enclosed on the front to the office to be deposited in their lunch account. Students may also bring their lunches to school. However, all eating is to be done in the school cafeteria, and food may not be taken from this area. There is no provision for more than one lunch charge.

Students may go outside after eating lunch, weather permitting. Proper conduct during this time is very important to prevent accidents from occurring. A system of lights will give you direction as to go outside or stay inside following lunch.

Dress and Personal Appearance

All aspects of dress and personal appearance are extremely important in developing the best atmosphere for educational attainment. Students are expected to be well groomed and neatly dressed at all times. Dress and appearance must not present health or safety hazards, be indecent, disruptive, distracting, or inappropriate for the classroom. Although final decisions as to the appropriateness of dress and personal appearance is determined by school officials, the following rules serve as guidelines:

1. Shoes must be worn at all times.
2. Shorts are not acceptable. Length of trousers and slacks must fall at least below the calf.
3. Head coverings in the building are not acceptable.
4. Attire must be worn in the manner for which it was designed and must be free of obscene or suggestive markings, advertisements of tobacco, alcoholic beverages, drugs, and/or other products deemed inappropriate by school officials.
5. Halter tops, spaghetti-strapped tops, transparent blouses/shirts, lingerie or lingerie-look outer attire, backless apparel, or items that fail to conform to accepted standards of modesty and good taste are not acceptable.
6. All tops must have enough length to extend beyond the waistband of pants/skirts at all times. Sleeveless shirts must have modest armholes. Girls' tops must have at least 2-inch straps.
7. Layering of clothing is appropriate if when worn together the combination fulfills the requirements of the dress code.
8. Dresses and/or skirts must be no shorter than knee length. Leggings (or similar pants) must have a shirt that comes to the end of the finger-tips.
9. Attire or wearing of attire in a manner that suggests gang association is not acceptable.
10. Torn or tattered clothing is not acceptable.
11. Unnatural hair coloring (fuchsia, green, blue, etc.) is not acceptable.

STUDENTS VIOLATING THE DRESS CODE ARE REQUIRED TO CHANGE AND ARE UNEXCUSED FOR THAT TIME PERIOD. VIOLATIONS MAY RESULT IN DISCIPLINARY ACTION.

Cardinal Codes

Safe Environment

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

Rationale: Everyone has a right to be safe in school, public places and home.

I will: Keep my hands to myself; walk; not horse-play; think before I act; use equipment and furniture appropriately; follow guidelines for arriving and leaving school.

Appropriate Conversation

Cardinal Code #2: My words must be appropriate

Rationale: Proper conversation can help prevent misunderstandings, quarrels, and fights. It helps people to understand each other.

I will: Call people by their names; use normal volume and tone when speaking, listen; wait my turn to speak; use direct eye contact; maintain G-rating; use I messages; refrain from gossiping and making fun of others.

Positive Public Behavior

Cardinal Code #3: I will behave in a manner, which is appropriate for being in public. I will use manners.

Rationale: In order to be successful at home, school, and work I must know how to behave in public.

I will: be kind to others; respect the personal space of others; have good hygiene; use good manners; be considerate of others; dress appropriately.

Classroom Manners

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

Rationale: I am in school to learn. I am working on acquiring skills, which will enable me to become a successful person.

I will: speak at appropriate times in an appropriate manner; enter and leave the room quietly; stay on task; sit up; be alert; pay attention; listen; have my supplies; not disrupt class.

Getting Along

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

Rationale: I am working toward understanding others views and becoming more tolerant of those who disagree with me.

I will: stay in control of myself at all times; be honest; be responsible for my behavior; agree to disagree when my ideas are different than others; not argue and shake hands.

Caring for Property

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

Rationale: In order to live, play and work I must demonstrate respect for my property and the property of others.

I will: respect and care for my property and others property; If I find something that doesn't belong to me I will return it. I will keep my locker organized. I won't loan my things. I will take care of my possessions and the possessions of others.

Discipline

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. It is impossible for teaching and learning to take place in a classroom unless good order is maintained. You are reminded that you must adhere to a code of good behavior not only for your own benefit, but for the benefit of others as well. Students should behave in a manner that will be a credit to Webb City Junior High School.

Consequences

Detention - Students may be assigned after school detention as a consequence for misconduct. Students are expected to bring homework to detention and will be required to work on their homework. Detention time is from 2:50 - 3:40. Three days of detention will be assigned for the first missed detention. Each infraction to follow will result in in-school suspension or out of school suspension.

Students accumulating consecutive detention assignments in excess of eight days may not be assigned detention as a consequence for inappropriate behavior. These students will be assigned the choice of a three-day suspension or corporal punishment.

Suspension/Expulsion - The Webb City R-7 Board of Education authorizes summary suspension or expulsion of pupils by principals of the schools of the district for a period not to exceed ten days and by the superintendent for a period not to exceed one semester for such conduct which is prejudicial to good order and discipline in schools or which tends to impair the morale or good conduct of the pupils.

In suspension cases the student will be informed either orally or in writing as to why the suspension is being imposed; will have a chance to respond to the charges and impending suspension; and the right to appeal the suspension to the superintendent. Before the student is reinstated after a suspension, a conference with their parents or guardian may be required.

In case of a suspension by the superintendent for more than ten days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the Board. In the event of an appeal to the Board, the superintendent shall promptly transmit to the Board of Education a full report in writing of the facts relating to the suspension, the action taken by him and the reasons therefore. The Board, upon request, shall grant a hearing to the appealing party as soon as is practicable.

In case of a proposed expulsion, a hearing will be held at a designated date and time with the Board of Education. At the hearing, the Board shall consider the evidence and statements which the parties present, and will render a decision based upon the evidence presented.

During any of the above suspensions or expulsion the student may not participate in any school activity or remain on school property during the school day.

Corporal Punishment - The Webb City School District maintains that corporal punishment is permitted where there is reason to believe it will be helpful in maintaining discipline or in the development of the child's character and power of self-control. Corporal punishment is only used with the approval of a parent or guardian.

Student Progress

The individual student provides the best link between the classroom and the parent. Each of you should meet the responsibility of keeping your parents informed as to your day-to-day progress in school.

Grading System

Grades A, B, C, and D are passing. "A" indicates exceptionally fine work; "B" represents better than average work; "C" indicates average work; and "D" indicates poor work. A grade of "F" indicates failure. The grade given at the end of the semester is a cumulative grade for that semester and is the one, which is recorded on the permanent record of each student.

Grade Cards

Grade cards are issued every nine weeks to notify parents of student progress. The grade cards are the property of the students and are not to be returned to the school. A permanent record is kept on each student by the school. Report cards will not be distributed to students who owe financial obligations.

Interscholastic Activities

Extracurricular Activities

Webb City Junior High School students will participate in football, volleyball, wrestling, basketball, cheerleading, cross-country and track. To be eligible to participate in these sports you must be a good school citizen and meet all the requirements of the Missouri State High School Activities Association. All athletic practices are scheduled outside the school day and are supervised and coached by qualified staff members. General requirements for participating in junior high school athletics are as follows:

1. Must have proper attitude toward the sport, coach, and other teammates.
2. Must be prompt in reporting for all practice sessions and games.
3. Must be willing to follow instructions and to put forth enough personal effort to benefit the team as a whole.
4. Must display personal conduct at all times that will mold good character for the individual and build good will for the school and community.
5. Must have taken a physical examination during the current school year and have it on file prior to participating.
6. Must be covered by health and accident insurance.
7. Students absent during the last two blocks of the day are ineligible to participate without prior administrative approval.

Activity Physical Examinations and Insurance

The MSHSAA requires that all students who participate in activities sanctioned under their guidelines have a current physical examination, concussion form and proof of accident insurance on file in the principal's office. Physical exams are valid if they were taken after February 1 of the previous school year or during the current school year. Insurance applications may be secured at the Principal's office.

Cheerleading

Tryouts for cheerleaders are held each spring. Cheerleaders are selected on the basis of teacher evaluation and ability. Outstanding school citizenship, enthusiasm, school spirit, personality, knowledge of cheers and jumps, ability to cooperate with others and grades are all important in the selection of cheerleaders. The cheerleading

tryouts are closed to everyone except the students trying out, sponsors and judges. Each student trying out must meet all requirements for participation in extracurricular activities

Eligibility

To be eligible to participate in music or athletic competitions, a student may not fail more than one class each nine week period. A student may not miss school time to participate in an activity or competition if they have missed school six days with sporadic attendance during each nine-week period or ten days in a semester.

Student Council

The purposes of the Webb City Junior High School Student Council are to assist in carrying out the policies of the school administration; to create understanding among the students, faculty, and administration; to develop character and leadership; and to contribute service to the school.

National Junior Honor Society

The National Junior Honor Society was chartered at Webb City Junior High School December 21, 1959, for the purpose of creating an enthusiasm for scholarship, promoting worthy leadership, stimulating a desire to render service, and encouraging the development of character among students.

School Dances

Junior High School dances are closed dances and only seventh and eighth graders enrolled in Webb City Junior High School are permitted to attend these dances. Parents and guardians of junior high students are always welcome to attend any junior high dance or school activity.

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.

Guidance

The purpose of the guidance services is to help each student in his social, educational, and personal development. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. The counselor may assist the student as follows:

1. Recommend materials that the student may use to improve his study habits.
2. Help plan the student's schedule and school program.
3. Offer aid in problems of adjustment.

The counselor also administers the guidance testing program.

Schedule Changes

You make your course selections for the coming school year during the spring semester. Your parents and the school guidance counselor must approve your request for classes. After your course selection has been made and approved, it cannot be changed. Schedules may be changed only at the discretion of the administration, the guidance counselor, or when extenuating circumstances necessitate the need for a change.

Homeroom

To learn best, adolescents need to feel connected; to feel a sense of personal relationship with the teacher; and to feel known and recognized as individuals. The Homeroom Program, through its diverse activities, provides an opportunity for students to build connections with other students and their advisor. Group as well as individual activities, are centered on monthly life skills themes.

Goals of Homeroom

- To help students develop positive relationships through experiences that utilize a group's dynamics.
- To provide an environment and activities that foster bonding with their homeroom group so that students feel accepted and valued by their teachers and peers.
- To raise student awareness of good citizenship by providing opportunities for meaningful contributions to their school and community.
- To help students cope with any academic concerns
- To improve communication between home and school.

Library Media Center

The Library Media Center (LMC) is available for study, research, and reading. To ensure that the LMC and its resources are available for all students, the following guidelines are observed.

1. The LMC is open from 7:20 a.m. until 3:00 p.m. each school day.
2. Students are encouraged to use the LMC but upon entering they must present their planner at the circulation desk.
3. The barcode on the student's planner must be presented and scanned when a student checks out materials.
4. Students may check out a maximum of 3 items. Library books are checked out for 30 school days and magazines for 5 school days. No items may be checked out if the student has an overdue book or a fine. There is a limit of one magazine per student. Students will be fined 5¢ a day per overdue book and 10¢ a day per magazine.
5. If any of the library books and materials are lost or damaged beyond repair, the student will be asked to pay the shelf list value of the book. If the book is damaged but fixable, the fee is \$2.50.
6. No food or drinks are allowed in the LMC.

Health Services

The health program, administered by the school nurse, is one of preventive and emergency care. Students who are injured or become ill at school will be sent to the office located in the main junior high building. If the illness is considered to be of such a nature that the student should go home, the student's parents will be informed by telephone.

The school nurse may exclude children from school for the following: head lice, ringworm, pink eye, impetigo, any unidentifiable rash, or a fever of 99.8 degrees or above. Students are reminded to secure a pass from the principal's office before going home when becoming ill at school.

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.

In case of serious accident or illness and the student's parents cannot be located, the student will be taken to the doctor or hospital of preference which is indicated on his health form.

Medication Administration Policy

Students in grades 7-12 may bring medication with them to school provided these guidelines are followed:

- Only one day's dose may be brought at a time.
- Medication must be in a properly labeled container.
- Student must have in his/her possession a signed note from the parent or guardian giving permission to take it. The note should include the name of the medication, dosage and time to be taken.

If a student needs to take prescription medication on a daily basis at school, there needs to be forms filled out by a physician as well as a parent or guardian. You need to speak to the school nurse so arrangements can be made that meet your child's needs.

There will be disciplinary action taken for those students who do not follow the medication administration policies. If you have questions, please contact the school nurse.

Prohibited Items

Tobacco

There is now overwhelming evidence that the use of tobacco is a serious health hazard and we would be negligent if we did not officially discourage it. Therefore the use of tobacco by students on school property is prohibited. Repeated offenses may result in long-term suspensions.

Illegal Drugs and Alcohol

The use of illegal drugs and alcohol is deemed to be wrong and harmful. The use, possession, distribution, transfer, ad/or sale of alcohol, narcotic or noxious substances, counterfeit drugs, depressants, drug paraphernalia, stimulants, 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 are subject to legal prosecution.

- First Offense: 8-day suspension

- Second Offense: Procedures will be initiated to expel the students, as a minimum, for the remainder of the semester.

This policy is mandatory for all students in the Webb City R-7 School District.

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)

MEDIA NOTICE

While students are participating in school activities, their pictures may be taken and placed in the school or local newspaper, local television, or on the school website. If the parents or guardians of a child do not want this to be the case, they should contact the school office to make their wishes known.

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 to 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 in writing 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 educational 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 a military recruiter and/or institutions of higher education (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.

NOTICE OF NONDISCRIMINATION

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

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, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For the purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

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 of 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.

Dr. Byrd
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>

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, 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

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, highly mobile children, such as migrant and homeless children, 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, 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 day's school is in session. For more information call: (417) 673-4135.

This notice will be provided in native languages as appropriate