



# **Willard**PublicSchools

Focused | Connected | Driven

## **ELEMENTARY STUDENT HANDBOOK 2015-2016**

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## **This handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State/Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

## WELCOME TO STUDENTS AND PARENTS

The Student Handbook is approved annually by the Board of Education.

Dear Parent:

You as a parent share with the school a tremendous responsibility, that of educating and guiding your child as he/she progresses toward adulthood. We thank you for sharing this responsibility with us. We know that only through communication and close cooperation between home and school can we be successful in this endeavor. The purpose of this handbook is to acquaint you with your school and better inform you as to its operation. Your child's agenda is a tool that will help them to develop life-long organizational skills. In addition, it is a powerful communication tool between student, parent and teacher. Please check your child's agenda regularly. Feel free to contact us when we can be of assistance to you. **Please note, in the handbook section of the agenda, changes to our procedures are noted in bold type and underlined.**

Sincerely,  
Willard R-2 Faculty & Staff

Dear Student:

A new school year is beginning and with it comes many new and exciting experiences for you. As you progress through this year you will be developing skills, attitudes, appreciation, and understanding you didn't have before. Your willingness to cooperate and to put forth your best efforts will enable you to accomplish all that you are capable of. Our wish for you is that you develop a strong education foundation which will serve you in the years to come. Have a good school year!

Sincerely,  
Willard R-2 Administration

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**STUDENT AND PARENT INFORMATION BOOK**  
**Willard Public Schools**  
**District Mission Statement:**  
**Student Focused/Strongly Connected/Success Driven**

**THE PURPOSE OF WILLARD R-2 SCHOOLS**

In order to make our mission statement a reality, the Willard R-II School District has adopted the following four goals

1. The Willard School District will increase student learning as evidenced by local, state, and national achievement levels.
2. The Willard School District will recruit, train, and retain high quality teachers and support staff.
3. The Willard School District will enhance and improve community and parental support.
4. The Willard School District will establish, maintain, and plan for adequate facilities, resources, and materials.

**PURPOSES OF THE ELEMENTARY  
EDUCATION**

1. To provide a sound educational program for teaching those basic communications and quantitative skills needed by all individuals in today's society.
2. To produce a climate which encourages children to learn to accept and work in harmony with others.
3. To individualize instruction to meet the varying needs of our student population.
4. To help children acquire and develop creative and inventive abilities and encourage originality.
5. To develop an appreciation of our cultural heritage through the mediums of art, music, and literature.
6. To provide students with those study skills which will enable them to continue learning throughout life
7. To provide instruction and practice in those skills related to good citizenship and participation in the functions of government.
8. To provide support and services to those students with special needs.

**SCHOOL ATTENDANCE REQUIREMENTS**

In keeping with section 163.017 of Missouri School Laws, the Willard R-2 Schools will accept for enrollment to kindergarten all resident pupils properly trained to care for themselves before entering kindergarten. Children must reach the age of 5 before August 1 of the current school year to attend kindergarten. Children must reach the age of 6 before August 1 of the current school year to attend first grade. Proof of age is to be shown by the presentation of a copy of the child's birth certificate at the time of enrollment. In addition, all state required immunizations must be completed. Students staying only for half day kindergarten will need to attend the morning session. Parents will need to make arrangements to provide transportation home for their student(s). The pick-up time will be designated by each building.

**NEW STUDENT REGISTRATION**

New students in grades K-4, who have moved into the district during the summer, will enroll on a date announced in the paper prior to the start of school in August. New students entering during the school year should contact the nearest school office for enrollment information. Advance notice will be given to the school upon entering a child. A child may be enrolled one day and then start the next day. This policy will insure proper preparation for the student and the teacher. You should bring with you immunization records, address of school last attended, verification of present address, phone number, and a copy of your birth certificate.

### **CUSTODIAL ISSUES**

All custody documents must be on file in the student's cumulative file; however, it is not the school's responsibility to interpret the judgment regarding the custody of any student enrolled in our school. We will use official court documents to help disseminate educational information to parents.

### **GUARDIANSHIP AND THE SCHOOL**

When enrolling a student who is living with his/her guardian and not a parent, it is necessary a District Guardianship Form to be on file. The form must be signed and notarized by a NOTARY for the student's enrollment to be official. There will be no exceptions to this policy.

\*There is an exception for children in foster care. This situation requires paperwork from the appropriate agency with the Missouri State Department.

### **CHANGE OF ADDRESS**

Parents should notify the office of the school attended immediately upon any change of address and/or phone numbers.

### **PLACEMENT OF STUDENTS**

Room placement is made by the building principal or designee. A child's work habits, social traits, past achievements, and teacher recommendations are all important factors which are considerations when a question arises concerning placement.

### **KINDERGARTEN PRE ENROLLMENT AND SCREENING**

A pre-enrollment is conducted during the spring for those children who will enter kindergarten in the Fall. At this time children are also screened to aid in detecting any physical, behavioral or educational problem that might interfere with a child's success in school. The screening consists of the use of relatively simple devices to assess a child's cognitive, speech and motor development; visual acuity and hearing sensitivity and gross motor skills. The exact dates will be announced through the newspaper.

### **WITHDRAWAL FROM SCHOOL**

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

### **ATTENDANCE**

Regular and punctual attendance on the part of each student is necessary for successful accomplishment in school. In the event of an absence, parents are required to call the appropriate elementary office by 9:00 a.m. Calls from parents or guardians only establish the whereabouts of the student. Calls do not excuse the absence. You can ensure that your child's absences are verified by providing documentation of the following:

- Doctor/dental note verifying appointment or treatment
- Proof of hospitalization
- Evidence of attendance at funeral
- Visits with a parent or legal guardian who is an active duty member of the military

### **HIERARCHY OF ATTENDANCE K-6**

#### **ABSENCES**

5 unverified absences/ 10 tardies per semester

#### **ACTION TAKEN**

- If no parental contact, call from the attendance monitor
- Registered or regular letter from attendance monitor (per administration discretion)
- Explanation of attendance hierarchy
- Explanation of the necessity for student to be in school
- Explanation that educational neglect and truancy are crimes.

7 unverified absences/ 14 tardies per semester

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

10 unverified absences/ 20 tardies per semester

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

14 unverified absences/ 28 tardies per year

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

15 unverified absences/ 30 tardies per year

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

\*For extenuating circumstances/health concerns regarding absences, appeal forms are available in the office. Vacations will not be considered for appeal. A student is tardy after the bell has rung each day except when their bus arrives late. Directions will be given at each building as needed for drop off and pick-up procedures. Chronic tardies and/or unverified absences will be referred to the proper authorities for appropriate action. Students are not to leave school grounds after arrival at school without permission from the office. Our lunch hour is closed and students are not allowed to depart from school for lunch.

ATTENDANCE REGULATION - In order to represent the school as a participant in a school activity (music program, school pictures, field trips, assemblies...) the student is not allowed to miss class on the date of the activity without prior approval from the Principal.

### **MAKE-UP WORK POLICY**

At the time you report your child absent, a request for homework can be made at this time. The following are the procedures for make-up work.

- Homework can be picked up after school. This allows the classroom teacher time to gather their homework.
- Requested homework will be due upon the return of the student to school.
- If a student returns to school and then receives their missing assignments, they have TWO days to complete the work from their absence.
- NO homework will be given to students in advance for scheduled absences.
- Extended absences due to illness will be handled at the building principal's discretion.

## **RETENTION POLICY**

Retention shall be considered in view of the following criteria:

1. Score on the Light's Retention Scale, and those appropriate guidelines
2. Low or incomplete grades on report card
3. Low achievement test scores.
4. Poor attendance as stated in the Attendance Policy
5. Retention should be made after issuing third quarter report cards.
6. No Child Left Behind requires students not meeting 4<sup>th</sup> grade reading requirements after summer school, shall not be promoted to 5<sup>th</sup> grade.

The Willard School District realizes the strong impact retention has on a student's education. Therefore, all teachers having the student may give input on the retention. There should not be double retention or retention for extended special service placements. Extenuating circumstances which may enter as exceptions are serious health problems or hospitalization, or English as a second language. Should the parents disagree with retention, they may request that the placement be reviewed by a committee which can include the child's teacher, building principal, and guidance counselor. If consensus is not reached, the appropriate due process procedures will take place.

## **ARRIVAL AND SCHOOL DISMISSAL**

Students are not to be dropped off early at school, unless they are enrolled in the *Tiger Tales Program*. At the end of the day, students not riding the bus are to be picked up promptly. Drop off times and pick-up times will be designated by each building. Students are not to be picked up at the classrooms, but to be picked up at the main entrances. Students walking, riding bicycles or being picked up by automobile will not be released until busses have departed, as a safety precaution. In case of a weather emergency, or other situations which might necessitate students being dismissed early from school, every attempt will be made to alert parents through the media, however, parents should insure in advance that their child has a procedure to follow should this situation arise.

## **CONDUCT AT SCHOOL/DISCIPLINE POLICY**

Our faculty is proud of the way our students conduct themselves at school. One of the school's aims is to help students to become responsible, concerned citizens. It is imperative that students learn to respect the rights of others while setting a high standard of conduct for themselves. The discipline policy is designed to create a safe atmosphere, foster student responsibilities, instill respect for the rights of others, and to ensure the orderly operation of the district's schools. The general discipline policy is found here but does not presuppose the rules and regulations to all school activities in our district as well as activities held at other sites. The administration reserves the right to search student lockers and other school property used by students. Section 171.011 establishes the Board of Education's authority to adopt rules and regulations pertaining to the organizing, grading and government of a school district. Sections of 167.161 and 167.171 establish the authority of the principal and superintendent to suspend students and, in addition, provide for student due process.

Examples of violations include, but are not limited to:

1. Disrespect for teachers, administrators, school personnel, students.
2. Defiance of school personnel authority
3. Disruptive/Disorderly Conduct
4. Drug/Alcohol/Tobacco violations
5. Forgery
6. Harassment ( including sexual harassment)
7. Inappropriate behavior
8. Theft
9. Pushing/Shoving/Scuffling
10. Defacing/destroying property
11. Weapons
12. Fighting
13. Assault
14. Demeaning/threats of violence

If a teacher has repeated problems with a student, they may contact the parents to gain your support and assistance in correcting the problem. Corporal punishment (paddling) may be used when necessary to maintain order and classroom discipline. Principals have the authority to suspend any student who willfully or persistently misbehaves, uses obscenities, tobacco, drugs or alcohol or when the conduct is injurious to other pupils. Any absence due to a suspension from school will result in a "0" or failing grade for all work missed that day. The elementary school student discipline code is a guideline for general behaviors. More severe conducts will be dealt with in accordance with the Missouri Safe Schools Act.

### **PARTIES**

It has been customary to have classroom parties at Fall Harvest, Christmas and Valentine's Day for our elementary students. PTO sponsored homeroom mothers are invited to assist the classroom teachers in the preparation of each party. The exact dates of each party will be announced at school. Parties for any other occasions must have advanced approval of the building principal, and should not exceed a total of three room parties per year. Birthday recognition will be very short with treats being handed out at the end of the day. All food items brought to school for any occasion are to be store prepared, individually wrapped or store wrapped.

\* Birthday invitations for private parties will not be allowed to be passed out during school hours. If a parent wishes to send invitations, they must be distributed and put away prior to the start of the school day. Teachers are not responsible for handing out invitations.

### **EDUCATIONAL TRIPS AND SPECIAL ACTIVITIES POLICY**

Students in grades K-4 will have special activities and/or educational trips taken away if they are:

1. Fighting at school, on the bus, or at the bus stop.
2. Bringing weapons to school or on the bus.
3. Being disrespectful to authority.
4. If they have two or more bus write-ups for the semester.

**ATTENDANCE REGULATION** - In order to represent the school as a participant in a school activity (music program, school pictures, field trips, assemblies...) the student is not allowed to miss class on the date of the activity without prior approval from the Principal.

Administration may use discretion on a case-to-case basis in regards to the loss of an educational trip. A teacher may remove a student from a special activity or educational trip due to chronic incomplete work. At the discretion of the teacher who took away the activity, a student may earn back the special activity or educational trip. This policy applies for the whole year, but students would start over each quarter except for bus write-ups. Students should ride the bus to and from an educational trip. No pre-school age children, siblings or other students are allowed on trips.

### **STUDENT HEALTH AND SAFETY**

To help insure that the school premises are as safe as possible for all students, there are some guidelines which all students should follow. Students walking to school should walk facing the traffic and cross the highway at the crosswalk. Students unloading from a school bus should utilize the sidewalk and not walk in the drive. Students riding bicycles to school should park them in the rack provided for this purpose.

1. Students shall not bring athletic equipment, skateboards, roller skates, skate shoes, in-line skates, or stereo head phones to school. Cell phones, pagers, mechanical games, electronic games, trading cards, or anything that is a distraction that interrupts student learning.
2. Students are not to stand up in swings or on slides while playing.
3. No rocks, gravel or sticks, etc., should be thrown on the playground.
4. Students are not to play around cars parked near the playground.
5. Students are not to bring to school pets, snakes, spiders, etc. unless requested by the teacher and have advance approval by the principal.
6. Water guns, knives, lighters, matches, glass containers, and guns of any type are not to be



- brought to school.
- 7. Students are not to leave the premises without permission.
- 8. During school hours, usage of playground equipment is for students enrolled.
- 9. No chewing of gum is allowed.
- 10. Laser pointers are banned at school, on the bus and at all school district activities.
- 11. NO toys are allowed at school.
- 12. There is no selling of items or trading of items by students.
- 13. No chicken eggs, incubating of eggs, or baby chicks due to possible salmonella.
- 14. Students will keep all hands, feet and other objects to themselves at all times.

### **DRESS AND GROOMING**

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. To prevent distraction from the normal operation of the educational setting, each student will wear proper dress at all times during the school hours. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following school guidelines. Students are not to wear:

- 1. Shirts, blouses or dresses that expose any part of the midriff, torso or chest, clothing with a low neckline, midriff tops, halter tops, spaghetti straps, backless shirts, cut-out shirts, clothing that is see through, short shorts, cut-offs, torn, frayed or self-design clothing, clothing designed as underwear, bicycle shorts, or pocket chains.
- 2. Clothing that displays profane language or suggestive language or acts; clothing which advertises tobacco/alcohol, drugs or advocates the use of such.
- 3. Clothing that is disruptive to the daily academic progress of students, is distasteful in the school setting, is objectionable in nature, or exposes an inappropriate portion of the body.
- 4. Hats in the school building.
- 5. Pants must be worn at the waistline.
- 6. Excessive visible piercings are not allowed at school.
- 7. Hair must be of natural color and style.

The individual student handbooks will address student dress code and appropriate school attire. Dress and grooming will not disrupt the teaching/learning process or cause undue attention to an individual student. Clothing that is dirty, distracting or having offensive writing will not be tolerated at school. Excessive makeup, tattoos, face painting or jewelry is not appropriate. Failure to comply with the student Dress Code will result in disciplinary action. Distraction of offensive displays will be determined by the building principal with the direction from the Board of Education.

### **HEALTH SERVICES**

Willard R-2 School District is served by registered nurses (RN) and licensed practical nurses (LPN). Students who become ill or are injured are to report to the nurse's office. When the nurse is not in, the student should report to the principal's office.

The school nurse also serves as the health counselor for our school. She has a vast resource of health services which are available to our students.

### **IMMUNIZATIONS REQUIRED FOR SCHOOL ATTENDANCE**

As mandated by law and the Missouri Department of Health, it is against the law for any child to attend school unless the child has been properly immunized or the parent/guardian has a written medical exemption from a licensed physician or a religious exemption. This properly written exemption must be on file with the school's nurse or administration. This includes students who transfer from another school district. It is the responsibility of the parent to keep the school informed as to updates on immunization records.

## **CURRENT IMMUNIZATION REQUIRED\***

| <b>DISEASE</b>          | <b>GRADES</b> | <b>DOSES</b>  |
|-------------------------|---------------|---|
| Polio (IPV)             | K-4           | 3 doses with no more than 4 doses with at least 1 dose on or after 4 <sup>th</sup> birthday |
| DPT                     | K-4           | 4 doses with no more than 6 doses with at least 1 dose on or after 4 <sup>th</sup> birthday |
| MMR                     | K-4           | 2 doses   |
| HEP B Series            | K-4           | 3 doses (series)  |
| Varicella (Chicken Pox) | K-4           | 2 doses   |
|                         |               |   |

\* To remain in school, students "in progress" must receive immunizations as they become due. All immunization records must be documented with day/month/year. If there are any questions, please call the nurse at the building your child attends.

## **ADMINISTERING MEDICINES TO STUDENTS**

With the exception of students in special education programs, or those with Section 504 Accommodation Plans, the school district is not obligated to supply or administer medication to children. However, the Board recognizes that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. Therefore, the Board directs the superintendent and nurse supervisor to establish procedures for the administration of medication for any student provided the following requirements are met. Administration of medicine will be the responsibility of the school only if the School Board's Student Medication Policy is followed. Questions regarding further explanation of the Student Medication Policy may be directed to the principal or the school nurse.

The administration of medication whether prescription or over-the-counter, are activities which must be performed by an RN or LPN. An RN may delegate and thereby will supervise the administration of medication by unlicensed personnel who are trained by the nurse to administer medications. The school will not administer any medication not FDA approved or doses exceeding the recommended dosage unless prescribed by a physician.

### **Prescription Medications:**

The student's physician shall provide the school with a written request that the student be given medication during school hours. The request will contain the following:

- The name of the student
- Name of the drug and dosage
- Frequency of administration
- How the medication is to be given
- Doctor's name
- The prescription label will be considered an equivalent of the physician's order for short-term medication. When possible, descriptions of any adverse effects and any applicable emergency instructions will be provided.
- The parent/guardian will complete a medication administration record in the nurse's office. The district will not administer the first dose of any medication.
- The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those doses to be given at school, and with instructions for any special need for storage, e.g. refrigeration. The medication will be delivered to the school by the parent/guardian or other responsible adult.
- Medication supplies should not exceed a 30-day supply.

- If there is a circumstance where the parent or guardian is absolutely unable to transport the medication to school, then the student will be allowed to transport the medication to the school nurse immediately upon arrival to school.

### **Self Administration of Medications:**

If a student's parents provide the school a written signed request and a physician's statement indicating it is medically necessary for the student to carry certain medication (e.g., asthmatics' bronchodilator), then the student will be allowed to keep the specified medication with him or her to facilitate use. In such instances, the district does not assume responsibility for the medication or the student's use of it. If a student who is allowed to carry medication with him/her is found to be abusing the district guidelines for appropriate use, then the student shall lose the right to carry medication and discipline will be given if necessary.

### **Emergency Medications:**

The school district obtains a prescription and standing order from an area physician for an emergency medication ("sting") containing epinephrine and/or an antihistamine for use in the event of anaphylaxis. If symptoms of anaphylaxis occur, the medication will be administered according to the instruction and events documented.

- A specific order from a student's physician for the treatment of anaphylaxis in that particular student will be followed for that student instead of the general standing order.

Topical and external products (e.g., Calamine, Hydrocortisone, Oral gel, antibiotic ointment, etc...) may be used to relieve minor discomfort in the absence of other significant symptoms

An emergency bronchodilator, (inhaler), will be kept in the nurse's office for those who have a bronchospasm and do not have access to their own inhaler.

### **Over The Counter (OTC) Medication -**

- To protect the student's health and well-being, medications being used inappropriately or those in unlabeled or improperly labeled containers or without appropriate instructions for administrations may not be given at school.
- Over-the-counter medications for colds, coughs, headaches, etc., will be given for one week ONLY, unless prescribed by a physician when accompanied by a written request from the parent or guardian. This request MUST include date, dosage and time medication is to be given. All medicines must be properly identified and in manufacturers' package.
- All remaining medication MUST be picked up by a parent or designated adult or sent home with student one week after the final date, or it will be destroyed. The preferred method for transporting medicine to school is for a parent or guardian to deliver the medicine directly to the school nurse's office. If a student must carry the medicine to school, they are required to deliver the medication to the school nurse's office immediately after arriving at school.

## **ILLNESS AT SCHOOL**

In the event a student should become ill while at school, they will be referred to our school nurse. If the nurse feels the child needs to go home, parents will be contacted and are responsible for having their child picked up from school.

A current Student Health form must be obtained each year. New students to the district must have these on file with the nurse before they start classes.

Students should not attend school, and shall be sent home, when one or more of the following conditions exist:

**Head Lice** - No-Nit Policy: Students who have head lice/nits will be sent home. They are not to return to school until they have shown proof of receiving treatment and nit removal. All new students that enroll will go through a head lice screening the day of enrollment or before entering school. Head Lice is considered a communicable disease. The school nurse will work closely with parent/guardian to give appropriate instruction on care of head lice. The Department of Health recommends each school district establish a "no-nit" policy. Reports to the Department of Family Services will be made after the 3<sup>rd</sup> occurrence, due to lack of parental compliance with this illness/communicable disease.

**Scabies** - Students will be sent home. They may not return until proof of treatment.

**Chicken Pox** - Students may return to school 7-10 days after the onset of the rash and when lesions are crusted.

**Temperature** - Students with a temperature of 100.0 will be sent home for at LEAST 24 hours or until free of temperature or temperature reducing medications, whichever is the longer period.

**Strep Throat** - Students having strep throat should be home on medication 24 hours before returning to school (must be fever free for 24 hours also)

**Pink Eye** - Students with symptoms of pink eye will be sent home. They may return to school when they have been on medication for 24 hours, or redness and drainage is gone, or have a doctor's note.

**Diarrhea/Vomiting**- Student will be sent home if deemed a possible communicable disease issue, or if the child cannot function in the classroom. Students should be kept home 24 hours after last episode of diarrhea or vomiting before returning to school.

**Communicable Diseases – Students -**

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

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

Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Each case shall be handled in an individual manner. Failure to adhere to the conditions will result in the student being excluded from school. Any student determined as having a chronic infectious disease and who is not permitted to attend school will be provided instruction in an alternative educational setting in accordance with district policy.

The School District has developed specific policies and procedures in section JHCCA of the District Policy Manual. These policies adhere strictly to State status and Department of Education guidelines. Disease outbreaks and control measures will be advised by the Missouri Department of Health.

**Chronic Illness-**

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

**Surgery-**

It is the student/parent's responsibility to notify the nursing staff if the student has any surgical procedure. Before returning to school after surgery, student MUST have a physician's release that includes: May return date and any restrictions student might have.

**BREAKFAST AND LUNCH PROGRAM**

The school district provides nourishing, well balanced breakfasts and lunches for students at a nominal price. (Prices will be established and announced at the beginning of the year.) Students may charge only with special provision made through the office. Drinks brought to school are to be sealed and in their original containers. Parents are discouraged from bringing restaurant food to school for their child. If restaurant food is brought in by parents, they will be encouraged to eat such food in a different area.

**MILK**-Students bringing their lunch may purchase milk to drink if they so desire. Students bringing beverages to accompany their lunch should bring them in unbreakable thermos bottles or other similar containers. No glass containers should be brought to school. No containers will be allowed to leave the cafeteria after lunch and must be disposed of at the end of the lunch period.

**FOOD SERVICE CHARGE PROCEDURES**

**STUDENT CHARGE LIMITS**-Students in Kindergarten through Eighth grade will be offered a "Tiger Meal" if their breakfast/lunch accounts reach a negative balance of \$10.00. This meal contains a sandwich and milk. Commodity food supplies such as peanut butter, cheese, chicken patty or hamburger will be used for sandwiches which is the same as offered as a third option for student selection.

**LOW BALANCE & NEGATIVE BALANCE COMMUNICATIONS**  
Kindergarten to Sixth Grade

1. Weekly, the cashier will send a low/negative balance notice of the student's account to the parents, via teachers in the student's backpack.
2. Once the lunch balance is -\$5.00, food service will send a notification to parents by phone, text, e-mail or mail lettered.
3. If the student lunch balance reaches -\$10.00, the school office will send notification to parents by phone messaging, text, e-mail or mailed letter.
4. In the event of a student's lunch balance being delinquent by -\$25.00 or more, then the school administrator may take action steps to limit activities and extra privileges until unpaid balances are paid or arrangements to pay are made with the school administrator.

### **PARENT COMMUNICATION**

Communication is very important! In addition to periodic newsletters from teachers and your school, announcements can be made through the use of our school calling system. This service is a computerized phone system which allows your school to deliver a personal message to you or your answering machine.

\*Please note: Phone calls to teachers will be put directly to voicemail in order to protect the instructional time of students. Teachers will return calls in a timely manner.

### **STUDENT MESSAGES AND BUS PASSES**

Office phones are quite busy with the transaction of school business and students are not allowed to use the telephones in their classroom unless it is deemed an emergency. Messages regarding students need to be received by the office no later than 2:30 PM.

Students may ride only the bus to which they have been assigned. Permission must be obtained from the transportation office (742-2506) to ride any other bus or to get off at a location other than the regular stop. Permission will be granted only if the driver is not fully loaded with regular bus route students. Parents must have a written request for student permission to ride another bus and must have an alternate arrangement in case permission is not granted due to a full bus.

### **ELEMENTARY SCHOOL VOLUNTEERS**

Parent involvement in the educational process impacts positively on the attitude and conduct of children at school. Parent/adult involvement allows staff to draw upon supplemental and often unique adult resources and expertise.

Elementary School Volunteers are committed to:

- Respecting the rules of the school
- Performing their assigned tasks to the best of their ability
- Working cooperatively with all staff members and seek clarification whenever necessary
- Being a positive role model by adhering to the student dress code.

A Volunteer's Code of Ethics should include respecting the confidentiality of the teacher and the students, and refrain from discussing them, be dependable, and follow through on tasks by attending at the times and dates arranged.

\*Arrangements to volunteer must be made with your child's school prior to volunteering.

An Elementary School Volunteer MAY NOT:

- Have access to any kind of student work or records
- Have access to confidential information on file or computer records
- Grade students' papers/work or test students.

### **RULES AND SAFETY REGULATIONS FOR THE TRANSPORTATION OF PUPILS**

The primary purpose of setting forth minimum regulations for pupil transportation is to encourage and provide for the greatest possible safety of all pupils riding the bus. It is a privilege for pupils to be able

to ride the bus. Standards of conduct while on the bus are under the supervision of the school authorities. Bus drivers will report student misconduct and disciplinary issues to the school principal. Classroom conduct must be observed by the pupils while riding the bus. Conversation by students are to be courteous and in low quiet voices.

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

1. Students should remain seated on the bus while in motion.
2. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
3. Students may ride only the bus to which they have been assigned. Permission must be obtained from the office to ride any other bus or to get off at a location other than the regular stop. Permission will be granted only if the driver is not fully loaded with regular bus route students. Parents must have a written request for the student permission to ride another bus and must have an alternate arrangement in case permission is not granted due to a full bus.
4. No food or drinks on the bus.
5. No profanity or bad language.
6. Pupils must not extend arms, head, or other body parts out of the bus windows.
7. The use or possession of tobacco, drugs, alcohol, or weapons is not permitted on the bus.
8. No unnecessary items on the bus such as lasers, animals or pets, balloons, flowers or glass containers, cell phones, or games with sound.
9. Large projects or band instruments are not permitted to take up a seat or block the seat aisle or bus aisles. Parents will have to transport students on days they have large projects or band instruments.
10. Any damage to the bus should be reported at once to the driver.
11. Pupils are asked to keep the bus clean at all times.
12. Items left on the bus or taken from students will be kept at the Transportation Office.
13. NO horseplay, pushing or shoving while at Bus Stop or on the bus.

#### LOADING AND UNLOADING PROCEDURES:

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

#### When exiting the bus, the student must follow the procedures below:

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

Disciplinary action taken is in a range from minimum to maximum. Parents will be given a written report informing them of any disciplinary incident involving a student on the school bus or while waiting at the bus stop, which may have jeopardized the safety and well-being of all students or himself/herself. You are urged to both appreciate action taken by the bus driver and to cooperate with the corrective action initiated by the school district.

Parents should refrain from discussing bus matters with drivers at bus stops. They should call the Transportation Office at 417-742-2506 to discuss the issue with the Transportation Director or the Principal of the school their child attends.

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

### **EMERGENCY DRILL PROCEDURES**

Regular drills are held throughout the school year to maintain a level of preparedness in case of actual emergencies. These drills consist of: 1-FIRE, 2-TORNADO, 3-INTRUDER and 4-EARTHQUAKE. Drills should be conducted as if an emergency really exists. There should be no play, yet no one should be so anxious as to become unduly excited and lose their better judgment. Occasionally exits will be blocked to force use of alternate exits as a practice exercise.

### **VISITORS**

In order to promote good communications and assist with the orderliness of the school day, all adults are required to report upon arrival to the main office. Student visitors will not be permitted during the school day. All visitors are required to report upon arrival to the main office, sign in and obtain a visitor pass, and sign out before leaving.

### **STUDENT ACCIDENT INSURANCE**

The Willard R-2 Schools will NOT provide district-paid student accident insurance. However, parents will be able to purchase insurance for the student. Information on insurance coverage will be available through packets provided to the student in time of registration.

### **THE ELEMENTARY SCHOOL CURRICULUM**

The elementary program seeks to provide an opportunity for each student to attain their maximum learning potentials. Stress is placed on the 3-R's as these form the basis of a sound educational foundation and provide skills which will serve the student in future learning pursuits. Our instructional program is an ever changing one to meet student's needs and to implement improved teaching-learning strategies.

Students receive instruction in the following areas during their elementary years.

**LANGUAGE ARTS:** This area includes instruction in writing, spelling, listening and speaking skills. The emphasis begins in kindergarten with learning to follow oral direction, detect likenesses and differences, recall the sequence of events in a story and classify subjects into appropriate groups. By the completion of elementary school, students would be able to write in complete sentences with proper grammatical construction and correct spelling and punctuation. They should be able to apply these skills in writing correspondence such as business letters and reports.

**READING:** We feel reading is of the utmost importance to each student's present and future success, and our reading program reflects our concern that each child learn to read effectively. Our developmental reading program begins with reading readiness skills such as auditory and visual discrimination activities and allows the student to progress at his own rate in a systematic fashion. The program is designed to individualize instruction based on the student's needs and reading levels. The objective is to develop the student's oral and silent reading skills to the point that the student is an efficient reader.

There are a few concepts about reading with which you should be familiar to better understand your child's program:

1. Children learn to read at different rates.
2. Children in any particular class, regardless of the organizational pattern used, will show different strengths and weaknesses in reading.
3. Children must be taught on or near the levels at which they read if progress in reading is to occur.
4. Many factors interpret your child's reading grade. Both the grade and level on which he is reading must be looked at together.

**SOCIAL STUDIES:** During the course of his studies, the student will learn about the world he lives in, beginning with his own community and progressing to a student of the state, nation and continents. The objective is to develop the student's understanding of the United States and its form of government while familiarizing him with the many other ways of life in our world. Students are also exposed to different career areas and specific occupational choices.

**MATHEMATICS:** Stress is placed on developing the skills of addition, subtraction, multiplication problems encountered in everyday living. The objective is to develop the ability to apply these skills in situations requiring math computations. In kindergarten, the emphasis is on establishing one-to-one correspondence between equivalent sets, determining which is larger-smaller longer-shorter when given two similar objects, writing numerals from 1-10, and naming the ordinal position of an object in a set. As children progress, stress is placed on mastery of addition, subtraction, and multiplication facts, making change, telling time, and measuring and recording lengths. By completion of grade six, students should be able to multiply a number by a two digit factor, solve division problems with one digit divisors, read and write decimals, add, subtract, multiply, and divide fractions, interpret simple graphs, and figure area and perimeter.

**SCIENCE:** The student learns about basic scientific concepts. The objective is to develop his understanding of matter, time, space and their interrelationships within the environment in which we live.

**HEALTH:** A constant stress is placed on good health and safety habits. The objective is to aid students in developing a set of values and health habits that are conducive to healthful living.

**PHYSICAL EDUCATION:** Students receive a regular program of physical exercise and activities intended to develop their growing bodies and provide for good physical conditioning. The basic objectives of the program are to:

1. Develop and maintain maximum physical efficiency.
2. Develop useful physical skills.
3. Act in socially useful ways.
4. Promote wholesome physical recreation.

A pupil who has an ailment or disability which necessitates a "limited" physical education program or one who should be excused entirely from physical education must have on file with the Physical Education Teacher a doctor's statement to the effect. Cases of more severe injury or illness will require a written doctor's statement for reentry to the physical education program.

**ART:** Students are exposed to different art mediums and provided an opportunity to express themselves through these. Students are able to develop an appreciation of our cultural heritage and the contribution of art to our lives. Students begin by learning the differences in different media, different types of lines, and work with the primary shade hues while learning to evaluate the creative expression of others and demonstrating sensitivity toward artwork that is well done.

**COMPUTER LAB:** The Willard R-II School District recognizes the educational and professional value of electronic-based information technology, both as a means of access to enriching information and as a tool to develop the skills that students need. The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students.

**MUSIC:** The music program is designed to teach students basic musical skills and to expose them to



different types of music, thus enhancing their appreciation of different forms of music.

**LIBRARY:** Each elementary student will have the opportunity to use the library at least once a week during a scheduled library check-out time. In addition, the library will be open at other times for an individual, a group of students, of a class to use the facility. Pupils are permitted and encouraged to check books, reference materials, encyclopedia, dictionaries, etc., out of the library for a limited period of time. Additional books will not be checked out to pupils having books that are more than five (5) school days late. Pupils are also expected to pay for lost books and books that are unduly damaged.

Fines will be assessed for lost or damaged textbooks, damaged library materials, vandalism, and other fees.

**GIFTED PROGRAM:** This program is designed to meet the needs of students having met established criteria. Curriculum standards and guidelines are reviewed by the board for effectiveness and changes are made yearly.

### **DISTRICT NOTICES AND POLICIES**

The district notices and policies are located on the district website. To view notices and policies please visit <http://www.willard.k12.mo.us>.

#### **NOTICES**

1. Public Notice for 94-142
2. Notice of Nondiscrimination
3. Standard Complaint Resolution Procedure for Improving America's Schools Act Programs
4. Grievance Procedures
5. Public Notice on Free and Appropriate Education
6. Public Notice on Student Records
7. Safe Schools Act
8. Missouri's Health Children and Youth Program
9. Homeless Assistance
10. No Child Left Behind Act
11. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
12. Notification of Rights Under FERPA for Elementary and Secondary Schools
13. Title One Grievance Procedure
14. Harassment Policy

#### **POLICIES**

1. Prohibition Against Illegal Discrimination and Harassment (Notice of Nondiscrimination)
2. Programs for Students with Disabilities
3. Programs for English Language Learners
4. Programs for Homeless Students
5. Programs for Migrant Students
6. Public Information Program
7. Personnel Records
8. Student Records
9. Student Records Definitions
10. Protection of Students Rights
11. Teaching About Human Sexuality
12. Interrogations, Interviews and Searches
13. Weapons in Schools
14. Student Discipline
15. Corporal Punishment
16. Discipline Reporting and Records
17. Administration of Medications to Students
18. Technology Usage
19. Audio and Visual Recording
20. Hazardous Materials

### **GRADE CARDS/PROGRESS REPORTS**

A report card depicting the student's progress will be issued at the end of each school quarter/nine-week period. In addition to the periodic reports, parents/guardians will be notified through mid-quarter progress reports when a student's performance requires special notification. When a student is making low marks, the parents/guardians of the child may be notified in writing by a form approved by the administration at approximately the midpoint of each quarter.

In the elementary buildings, we will expand the use of Standards-Based Grading in Kindergarten through 4th grades. This is a process which provides specific mastery scores connected to the essential learning standards of each grade content or course. There is no single mark for a content/course as is traditionally generated by averaging or combining multiple scores. Standards-Based Grading shows a student's strengths and areas for growth on specific learning targets, providing accurate feedback for both students and parents. It provides multiple learning opportunities for students over time, allowing for differences in the way and pace at which students learn.

### **PARENT/TEACHER/STUDENT CONFERENCES**

The primary purpose of parent/guardian conferences in the Willard R-II School District is to aid both the teacher and the student. Conferences may include personal visits as well as telephone consultations, and should be used not only in communicating problem areas but to report excellence and commendations for student achievement as well. Teachers are also encouraged to consult with students as the need arises. The individual student conference has great value and should be employed to the maximum extent possible by all professional staff members. All conferences regardless of frequency or type should foster cooperation between the home and school.

### **HOMEWORK**

The Board of Education recognizes that homework which is properly designed, carefully planned, and geared to the development of the individual student has a definite place in the educational program. Homework is not always done in the home as the name implies. The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class that is assigned to help the student become more self-reliant, learn to work independently, improve skills that have been taught, prepare research papers, aid in the mastery of skills, complete certain projects and create and stimulate interest on the part of the student.

Teachers should make meaningful homework assignments. The purposes should always be clearly understood by both the teacher and the students. These assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of meaningful homework can be established by the teacher and/or the students.

### **INCLEMENT WEATHER/LATE START**

Inclement weather conditions include large amounts of snow, icy roads, poor traveling conditions, cold temperatures and below zero wind-chills which often result in canceling school. However, other days the conditions are poor early in the morning and improve within a few hours which would allow school to be in session, by starting later in the morning. On these days, elementary students will remain on their same bus schedule and school start times. With better road conditions and temperatures after 8:00 a.m., and the driving experience of parents, schools can continue a regular schedule, decreasing the concern for unforeseen, early morning babysitting issues and adjusting parent work schedules.

The late-start will only affect Middle and High School students adjusting the school start time two hours later than the regular schedule. This late-start schedule for secondary students will allow temperatures to improve, snow removal and/or better road conditions for young drivers, between the 6:00-8:00 a.m. If a late-start decision is made, all secondary bus routes will run 2 hours later than normal, with school starting two hours later than normal. The decision to implement a late start will be made and announced by 6:00 a.m. through media services such as radio, television and internet. If a late start is implemented, the dismissal time for Middle School and High School will be at the regular schedule.

# Willard R-2 School District 2013-2014 Calendar

[www.willard.k12.mo.us](http://www.willard.k12.mo.us)

Teacher Days 0

| July |    |    |    |    |
|------|----|----|----|----|
| M    | T  | W  | T  | F  |
| 1    | 2  | 3  | 4  | 5  |
| 8    | 9  | 10 | 11 | 12 |
| 15   | 16 | 17 | 18 | 19 |
| 22   | 23 | 24 | 25 | 26 |
| 29   | 30 | 31 |    |    |

Teacher Days 15

| August |    |    |    |    |
|--------|----|----|----|----|
| M      | T  | W  | T  | F  |
|        |    |    | 1  | 2  |
| 5      | 6  | 7  | 8  | 9  |
| 12     | 13 | 14 | 15 | 16 |
| 19     | 20 | 21 | 22 | 23 |
| 26     | 27 | 28 | 29 | 30 |

Teacher Days 20

| September |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | T  | F  |
| 2         | 3  | 4  | 5  | 6  |
| 9         | 10 | 11 | 12 | 13 |
| 16        | 17 | 18 | 19 | 20 |
| 23        | 24 | 25 | 26 | 27 |
| 30        |    |    |    |    |

Teacher Days 23

| October |    |    |    |    |
|---------|----|----|----|----|
| M       | T  | W  | T  | F  |
|         | 1  | 2  | 3  | 4  |
| 7       | 8  | 9  | 10 | 11 |
| 14      | 15 | 16 | 17 | 18 |
| 21      | 22 | 23 | 24 | 25 |
| 28      | 29 | 30 | 31 |    |

Teacher Days 18

| November |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
|          |    |    |    | 1  |
| 4        | 5  | 6  | 7  | 8  |
| 11       | 12 | 13 | 14 | 15 |
| 18       | 19 | 20 | 21 | 22 |
| 25       | 26 | 27 | 28 | 29 |

Teacher Days 15

| December |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 2        | 3  | 4  | 5  | 6  |
| 9        | 10 | 11 | 12 | 13 |
| 16       | 17 | 18 | 19 | 20 |
| 23       | 24 | 25 | 26 | 27 |
| 30       | 31 |    |    |    |

**First Semester**

- Aug. 12, 13, 14 Teacher Work Days
- Aug. 15 First Day for Students
- Sept. 2 Labor Day - No School
- Sept. 20 Early Dismissal - Teacher Prof. Dev.
- Oct. 11 Early Dismissal - Teacher Work Day
- Oct. 25 Parent/Teacher Conferences - No School
- Nov. 5 Teacher Tech Conf - No School
- Nov. 27, 28, 29 Thanksgiving Break
- Dec. 20 Early Dismissal - Teacher Work Day
- Dec. 23 - Jan. 3 Christmas Break - Guaranteed

**Second Semester**

- Jan. 20 Teacher Prof. Dev. Day - No School
- Feb. 14 Teacher Tech Conference/Prof. Dev. No School
- Feb. 17 No School - Make Up Day If Needed
- March 7 Early Dismissal - Teacher Work Day
- March 10 - 14 Spring Break - Guaranteed
- April 4 Early Dismissal - Teacher Prof. Dev. Day
- April 18 No School-Good Friday-Makeup day if needed
- April 21 No School-Easter Monday-Makeup day if needed
- May 21 Last Day of School
- May 22 Teacher Work Day
- May 23 and 27 Make-up days if needed  
(Last day of school may vary according to snow make-up days needed)

| Quarter Dates                     | Student Days |
|-----------------------------------|--------------|
| 11-Oct                            | 41           |
| 20-Dec                            | 45           |
| 7-Mar                             | 42           |
| 21-May                            | 46           |
| <b>Total</b>                      | <b>174</b>   |
| Teacher Days (no school)          |              |
| No School                         |              |
| Student Half Day/Teacher Full Day |              |

Student Days 174  
Teacher Days 185  
H = Teacher Holidays

Teacher Days 20

| January |    |    |    |    |
|---------|----|----|----|----|
| M       | T  | W  | T  | F  |
|         |    | 1  | 2  | 3  |
| 6       | 7  | 8  | 9  | 10 |
| 13      | 14 | 15 | 16 | 17 |
| 20      | 21 | 22 | 23 | 24 |
| 27      | 28 | 29 | 30 | 31 |

Teacher Days 19

| February |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | T  | F  |
| 3        | 4  | 5  | 6  | 7  |
| 10       | 11 | 12 | 13 | 14 |
| 17       | 18 | 19 | 20 | 21 |
| 24       | 25 | 26 | 27 | 28 |

Teacher Days 16

| March |    |    |    |    |
|-------|----|----|----|----|
| M     | T  | W  | T  | F  |
| 3     | 4  | 5  | 6  | 7  |
| 10    | 11 | 12 | 13 | 14 |
| 17    | 18 | 19 | 20 | 21 |
| 24    | 25 | 26 | 27 | 28 |
| 31    |    |    |    |    |

Teacher Days 20

| April |    |    |    |    |
|-------|----|----|----|----|
| M     | T  | W  | T  | F  |
|       | 1  | 2  | 3  | 4  |
| 7     | 8  | 9  | 10 | 11 |
| 14    | 15 | 16 | 17 | 18 |
| 21    | 22 | 23 | 24 | 25 |
| 28    | 29 | 30 |    |    |

Teacher Days 16

| May |    |    |    |    |
|-----|----|----|----|----|
| M   | T  | W  | T  | F  |
|     |    |    | 1  | 2  |
| 5   | 6  | 7  | 8  | 9  |
| 12  | 13 | 14 | 15 | 16 |
| 19  | 20 | 21 | 22 | 23 |
| 26  | 27 | 28 | 29 | 30 |

Teacher Days 0

| June |    |    |    |    |
|------|----|----|----|----|
| M    | T  | W  | T  | F  |
| 2    | 3  | 4  | 5  | 6  |
| 9    | 10 | 11 | 12 | 13 |
| 16   | 17 | 18 | 19 | 20 |
| 23   | 24 | 25 | 26 | 27 |
| 30   |    |    |    |    |

