

Mark Twain Student Handbook

2021-2022



Mark Twain Elementary School
1427 West Aylor
Phone 673-6050

Dear Mark Twain Parent/Guardian,

We welcome your interest and involvement in your child's education. Our students are the primary focus of those who staff and support Mark Twain classrooms. We strive to employ every resource available to provide your child a quality education.

It is our desire to inspire our students to acquire learning experiences that are both rewarding and successful. Children are our future, and we are thrilled to have the opportunity to teach and mold our most valuable resource----children.

Although the following information is not an inclusive parent handbook, it is our hope that each parent will review the school procedures and share the information with his or her child. This is an effort to help you know more about Mark Twain Elementary School.

We are looking forward to an outstanding school year. A strong partnership between home and school can greatly benefit your child. Please feel free to call the school at any time to discuss ideas or concerns. Should you wish to visit a classroom, please phone the office ahead of time to schedule a time that will allow you to observe your area of interest. We do ask that visitors first report to the office upon entering the building.

As always, we are here to assist you and your child.

Sincerely,

Mark Twain Staff

Mark Twain Faculty and Staff

Jan Shelley- Principal
Kristi Collins- Secretary

Third Grade Teachers

Paige Goggins	Ann Brockmiller
Vickie Burke	Megan Glaubitz
Ashley Ebbs	Sydney Allen
Samantha Mahurin	Heather Shull
Emily Flynn	

Staff Members

Amanda Taylor	Special Education Teacher
Joy Leaming	Special Education Aide
Brookli Pollock	School Counselor
Aaron Snow	Physical Education/Health
Dana Perry	Art
Ashley Alcorn	Media Center
Brittni Westfield	Music
Beverly Carpenter	Title 1 Teacher
Jessica Linder	Title 1 Instructional Assistant
Brooke Roy	Media Specialist
Nikki Hand	Lunch Clerk
Lisa Peterson	Nurse Aide
Cindy Dunn	Cook
Chasity Salazar	Cook
Tammy Michael	Cook
Preston Dodd	Custodian
Jerome Salazar	Custodian

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 insofar 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. Please notify the office before 2:00 p.m. if it is necessary to pick your child up before dismissal time.

Arriving at school on time is another major component of good attendance. Students not in the building 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 and possible future steps the school must take if high absenteeism continues.
- 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

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 in exchange for a driver's license 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.

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, itchy, and/or have crusts on eyelids as these are signs of conjunctivitis (pinkeye) and should be evaluated by a physician.
 - In the above cases, a 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 100.4 degrees Fahrenheit or above is present. Students 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 bugs 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 six after onset 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 verbal or 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 100.4 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 the original container. Prescription medication must be in the 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 one month).

- 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.

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 buses may be issued pink slips which serve as notification of the infraction and disciplinary action taken. 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. Please see the Webb City Bus Behavior Matrix for further information.

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
- 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 others' property, trade articles, etc.
- Linger in the restroom
- Chew gum
- Use personal electronic devices
- 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
- Parent notification
- Suspension for severe or repeated misconduct

Bullying

_____The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidents, etc. Possible consequences to a student for violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contact.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to

provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Dress Code

The Webb City School Board has adopted the following guidelines.

- Students in grades 5-12 are not allowed to wear shorts to school.
- 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.
- Straps on tank tops must be two inches wide
- 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, pets will not be allowed at school. While children enjoy bringing pets for show-and-tell, there are too many risks involved with allowing pets to interact with the students. We appreciate your cooperation on this matter.

School Safety

Safety is a major concern at school, but building safety habits involve 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 streets only at intersections 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.

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.

Consequence: Loss of privilege, up to 10 days out-of-school suspension, 11-180 days out-of-school suspension, expulsion, notification of law enforcement officials, documentation in student's discipline record.

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 2021-2022 school year.

Breakfast	One free breakfast offered for all students enrolled K-12
Lunch	One free lunch offered for all students enrolled K-12.
Additional Lunch K-12	\$3.65
Ala Carte Entree K-12	\$1.50
Extra Milk	\$0.40
Adult Lunch	\$3.65
Adult Breakfast	\$2.30
Student Guest Breakfast	\$1.75

Meal payment options:

1. Online at www.myschoolbucks.com using credit card, debit card, or e-check.
2. Cash or check can be sent with your child in a sealed envelope with the student's name, amount of deposit, and check number if paying with check.

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 meals or milk. After five 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 and regularly scheduled phone messages will be sent when there is a negative balance on the account.

Parents who desire to eat with their children need to make advance arrangements. Parents should notify the school before 9:00 a.m. if they want to purchase a school lunch. Parents who bring food may only do so for their child.

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.

School Counseling Program

The elementary years are a time when students begin to develop their academic self-concept and their feelings of competence and confidence as learners. They are beginning to develop decision-making, communication and life skills, as well as character values. It is also a time when students develop and acquire attitudes toward school, self, peers, social groups and family. Comprehensive developmental school counseling programs provide education, prevention and intervention services, which are integrated into all aspects of children's lives. Early identification and intervention of children's academic and social/emotional needs is essential in removing barriers to learning and in promoting academic achievement. The knowledge, attitudes and skills students acquire in the areas of academic, career and social development during these elementary years serve as the foundation for future success.

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. If the item is lost or damaged beyond repair, the student will be responsible for the replacement cost.

Parent Teacher Conferences

Parent-teacher conferences are held in 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 all students of the same gender are 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 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 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 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.

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 nondiscrimination 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, Shawn Mayes, 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: www.wcr7.org.

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 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.

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

Every Student Succeeds Act of 2015

The Webb City R-7 School District is required to inform you of certain information that you, according to the Every Student Succeeds act of 2015, 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.

Every Student Succeeds Act of 2015 Complaint Procedures

Missouri Department of Elementary and Secondary Education
Complaint procedures for ESSA Programs

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the IEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

_____The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

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, Kayla Cullers, Director of Special Education, at 417-673-6033.