

# Knob Noster Middle School

## Student Handbook

### 2017-2018

211 East Wimer  
Knob Noster, MO 65336

Phone (660) 563-2260  
Central Office Phone (660) 563-3186

**Team Name:** Panthers  
**School Colors:** Orange & Black  
**Web Address:** <http://ms.knobnoster.k12.mo.us/>  
**Student Information System Address:** <https://sdm.sisk12.com/KN/>

#### **DISTRICT MISSION STATEMENT**

The Mission of the Knob Noster R-VIII School District  
is to prepare life-long learners who will be responsible, productive citizens.

#### **MIDDLE SCHOOL VISION**

To create a positive, safe, and respectful environment challenging students to excel in the Four pillars of leadership: Service, Character, Scholarship, and Citizenship.

#### **MIDDLE SCHOOL MISSION**

The mission of the staff and students of Knob Noster Middle School is to  
Be **K**ind, **N**oble, **M**indful, and **S**teadfast in all things, everyday.

#### Administration

Principal: Julie Andrade  
Assistant Principal: Doug Brown

#### Counseling Office

Heather Wallace  
Taylor Cox

#### Library Media Center

Kelli Johnson

#### Secretaries

Nancy McKeehan  
Beth Boyd

#### Support Staff

Custodial: Kory Frieden

#### Nurse

Rown Lavender

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Below is a brief listing of policies that might be helpful. As with any policy manual or handbook it is impossible to include all the information that is pertinent to everyone. Additional information and policies can be accessed through our district web site <http://knobnoster.schoolinsites.com/> Please note that School Board Policy supersedes any procedures within this handbook.

[Policy AC Non-Discrimination](#)

[Policy ECD Traffic & Parking Controls](#)

[Policy EBAB Hazardous Materials](#)

[Policy EBC-1 Emergency Drills](#)

[Policy GBEB A Drug-Free Workplace](#)

[Policy GBH Staff/Student Relations \(including electronic communications\)](#)

[Policy IGAEB Teaching About Human Sexuality](#)

[Policy IGBA-1 Programs for Students with Disabilities](#)

[Policy IGBCA Programs for Homeless Students](#)

[Policy IGBCB Programs for Migrant Students](#)

[Policy IGBH Programs for English Language Learners](#)

[Policy IGDBA Distribution of Noncurricular Student Publications](#)

[Policy JEA Compulsory & Part Time Attendance](#)

[Policy JEC School Admissions](#)

[Policy JFCA Student Dress Code](#)

[Policy JFCC Student Conduct on School Transportation](#)

[Policy JFCH Student Alcohol/Drug Abuse](#)

[Policy JFG Interrogations, Interviews, & Searches](#)

[Policy Student Complaints & Grievances Policy](#)

[JHCD Administration of Medications to Students Policy](#)

[JHDA Surveying, Analyzing or Evaluating Students Policy](#)

[JO Student Records Policy](#)

[KL Public Complaints](#)

## **SECTION I - GENERAL INFORMATION & BUILDING PROCEDURES**

### **Admissions Policy**

In order to attend the Knob Noster Public Schools, a child's legal residence must be in the Knob Noster R-VIII School District during the entire time of their attendance. Unless otherwise required by law, this district does not accept nonresident students. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Knob Noster R-VIII School District, as defined in Board policies and the law. Nonresident students admitted pursuant to the following exceptions or as otherwise mandated by law will not be required to file for a waiver of residency.

### **Assemblies**

Assemblies are made possible for the benefit of the student body. Since assemblies are put on for the student, everyone should show appreciation by proper conduct and attention at all assemblies. Student misbehaving may have assembly privileges suspended in addition to having disciplinary action assessed.

### **Attendance**

Regular and punctual patterns of attendance will be expected of each student enrolled in our school district. Students should strive to maintain a good attendance record, since there is a direct relationship between school attendance and grades, citizenship, and success in school.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The entire process of education requires regular instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose. We value you, as parents, and we appreciate your support of us in our efforts to educate your child.

In accordance with the Johnson County Education Court, when a student's attendance rate reaches 92%, a referral may be made to the Johnson County Juvenile office and the Johnson County Prosecuting Attorney. Further action may be taken through the Johnson County Court system if attendance continues to decline. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (167.031 RSMo.).

It is recognized that an occasional absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum. There are no excused or unexcused absences. An absence is an absence. If the absences are in excess of five (5) absences per semester with accompanying low grades, the following actions may be taken:

1. Letter to parent or guardian indicating the number of absences.
2. Action Plan conference with administrator
3. Referral to social worker, school resource officer, or Johnson County Education Court/Prosecuting Attorney
4. Report to Division of Family Services
5. Possible recommendation for retention.

### **Audio and Video Recording Equipment**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under [Board Policy KKB](#), will be prohibited if the activity creates a disruption to the educational process.

### **Building Hours**

Supervision of students will be provided from 7:05 am until 3:25 pm. Students are not to arrive before 7:05 a.m. or stay after 3:25 p.m. unless special arrangements have been made. Students will be released to their lockers at 7:40 a.m. School starts at 7:55 a.m. and releases at 3:12 p.m. To remain in the building past 3:12 p.m., a student must be under the direct supervision of a faculty member. The middle school offices are open during regular school days from 7:30 a.m. to 4:00 p.m. The district will not be responsible for supervising students outside the stated times. Parents are not to drop off or leave children at school during unsupervised periods.

### **Building Use**

Anyone desiring to use the building after school hours and/or on weekends must obtain permission according to district policy.

### **Acceptable Use Policy - Students**

#### Section 1. Purpose of Technology Use

The Knob Noster R-VIII School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

#### Section 2. The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering hardware/software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- 1) Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- 2) The accuracy or suitability of any information that is retrieved through technology;
- 3) Breaches of confidentiality;
- 4) Defamatory material; or
- 5) The consequences that may come from failure to follow District policy and procedures governing the use of technology.

#### Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and

guidelines. Students are responsible for their behavior and communications using the Districts computers and networks.

Student users of technology shall:

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

- Access, download, create, send or display offensive messages or pictures. Use harassing, offensive, obscene or defamatory language.
- Harass or attack others;
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
- Knowingly spread computer viruses;
- Violate copyright laws or software licensing agreements;
- Use others' passwords or accounts;
- Misrepresent themselves or others;
- Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
- Reveal their personal address or phone number, or those of other users;
- Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and
- Use technology for any illegal purpose or activity.

Granting of Access:

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

#### Section 4. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of electronic device, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

#### Section 5. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

#### Section 6. Additional Rules/Actions

The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

**STUDENT ACCEPTABLE USE OF TECHNOLOGY CONSENT FORM**

We are pleased to offer our students access to the District computers, network, and technology for educational purposes. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The District cannot guarantee that filtering hardware/software will in all instances successfully block access to inappropriate materials. Knob Noster R-VIII School District is not liable or responsible for: any information that may be lost, damaged, or unavailable due to technical or other difficulties; the accuracy or suitability of any information that is retrieved through technology; breaches of confidentiality; or defamatory material.

The District’s electronic network is part of the curriculum and is not a public forum for general use. Please carefully read the Acceptable Use Policy. Violations may result in disciplinary action. To gain access to email and the Internet, all students must sign and return this form to the academy teacher. Students under the age of 18 must also obtain parental consent.

Student Consent

I understand that my computer use is not private and that the school district will monitor my activity on the computer system. I have read the District Acceptable Student Use of Technology policy and regulations and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, or expulsion.

Print Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parental Consent

I have read and understand the District’s Acceptable Student Use of Technology policy and regulations. In consideration for my child being able to use the District’s electronic communications system and have access to the public networks, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the types of damage identified in the school district’s policy and administrative regulations.

\_\_\_\_\_ I give, or \_\_\_\_\_ I do not give, permission for my child to participate in the school district’s electronic communications system and certify that the information contained on this form is correct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Discrimination**

The Knob Noster R-VIII School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts of America, the Girl Scouts of America, and other designated youth groups. The district's nondiscrimination policy ([Policy AC](#)) and grievance forms are located on the district's website at <http://knobnoster.schoolinsites.com/> or at any district office. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent of Schools  
401 E. Wimer  
Knob Noster, MO 65336  
(660) 563-3186

For further information on discrimination on the basis of race, color, national origin, sex, disability, or age, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education, Office for Civil Rights enforcement office that serves your area, or call 1-800-268-0550.

### **Early Dismissal**

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Any person requesting release of a student must present proper identification prior to release of the student.

### **Emergency Closing/Early Dismissal/Late Start**

In the event of severely inclement weather or mechanical breakdown, classes may be suspended or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio stations KXXK (105.7 FM), KOKO (1450 AM), KDRO (1490 AM), KSIS (1050 AM), and television stations KCTV (Ch. 5), KMBC (Ch. 9), and WDAF (Ch. 4). You are urged to monitor these stations for information. Please do not call the school. Telephone lines must be kept open for emergencies.

School Messenger Offers Instant Notification of Cancellations Due to Inclement Weather — KNSD R-VIII is proud to continue to offer School Messenger. Visit our website to learn more about the text message/email alert system offered to all district patrons.

[For a list of scheduled snow make-up days, consult the district calendar found on the district homepage](#)

### **Emergency Drills**

Student safety and wellness is of paramount importance at Knob Noster R-VIII Schools. Emergency preparedness drills (fire, severe weather, bus evacuation, lockdown, shelter-in-place, earthquake and evacuation) will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year. **Any concerns with safety should be reported immediately to an administrator or counselor.**

### **ESSA**

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

For example, today, high school graduation rates are at all-time highs. Dropout rates are at historic lows. And more students are going to college than ever before. These achievements provide a firm foundation for further work to expand educational opportunity and improve student outcomes under ESSA.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

Part of the requirement is for school districts to inform parents they may request professional qualifications of classroom teachers and paraprofessionals. The district strives to attain highly qualified staff in all positions. The district employs individuals who are properly certified by the Missouri Department of Elementary and Secondary Education. If you have question, please call the Superintendent's office at [\(660\) 563-3186](tel:6605633186) for additional information.

### **Fines, Fees, and Fundraising**

Any fines, fees, or monies from fund-raising projects must be paid during the quarter they are incurred. All fund-raising activities must be approved in advance by administration. All money raised by middle school students must be deposited in middle school accounts and used for middle school activities.

### **Food Services**

Students may purchase breakfast at school between 7:30 and 7:45. Breakfast and lunch prices are announced in August. Free and reduced price meals shall be granted in accordance with federal free meal guidelines and school board policy and affect both breakfast and lunch. Applications are available in the school office in each building. To apply, fill out a Free and Reduced Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year.

The Student Information System is designed to work with our computer software and make the lunch process faster. Students/parents pay for breakfast/lunch in advance. Each student's account is debited at the lunch register through use of their student identification card or id number. No money is exchanged in the lunch line.

### **Guidance**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, study helps, help with home, school and/or social concerns, or any question the student would like to discuss with the counselor. You may also view the Guidance Office website from the KNMS homepage.

### **Health Services**

**Complete Health Services are available on the district website.** The school district will give temporary first aid for injuries and sudden illnesses occurring at school. If a student becomes ill at school and needs to go home, a parent/guardian will be notified promptly. Current, local emergency contact numbers must be on file.

**Immunizations:** All students must present current proof of compliance with the Missouri state immunization law at the time of enrollment. If immunizations are not in compliance, registration will be denied.

Students must be:

- 1) properly immunized against polio, pertussis, diphtheria, measles, mumps, rubella and hepatitis B, or
- 2) have immunization currently in progress, or
- 3) have an exemption form filed in the health office.



**Medication Administration:** Giving of medicine to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternate schedule. When medication is to be administered by school officials, the medicine must be in the original container with a label affixed by a pharmacy, with the prescriber's name, student's name, and name and dosage of medication. In addition, a Parent Request must be filled out and signed by the parent with the possible side effects included.

Nonprescription drugs may only be given with written orders from a parent or physician detailing the name of the student, the name of the drug, dosage, and time interval that the drug is to be given, as well as stating the medical condition for which it is given. The parents of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. School personnel will not administer the first dose of any medication.

It is the student's responsibility to come to the office for his/her medication at the proper time. A physician may recommend a student with certain chronic diseases assume responsibility for his/her own medication as part of accepting self-care (example: Bronchodilators for asthma). In such instances, the district will not be responsible for the medication. Parents and Physician must complete the two appropriate medication forms. These forms must be renewed annually. It is suggested that the amount of medication be limited to a 1-day or 1-week supply when possible.

***Students are not allowed to carry prescription or over the counter medications unless authorized by physician and district nurse. Students found with prescription or over-the-counter medications may be in violation of inappropriate use of medicine.***

**Special Health Care Needs:** The school nurse is available to assist students in case of illness or emergency. The parent/guardian of a student with special health care needs should meet with the school nurse prior to the student's first day of attendance.

**Communicable Disease:** *Missouri law requires that students with a contagious disease be excluded from school until medical clearance is received. Students must be without fever (100.2 F or above) or other flu like symptoms for 24 hours before returning to school.*

### **Part-Time Attendance**

A part-time student is a student not enrolled full-time. Part-time students must take courses consecutively and be on school grounds only during times of those classes or during approved activities. Part-time status will be approved by the superintendent or designee for those with legitimate reasons.

### **Student Records/Directory Information**

All information contained in a student's educational record, except information designated as directory information by KNMS, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. This is notice to parents/guardians or eligible students regarding the categories of information it has designated as directory. Parents/guardians or eligible students who wish to inform KNMS that designated directory information should not be released without the parent's or eligible student's prior consent should advise the school in writing within 10 school days from the start date of school. KNMS directory information includes the following: name, grade level, enrollment status (full-time or part-time), participation in officially recognized activities and sports, height and weight for sports, degrees, honors and awards received, and photograph. The district will release the names, addresses, and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise.

**Volunteers**

Parents and community members wishing to volunteer their time to help students are welcomed. Requirements and responsibilities are provided in the volunteer handbook, available in the office. Speak with counselors, teachers, and administrators to learn of opportunities for volunteering.

**Withdrawal from School**

Students leaving the Knob Noster Schools prior to the official end of the school term will be given withdrawal grades only. Withdrawal grades do not constitute credit for semester coursework. Exception: Students under military orders which specify a transfer date prior to the end of the school term may be excused within ten school days of the end of the term provided they have completed all assignments specified by the teacher and/or taken a comprehensive final exam. All grades on assignments and/or the final exam will be used in calculating the final course grade. A copy of the orders must be on file in the office and the principal must approve any early dismissal. Students who fail to complete assignments or the final exam will be given an incomplete and no credit for the semester. Students not under military orders are required to complete the school term as scheduled, including the final exam. Failure to complete the final exam as scheduled may result in an incomplete grade and no credit for the semester.

**SECTION II - ACADEMIC INFORMATION**

**Assessments**

The Knob Noster R-VIII Board recognizes the importance of student achievement. Students will take state assessments as required by the Missouri Department of Elementary and Secondary Education.

**Awards/Honors**

Honor Roll: Students who qualify for the “A” Honor Roll must have at least a 3.67 (A-) grade average in all subjects for the semester grading period. Those who accumulate a 2.67 or above grade point average shall be included on the “B” Honor Roll. All classes will be used in figuring honor roll.

**Course Scheduling and Changes**

Any student wanting to change a schedule must have a significant academic reason to do so within the first three days after the beginning of the semester. Requests to change a schedule will be made through a guidance counselor and approved by the principal and the parents. Guarantee of schedule change is not automatic.

**Critical Thinking Program**

Students are invited to participate in the Knob Noster School District Critical Thinking Program based on various achievement test scores. The Goal of Critical Thinking is to engage the students in the enrichment and higher level thinking activities in the content areas. The students also participate in various local, regional, state and national competitions. For more information about the Critical Thinking Program, parents can contact the Director of Special Programs at Central Office.

**Grading Information**

The following grading scale will be used throughout the Knob Noster School District:

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	Below 60

KNMS teachers use a standardized scale for grading. Grade reports are issued at the end of each semester. Parents have access to student grades through the Student Information System website. The web address for the Student Information System is: <https://sdm.sisk12.com/KN/>. The access codes for individual students are available through any office.

### **Home Schooling Information**

Should a student present records and/or credit from an unaccredited school or home instructional program, the building principal shall place the student according to an evaluation based upon the student's chronological age and other educational data pertinent to the assignment of the student.

### **National Junior Honor Society**

Second semester seventh and all eighth grade students who have maintained a grade point average of 3.5 or higher during their middle school years and have shown leadership, citizenship, character and service qualities may be accepted for membership in the Knob Noster Middle School Chapter of the National Junior Honor Society. Members are required to complete service hours each quarter and maintain scholarship (3.5 or higher GPA), leadership, citizenship, and character.

## **SECTION III - STUDENT CODE OF CONDUCT**

### **Foreword & Penalty Listing**

All of the adult employees of the Knob Noster Middle School have certain responsibilities to the school, and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or substitute, the student is expected to abide by such correction. The staff respects students, and students are to treat all staff with respect.

No discipline code can be expected to list every offense which will result in the imposition of a specific penalty, nor can a discipline code anticipate all the conditions, attitudes, and circumstances involved in individual disciplinary infractions. Consequently, the following list of violations and disciplinary actions or penalties is not all inclusive. In addition, note that disciplinary problems not corrected at lower levels may require unlisted responses. The building administration may choose to deviate from the discipline code if it is felt to be warranted in the administration's judgment. Also, multiple infractions may lead to a school suspension. Additionally, with regard to any misconduct which constitutes a violation of local, state or federal law, school officials may, at their discretion, choose to notify appropriate law enforcement agencies. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. The code is applied to all students in the Knob Noster R-VIII School District, grades K-12.

Disciplinary guidance and supervision shall be the responsibility of all faculty and staff members, not only in their own rooms but throughout the school halls, rest rooms and grounds. The primary responsibilities of the students according to the district discipline code policy are to:

1. Take advantage of the academic opportunities offered at school.
2. Support and participate in school activities.
3. Attend school regularly and punctually.
4. Be self-controlled, reasonably quiet and non-disruptive both in and out of the classroom, going to and from school and at all school activities.
5. Be clean and dress in compliance with school rules concerning sanitation and safety and in a fashion that will not disrupt classroom procedures.
6. Be reasonable, modest, self-controlled and considerate in relationships with other students.

7. Strive for mutually respectful relationships with teachers.
8. Keep language and gestures respectful and free of profanity or obscenities.
9. Respect private, public and school property.
10. Become informed regarding student rules, regulations and responsibilities.
11. Use the proper channels in the establishment of rules and regulations regarding student behavior.
12. Any public displays of affection including hugging, holding hands, kissing etc. is prohibited.
13. Due to student safety concerns, liability issues and compliance with city ordinances, skateboarding on school property at any time will be prohibited. Therefore, students should not bring skateboards to school.
14. Electronic devices including cell phone may be used before and after school as long as they don't cause a distraction. Cell phones should be turned off and left in student lockers during the school day. Failure to comply will result in confiscation of phone and returned only to parents.
15. Students will refrain from inappropriate public displays of affection that include bodily contact.

Disciplinary actions or penalties for violations will be governed by the school district discipline code policy adopted by the Knob Noster R-VIII Board of Education.

### **Specific Expectations and Guidelines**

#### **ARRIVING AT SCHOOL/AFTERNOON DISMISSAL:**

School begins at 7:55 a.m. Students arriving before 7:45 a.m. will report directly to the assigned areas for fifth, sixth, seventh, and eighth graders in the gymnasium. Supervision of students will be provided from 7:05 am until 3:25 pm.

Students are not to arrive before 7:05 a.m. or stay after 3:25 p.m. unless special arrangements have been made. Students will be released to their lockers at 7:40 a.m. School releases at 3:12 p.m. To remain in the building past 3:12 p.m., a student must be under the direct supervision of a faculty member.

Students arriving after 7:45 a.m. will go directly to their first hour classroom, breakfast, gym or library unless otherwise instructed. Breakfast is served from 7:30-7:45 a.m. Students wishing to receive additional instruction before or after school in a subject area may make arrangements with that subject teacher. Before reporting to first hour class, all coats, jackets, and book bags should be placed in lockers until the end of the school day.

Students arriving after 7:55 are subject to being counted tardy or truant and must report to the front office for an admittance to class slip prior to proceeding to class. Students are not to leave the school campus without permission. Students who leave the campus must sign out in the office and be accompanied by parent or guardian. Parents are requested to report to the office for this procedure.

**Knob Noster Schools will dismiss each Wednesday at 2:00pm. Student athletes will be allowed to stay at school and work in a supervised study session until their scheduled practice time.**

#### **ATTENDANCE:**

If a student is going to be absent from school, parents are asked to notify the principal's office before 9:00 a.m. to inform the office of the absence. Those students whose absence has not been reported by parents will be called as a safety precaution in case of accidents, etc.

All students must be in school all day in order to attend after school and night activities. The principal or designee may authorize an exception.

### **EXCESSIVE ABSENCE POLICY & PROCEDURES:**

Any student who is absent from class more than 10 times during a semester may be referred to Johnson County Education Court.

After (5), and ten (10) days of absence from school, the parent will be provided written notification via letter. After the tenth (10<sup>th</sup>) absence, administration will determine, through a review of the attendance record, if excessive absences merits a referral to Johnson County Education Court. The parent may be asked to provide medical records, written documents or other evidence as requested by the principal. The principal may decide to extend the number of allowable days beyond ten (10) or set restrictions upon the student on an individual basis.

Parents and students should understand that normal illness and other absences must be handled through the ten (10) day allotment that is extended to the student each semester.

In accordance with the Johnson County Education Court, when a student's attendance rate reaches 92%, a referral may be made to the Johnson County Juvenile office and the Johnson County Prosecuting Attorney. Further action may be taken through the Johnson County Court system if attendance continues to decline. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (167.031 RSMo.).

### **BULLYING/HARASSMENT/INTIMIDATION:**

Knob Noster Middle School believes that all students are entitled to work and study in school-related environments that are free of harassment, intimidation and bullying. A safe and civil environment in school is necessary for our students to learn and achieve Middle School academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and our ability to educate students in a safe environment and therefore will not be tolerated. If you have been the victim of bullying or have witnessed the bullying of a District student, complete the form at the end of the handbook.

### **BUS INFORMATION:**

The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Classroom conduct is to be observed by students while on school property. The driver is in charge of students riding to and from school. Students must obey the driver promptly and courteously. Students misbehaving on a school bus will be reported to the principal and may result in disciplinary action including suspension of transportation privileges and/or suspension from school. Any damage to a school bus caused by a student(s) will be paid for by the student(s) causing the damage before they will be allowed to ride the bus again.

### **DANCES/ FUN NIGHTS/ OTHER SCHOOL FUNCTIONS:**

1. Dances and fun nights at KNMS are for students in regular attendance at KNMS.
2. Students who have detention, suspended on or off campus, or expelled are not permitted at dances, fun nights, or other school activities.
3. Students with poor academic standing may be denied permission to attend dances or fun nights.
4. Students, upon entering a dance or fun night, shall remain inside until the event is over or they decide to leave. **Any student (unaccompanied by a parent or guardian) leaving a dance, fun night, or school activity will not be permitted to return.** Should a student attempt to return, the student or administrator will contact parents.
5. School rules and policies concerning student behavior will be enforced at dances, fun nights, or other school activities.
6. Students are required to make prior arrangements for transportation immediately following a dance.
7. Dress code for dances is similar to the KNMS code and in all cases dress should be respectful and appropriate.
8. Dancing which implies sexual activities or is considered offensive, including extensive physical contact, will not be allowed.

**DISCIPLINARY TRANSFER POLICY:**

No student may enroll in a school in the district during a suspension or expulsion from another school district without the principal's permission, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district.

**DISCRIMINATION:**

Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

**DRESS CODE:**

All students should at all times during school hours be dressed and groomed in a manner that is in keeping with community attitudes and compatible with modern styles which do not bring good judgment of the individual into question. Students should dress appropriately for the occasion for activities outside school hours. Positive attitudes towards dress have always centered on cleanliness, neatness and decency. Negative attitudes towards dress have centered in the realm of extremeness and exhibitionism. Dress that materially disrupts the educational environment will be prohibited. A huge majority of students are aware of these facts and dress appropriately, others need guidance. Therefore the following dress guidelines are set forth:

1. Shoes, boots or other type of footwear must be worn at all times. Slippers will not be worn.
2. Caps, hats or bandanas covering the head will not be worn in the schoolbuilding during the day.
3. Altered tops, revealing garments, halter tops, spaghetti straps or see-through shirts (without appropriate under layers) will not be worn. Bare midsections and low cut tops are inappropriate. Shirts, sweaters and blouses must be of sufficient length so that the midriff remains covered during normal school activities such as sitting, bending and reaching.
4. T-shirts or shirts bearing or annotating obscene slogans or gestures or advertising drugs or alcohol or tobacco will not be worn on school grounds.
5. Shirts shall be buttoned (top two buttons optional) at all times.
6. Dresses, skirts and shorts must be long enough to prevent undue exposure during normal school activity. *It is encouraged that the items listed are approximately mid-thigh in length.* Fashion jeans with holes or frayed areas above the knees must have fabric patches so that skin cannot be seen. Shorts worn during physical Education classes **MUST** be at least mid-thigh in length.
7. Pajama style attire will not be allowed unless approved by the administration.
8. Heavy coats may not be worn during the school day. After arriving at school, coats and book bags are to be put in lockers until the student leaves school for the day.
9. Long belt or wallet chains are not to be worn.
10. Any gang-related dress, sagging pants, symbols or jewelry will not be tolerated.
11. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
12. When, in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate, the student will be required to make modifications.

**DRUGS & ALCOHOL:**

Use or possession of drugs or alcohol on school grounds or being under the influence of such is strictly prohibited. Violators will be suspended from school and may be subject to expulsion. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

**ELECTRONICS:**

Electronic devices including cell phones may be used before and after school as long as they don't cause distraction/disruption. Cell phones should be turned off and left in student lockers during the school day. Failure to comply will result in confiscation of phone and returned only to parents.

**LIBRARY MEDIA CENTER:**

The Library Media Center regularly opens at 7:40 a.m. and closes at 3:15 p.m. On occasion, these hours may be changed to accommodate classes or other activities.

**LOCKERS:**

Lockers are available to all students at no cost. Lockers are the property of the district and can be inspected at any time. All students will be assigned a locker. Lockers are obtained through the main office. Locker combinations have three numbers. (Turn the dial to the right three times to clear the lock and stop on the first number of your combination. Then turn the dial to the left past the first number and one complete turn to the second number. Finally, turn the dial to the right to the last number.) All students are required to follow the following rules concerning their lockers:

1. Keep locker locked. If the locker is ever jammed, contact the office at once; do not try to force open the locker in any way.
2. Keep locker clean and neat.
3. If lock fails to work--report it to the office.
4. Students are not to change lockers without office approval.
5. Students found using lockers other than their own will be subject to disciplinary action.
6. Do not put personal items of value in your locker.

**LUNCH/BREAKFAST:**

All students must eat in the school cafeteria whether they purchase food or bring it from home. No one will be allowed to leave the school campus for lunch or have visitors (other than parents). Students may leave the cafeteria for restroom use only after obtaining permission from the lunch room supervisor. Students are to be quiet in the halls on the way to and from lunch out of respect for other classes that are in session.

**MAKE-UP WORK:**

1. It is the student's responsibility to get assignments and return all make-up work to each teacher. This should be done at the beginning or end of each class period.
2. Students who are absent one day or two consecutive days should get their assignments upon return to school. Students who are absent three or more consecutive days should have their parents call the office at 563-2260 or email teachers via the school website to make arrangements to collect assignments and textbooks for pick-up during regular school hours.
3. Prior to the fifth (5th) absence, students will make up work on the basis of one day for each day of absence. Example: If a child is ill on Monday and returns on Tuesday, makeup work will be complete by the close of school day Wednesday. The parent or student is responsible for contacting the office to acquire make-up work. Requests may be made in the office and work can be sent home with a sibling or family friend, or picked up after school.
4. After the 5th semester absence or if missing work is in excess, time will be arranged for the student to complete makeup work outside regular instruction time. Students not complying with time given may be liable to loss of credit on assignments.

**SEARCHES:**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or

evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

**SMOKING & TOBACCO:**

Students are not to use or have possession of tobacco in any form on school property. This includes vapor cigarettes, electronic cigarettes, etc. Violation of these policies will result in confiscation of tobacco and disciplinary action according to discipline code.

**TARDINESS:**

As a general rule, tardiness to class is inexcusable. Any student not in his/her designated seat when the tardy bell rings is tardy. Unexcused tardiness includes getting a drink, getting a book, going to the restroom, getting a permit to leave the building during class time, etc. Consequences will be assigned to students who are tardy.

**TEXTBOOK INFORMATION:**

If a textbook (or other educational material) is lost, stolen or damaged, the student is responsible for paying the replacement cost – amount to be determined by school official. Students will not receive their grades until all bills have been paid.

**TRUANCY:**

A student who is truant may expect strong disciplinary action. Truancy is a willful absence from school or class without the parent/guardian or principal's permission/knowledge, or being in an unauthorized area without permission. Forged notes and faked phone calls will be considered acts of truancy and assessed at the appropriate disciplinary level. Students are not to leave school without permission. They must check out and sign back in through the office. Students not following this procedure may be classified as truant.

**VISITORS:**

Because of the academic nature of school, students are not allowed to bring visitors to school. Visitors work a hardship on both teachers and students. The school accepts only those adult visitors who have legitimate business at school. However, parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal or visit their child's classes. Parents wishing to visit must first report to the office and request a visitor's pass.

**WEAPONS:**

All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zones, except for educational purposes as authorized in advance by the building principal or his/her designee. These environments include but are not limited to district-owned buildings, leased or rented facilities, school-sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during, after school, and at school functions.

A weapon is any firearm whether loaded or unloaded; any chemical substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike horror, or cause bodily harm or death.



## **EXPLANATION OF PENALTIES**

**CONFERENCES:** Conferences may be held between students, parents, teacher, and/or administrators. A conference is scheduled in order to explain and/or discuss past, present, or possible future concerns. In this way, all persons concerned will have a better understanding of what is expected, and be able to clear up any misunderstandings. Parents are encouraged to telephone or come to school any time there are questions or concerns.

### **DETENTION:**

Detention period is a time when the student is assigned to stay after school for any infraction of acceptable student behavior, and will be served immediately after school in a designated area. Students are not to leave the school building before reporting to detentions. Talking will not be allowed. Students are to be out of the building by 4:05 pm following detention period. If a student fails to serve their detention(s) on the days assigned, additional consequences will be assigned. The number of detentions depends upon the offense and previous misconduct occurrences. Detentions not served by the end of the school year will be served during the summer or assigned at the beginning of the next school year.

Detention period is from 3:15 – 4:00 p.m. on Monday, Tuesday, or Thursday. When assigned a detention, students have the option of serving that same day or the next detention day. If students cannot serve at that time, there must be contact from a parent or guardian to set another day for detention.

Teacher-assigned detentions may be assigned before or after school by individual classroom teachers for minor infractions. Unless other arrangements are made, a minimum one day advance notice will be given to students assigned to serve a teacher-assigned detention.

Friday School detention may be assigned by the principal for third level offenses in the discipline code book or for excessive tardies. Friday School detention runs from 3:15 until 6:00 on selected Fridays. Parents will be notified. Failure to attend Friday School detention, or to follow guidelines during the detention, may result in In-School suspension. Students are expected to study and complete assignments during Friday School Detention.

The following policies apply regarding detentions:

1. Students will be treated alike, regardless of their means of transportation to and from school.
2. Arrangements for transportation after the detention are the responsibility of the student and his/her parents/guardian.
3. If a detention is assigned, the student will serve the detention on a day determined by the administrator or teacher who assigned it.
4. It is the responsibility of the student to serve the detention on the day assigned.
5. If a student cannot stay on a given day because of a family or home situation, the parents must notify the teacher or administrator who assigned the detention.
6. If a student does not show up for a detention, the parents will be notified and additional consequences will be assigned.
7. All detentions will be supervised and will be held in the teacher's classroom or assigned location.
8. During the detention period, a student should be prepared with books, etc., for schoolwork.

**LOSS OF PRIVILEGES:** Privileges will be denied according to the misbehavior whenever this is possible and appropriate.

**RESTITUTION:** This is the act on the part of the student of restoring and/or replacing something damaged or taken. For example, a student who writes on a locker may be required to remove the writing on several lockers or pay for a new locker if the writing cannot be removed.

### **SUSPENSION:**

In-School Suspension (ISS) may be assigned by the principal for third level offenses in the discipline code book.

Students must follow all regulations established by the ISS instructor. Failure to follow these regulations will result in further disciplinary action. A student in ISS cannot attend any extracurricular activities.

Out-of-School Suspension (OSS) (up to ten days at the building level) may be assigned for serious misconduct or multiple offenses. A student on Out-of-School Suspension cannot be within 1,000 feet of school property at any time during suspension.

**EXPULSION:**

Expulsion refers to exclusion from school for an indefinite period. Only the Board may expel a student or suspend a student for more than 180 school days.

**DISCIPLINE CODE POLICY**

**I. Introduction**

The purpose of this discipline code is to ensure a safe and orderly environment for learning in the Knob Noster R- VIII School District. The policy will provide, for everyone affected, a clear statement of the expectations that Knob Noster R-VIII School District has for its students and the consequences which will follow when deviations from the expectations occur. The legal basis for this Discipline Code Policy is contained in the Missouri School Laws, Chapter 171, and subsequent legislation enacted by the Missouri General Assembly to carry out the school laws of the State of Missouri. This policy and the handbooks from each school in the district specify the Discipline Code Policy for the Knob Noster R-VIII Schools. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures.

**II. Philosophy**

It is the objective and policy of the Knob Noster R-VIII District to recognize, preserve and protect the individual rights of all students yet encourage and enforce these rights within the necessary framework of an orderly, efficient and continuing school program. The quality of discipline in a school is a blend of values and attitudes of everyone concerned—students, parents, teachers, school administrators, board members and community residents.

Discipline and academic achievement are closely related. The educational program of Knob Noster R-VIII Schools is designed to meet the developmental needs and interests of the students, kindergarten through grade twelve. The curriculum along with social interaction allows the students to experience realistic planning for their futures as responsible citizens.

Because discipline, order and cooperation are essential for any group of people to meet and work together effectively, all individuals involved with the school must share the responsibility for creating and supporting a positive school environment. So that parents, students, teachers, administrators and board members may know what is required of each to maintain fair, firm and consistent discipline, we must first define the term.

- A. Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and rights of others.
- B. Ideal discipline is self-directed and self-controlled; however, self-discipline, the ultimate goal, must be taught. Schools, the community and parents share the responsibility of helping students develop self-discipline.
- C. Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.
- D. When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others.
- E. In the Knob Noster R-VIII Schools, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. The rules and procedures are basically the same from kindergarten through grade twelve. Parents, teachers and others responsible for the welfare and education of these students must cooperate to interpret and enforce established rules.

**III. Responsibilities**

In order to clarify the fundamental guidelines for maintaining proper student behavior in the Knob Noster R-VIII School District, the Board of Education acknowledges that the following responsibilities must be shared:

**A. Responsibilities of the Board of Education, Superintendent and Central Administrators**

1. Give support to the staff charged with the responsibility of enforcing discipline.
2. Design and develop programs which provide for students with special needs.
3. Be fair and consistent in final decisions where appeals from individual school are made to the superintendent and/or board of education.
4. Become acquainted with the schools, the staff and the students by visiting buildings regularly and by attending school activities.
5. Inform the community of what is expected of the principal, the teacher, the student and the parents in regard to discipline.

**B. Responsibilities of the Principal**

1. Be firm, fair and consistent in decisions affecting students, parents and staff.
2. Demonstrate, by word and example, respect for law and order, self-discipline and concern for all persons under his/her supervision.
3. Become acquainted with students by regularly visiting classrooms and attending school activities.
4. Maintain open lines of communication between school and home.
5. Create the best teaching/learning situation possible, exercising all authority assigned by the superintendent and board of education.
6. Organize school schedules and teaching assignments; require effective classroom management and instruction.
7. Take the lead in establishing reasonable rules and regulations for the well-ordered operation of the school.
8. Make rules and regulations known to and understood by students, parents and the school staff.
9. Receive teacher referrals of students, communicate with parents and set up cooperative procedures for bringing about modification of the students' behavior.
10. Establish, on a regular basis, a teachers meeting in which student discipline may be discussed.

**C. Responsibilities of the Staff**

1. Give positive reinforcement for acceptable behavior.
2. Demonstrate, by word and example, self-discipline and respect for law and order.
3. Refer to a counselor or administrator any student whose behavior requires special attention beyond teacher counseling.
4. Inform parents regarding student achievement and behavior; consult with parents whenever necessary.
5. Participate in the establishment of school rules and regulations regarding student behavior, explain these rules to students and require observance of them.
6. Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
7. Guide learning activities so that students learn to analyze and reason, to assume responsibility for their own actions and to respect the rights of others.
8. Be fair, firm and consistent in enforcing school rules both in and outside the classroom and at all school-sponsored activities.
9. Support school activities.

**D. Responsibilities of the Student**

1. Take advantage of the academic opportunities offered at school.
2. Support and participate in school activities.
3. Attend school regularly and punctually.
4. Be self-controlled, reasonably quiet and non-disruptive both in and out of the classroom, going to and from school and at all school activities.
5. Be clean and dress in compliance with school rules concerning sanitation and safety and in a fashion that will not disrupt classroom procedures.
6. Be reasonable, modest, self-controlled and considerate in relationships with other students.

7. Strive for mutually respectful relationships with teachers.
8. Keep language and gestures respectful and free of profanity or obscenities.
9. Respect private, public and school property.
10. Become informed regarding student rules, regulations and responsibilities.
11. Use the proper channels in the establishment of rules and regulations regarding student behavior.

#### **E. Responsibilities of the Parents**

1. Teach your child, by word and example, respect for the law, the authority of the school and the rights and property of others.
2. Make certain your child's attendance, as required by Missouri School law, is regular, punctual and that all absences are properly excused.
3. Insist that your child be clean, dressed in compliance with school rules of sanitation and safety and in fashion that will not disrupt classroom procedures.
4. Be sure your child is in as good health as possible.
5. Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
6. Know and understand the rules your child is expected to observe at school, be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.
7. Instill in your child a desire to learn; encourage a respect for honest work and an interest in exploring broader fields of knowledge.
8. Become acquainted with your child's school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.

In summary, schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, teachers and students. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of the student's self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, teachers, students and administrators to the maintenance of an effective learning environment.

#### **IV. Consequences of Failure to Obey Appropriate Standards of Conduct**

The student discipline code is designed to develop student responsibility, respect for the rights of others and to insure the orderly operations of district schools. All school district employees are authorized to hold every student accountable for any disorderly conduct in school or on school property, on any school bus going to or returning from school and during school-sponsored activities or field trips. In keeping with the educational mission of the schools, the following list of disciplinary responses is designed to discourage and correct inappropriate behaviors. All school personnel are authorized to take actions listed under the first Level. Teachers may take actions listed in Levels One and Two. Levels

Three and Four require administrative credentials and Level Five is reserved for the superintendent of schools. Level Six is reserved for the Board of Education. For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Knob Noster R-VIII School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

##### **A. First Level**

Disciplinary actions include:

1. Direct instructions and orders.
2. Verbal reprimands and disciplinary conferences.
3. Physical restraint appropriate to the situation.
4. Contact with parent/guardian.
5. Detention

##### **B. Second Level**

Disciplinary actions include:

1. Parental conference.
2. Isolation from others.
3. Restricted privilege.
4. Contact with parent/guardian.
5. Detention

**C. Third Level**

Disciplinary actions include:

1. Friday school.
2. In-school suspension. (Community service may be required to receive full credit for work done while in ISS.)

**D. Fourth Level**

Disciplinary actions include:

1. Suspension from school—up to 10 school days (Suspensions require a satisfactory re-admittance conference with parent/guardian and the principal. In order to receive credit for course work while assigned OSS, the student must complete 3 hours of community service per day of OSS. (i.e. 5 days OSS would require 15 hours community service) The location of a student’s community service must be approved by administration in order to count towards the completion of the community service requirement. Upon completion of community service, teachers will be notified that the student may receive credit for course work during that period.

**E. Fifth Level**

Disciplinary actions include:

1. Suspension by the principal and referral to the superintendent of schools for further action. This includes long-term suspension (up to 180 school days) and/or recommended expulsion.

**F. Sixth Level**

Disciplinary actions include:

1. Expulsion from school. Expulsion from school requires an affirmative vote by a majority of the Knob Noster R-VIII Board of Education.

No discipline code can be expected to list every offense which will result in the imposition of a specific penalty. Nor can a discipline code anticipate all the conditions, attitudes and circumstances involved in individual disciplinary infractions. Consequently, the following list of violations and disciplinary actions or penalties is not all inclusive. In addition, note that disciplinary problems not corrected at lower levels may require unlisted responses. The building principal may choose to deviate from the discipline code if it is felt to be warranted in the principal’s judgment. **Multiple Infractions will be cumulative and may lead to more serious consequences.**

Additionally, with regard to any misconduct which constitutes a violation of local, state or federal law, school officials may, at their discretion, choose to notify appropriate law enforcement agencies. The code is applied to all students in the Knob Noster R-VIII School District, grades K-12. (See table of Violations and Penalties following).

The Juvenile Justice Act of 1995 allows a school to suspend a student up to 180 days if he/she is charged for certain offenses.

**V. Due Process**

The Knob Noster R-VIII Board of Education believes that students have rights which should be recognized and respected. As part of the educational process, students should be made aware of their legal rights with respect to due process of law. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the element of respect and cooperation will result in the harmonious and constructive education of the student.

**A. The Right to Due Process of Law with Respect to Student Suspension**

The Board of Education believes that the right of a student to attend the Knob Noster R-VIII Schools carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential to permit others to learn at school.

Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education. The Board of Education authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days. A student may be suspended by the principal for insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness or habitually failing to give proper observance to the requirements of the school. Notice of such suspension shall be given immediately to the parent or guardian and to the superintendent. The student and/or parents/guardians may appeal the principal's decision to suspend the student to the superintendent.

In the case of a suspension of a student by the superintendent for a period of more than ten (10) days, the student and/or parents/guardians may appeal the decision of the superintendent to the Board of Education. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board of Education renders its decision, unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardian, and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall report to such action. The Board of Education, upon request, shall grant a hearing to the appealing party.

#### **B. The Right to Due Process of Law with Respect to Student Expulsion**

If a student consistently refuses to conform to school policies, rules, and/or regulations, the principal and superintendent may recommend to the Board of Education that the student be expelled from school. The Board of Education will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as guideposts for the proceedings.

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parents/guardians or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed unless the student, parents/guardians or others having custodial care request an open hearing. At said hearing, the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board of Education will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.
3. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student from school for a specified time or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel, if applicable. Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education.

#### **C. The Right to Due Process of Law with Respect to Interrogations and Searches**

The Knob Noster R-VIII Schools has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. Parents must be notified; students must be informed of their constitutional rights by the law officials; students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials. Students may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the principal.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons—but not limited to these reasons—are suspicion of concealing drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

#### **D. The Right to Due Process of Law with Respect to Privacy Rights of Students and Parents**

It is the intention of the Knob Noster R-VIII School District to protect the privacy rights of students and parents in carrying out the Discipline Code Policy. Each building principal will be responsible for adhering to correct procedure in maintaining records concerning student discipline.

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being within 1000 feet of district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property.

#### **Documentation in Student's Discipline Record**

The administration or designee will maintain all discipline records as deemed necessary for the orderly operation of the school. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. [Policy JGF](#) defines a "serious violation of the district's discipline policy" as one or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior
2. Any offense occurring on school property, on school transportation, or at any school activity and required by law to be reported to law enforcement officials
3. Any offense that results in an out-of-school suspension for more than ten days

#### **PROHIBITED CONDUCT**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy. Multiple infractions will be cumulative.

**ACADEMIC DISHONESTY** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First offense: Replacement assignment.

Subsequent Offense: Replacement assignment and consequences up to and including suspension.

**ARSON** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**ASSAULT** –

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

**AUTOMOBILE/VEHICLE MISUSE** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**BULLYING & CYBERBULLYING** (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law. If you have been the victim of bullying or have witnessed the bullying of a District student, complete the form at the end of this handbook.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**BUS OR TRANSPORTATION MISCONDUCT** (see Board policy JFCC) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**DISHONESTY** – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.



**DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH** (see Board policy AC if illegal harassment or discrimination is involved) –

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**DRUGS/ALCOHOL** (see Board policies JFCH and JHCD) -

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. It is a violation to be in possession of a drug prescribed to another and be in possession of or receive an unknown pill/substance from another.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

**EXTORTION** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY**

**CONSEQUENCES** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**FALSE ALARMS** (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**FIGHTING** (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**GAMBLING** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**HARASSMENT, INCLUDING SEXUAL HARASSMENT** (see Board policy AC) -

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**HAZING** (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**INCENDIARY DEVICES OR FIREWORKS** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**NUISANCE ITEMS** – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**PUBLIC DISPLAY OF AFFECTION** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

**SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**SEXUAL ACTIVITY** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**TARDINESS** - Students are expected to be at school and in class on time. Any student not in his/her designated station when the bell rings is tardy. Any student who is late to school must get a tardy slip from the office before he/she will be admitted to class. Tardies, other than late to school, will be assessed by the classroom teacher. Excessive tardiness will result in action in accordance with the district discipline code.

3 tardies per quarter = office detention

6 tardies per quarter = office detention

7 tardies or more per quarter =Friday School

8 or more tardies = ISS

**TECHNOLOGY MISCONDUCT** (see Board policies EHB and KKB and procedure EHB-AP) -

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension. Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Electronic device misuse

First Offense: Confiscation, principal/student conference, detention, or in-school suspension. Parent will pick up device.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Parent will pick up device.

3. Violations of [Board Policy EHB and Procedure EHB-AP](#) other than those listed in (1) or (2) above.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of [Board Policy KKB](#).

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension. Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**THEFT** –Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**THREATS OR VERBAL ASSAULT** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**TOBACCO -**

1. Possession of any tobacco products or imitation tobacco products, such as electronic cigarettes, on district property, district transportation or at any district activity.

First Offense: Confiscation of product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products or imitation tobacco products, such as electronic cigarettes, on district property, district transportation or at any district activity.

First Offense: Confiscation of product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of product. In-school suspension or 1-10 days out-of-school suspension.

**TRUANCY** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**UNAUTHORIZED ENTRY**– Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**VANDALISM** (see [Board Policy ECA](#)) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**WEAPONS** (see [Board Policy JFCJ](#)) -

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. §921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.  
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).  
First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.  
Subsequent Offense: Expulsion.
3. Possession or use of ammunition or a component of a weapon.  
First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.  
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**SECTION IV – EXTRA CURRICULAR INFORMATION**

*Students are strongly encouraged to get involved in some type of school activity but are reminded that it is a privilege and not a right.* A program of interscholastic athletics is sponsored by the Middle school. Participation in these programs provides valuable opportunities for students in the areas of leadership, sportsmanship and teamwork. The primary objective of activities is to develop learning experiences which will enrich the school's academic program for the student body. Students are urged to participate in the activities of their choice. A current list of all activities and sports is available in the main office. **Student-athletes and cheerleaders must have a physical and proof of medical insurance before participating in practices, events or games. Participants must abide by the rules of the Missouri State Middle School Activities Association.** (See [Athletic/Activities Handbook](#) for more information.)

**MSHSAA INTERSCHOLASTIC ACTIVITIES:**

Basketball, Cheerleading, Football, Instrumental Music, Track, Vocal Music, Volleyball, Wrestling and Band

**OTHER ACTIVITIES INCLUDE (BUT NOT LIMITED TO):**

Band, Math Club, NJHS, Student Council, Middle Schoolers On The Front In Action (MOFIA), Page Hunters

**Academic Eligibility**

Each student must maintain a 'D+' (1.33) grade point average [GPA] each quarter. Any student failing to maintain the minimum 'D+' GPA standard (1.33) will be ineligible for competition until midterm of the following quarter. If at that time, the minimum grade point average has been attained, a student may resume active participation. At midterm, any students participating in the Knob Noster Athletic/Activity programs whose grades have fallen below the D+ (1.33) GPA will be placed on academic probation and may be required to attend before or after school study sessions. Any student not attaining the D+ (1.33) GPA by the end of a quarterly grading period will be removed from participation. Fourth quarter and second semester grades will determine a student's eligibility the succeeding year by the same process mentioned above. Please note that in addition to the guidelines described above that any middle school student earning more than one failing grade will not be eligible for participation despite promotion or GPA. **Coaches have the discretion to implement more stringent academic requirements.**

## SECTION V – SPECIAL PROGRAMS NOTICES AND DOCUMENTS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Director of Student Services, 401 E. Wimer, Knob Noster, MO 65336, (660) 563-5597

### **District Report Card**

In accordance with the federal Elementary and Secondary Education Act (ESEA), all states and districts receiving federal Title I funds must prepare and disseminate annual report cards. Report cards are critical tools for promoting accountability for schools, districts, and states by publicizing data about student performance and program effectiveness for parents, policy makers, and other stakeholders. Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. [View District Report Card](#)

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Knob Noster R-VIII School District receives a request for access. Parents or eligible students should submit to the Director of Student Services a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Knob Noster R-VIII School District to amend a record should write the Director of Student Services, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the

records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Knob Noster R-VIII School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## **MCKINNEY-VENTO ACT**

The McKinney-Vento Act, part of the No Child Left Behind Act of 2001, guarantees homeless children and youth an education equal to what they would receive if not homeless.

### Who is Homeless?

According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:

- Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Awaiting foster-care placement
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

### Which School Can a Homeless Child Attend?

There are two choices for a student in a homeless situation — the school of origin and the school of residency. The school of origin is the school the child attended when permanently housed or the school in which the child was last enrolled. The school of residency is the school serving the area where the child or youth is currently physically dwelling. When determining the school of best interest, a homeless child or youth should remain in the school of origin (to the extent feasible) unless doing so is contrary to the wishes of the parent or guardian or to the wishes of the unaccompanied youth.

### Enrollment

The McKinney-Vento Act requires the immediate enrollment of homeless children and youth. These children must be allowed to attend school even if they are unable to produce previous academic records, immunization and medical records, proofs of residency, birth certificates, or other documentation that is usually required.

### Transportation

School districts must provide transportation for homeless children and youth to the school of best interest. Districts must also provide transportation during the resolution of any pending disputes. While disputes over enrollment, school placement or transportation arrangements are being resolved, students must be transported to the school of choice of the parent or the unaccompanied youth.

### The Homeless Coordinator

A school district's homeless coordinator plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that every school district appoint a homeless coordinator who serves as the link between homeless families and school staff, district personnel, shelter workers and social-service providers.

Homeless Coordinator:  
Director of Student Services  
401 E Wimer  
Knob Noster, MO 65301  
(660) 563-5597



## **Special Education and Related Services**

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, Middlely 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 Knob Noster R-VIII 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, 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 Knob Noster R-VIII 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 Knob Noster R-VIII 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 Knob Noster R-VIII School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Student Services Office during regular business hours.

This notice will be provided in native languages as appropriate.

## **Section 504 of the Rehabilitation Act of 1973**

Section 504 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Knob Noster School district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact Director of Student Services, 401 E. Wimer, Knob Noster, MO 65336, (660) 563-5597

## **Standard Complaint Resolution Procedure**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education.

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

Any individual may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

For more information see <http://dese.mo.gov/sites/default/files/dese-dd-complaint-procedure.pdf>

## **Title IX Coordinator**

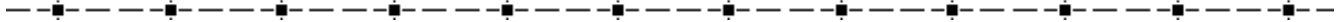
Assistant Superintendent of Schools  
401 E. Wimer St.  
Knob Noster, MO 65336  
(660) 563-3186

**Knob Noster R-VIII School District**

**Video/Photograph Permission Form**

The Knob Noster R-VIII School District is involved with many innovative programs and we are often asked to share information about our programs with other groups. As part of the sharing process, we may elect to take videos or photographs of students engaged in a particular learning activity. These videos/photographs would be used for educational purposes as we share our programs with other professionals, students, or civic groups. We may also include videos/photographs from these programs on our website and district social media pages or in local newspaper articles and yearbook.

We also invite you to visit <http://www.knobnoster.k12.mo.us/> to view news and updates about our school and our programs. In addition to our online programs, the calendar of events will provide up to date activities and information about our school.



\_\_\_\_\_ I do **NOT** grant permission to the Knob Noster School District to publish or share video or photographs of my child on the Knob Noster website or any corresponding or forwarding links or media outlets to our school including but not limited to local newspaper articles, yearbook, website, district social media pages.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_ I **DO** grant permission to the Knob Noster School District to publish or share video or photographs of my child on the Knob Noster website or any corresponding or forwarding links or media outlets to our school including but not limited to local newspaper articles, yearbook, website, district social media pages.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**BULLYING INCIDENT REPORT FORM**

**If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Assistant Superintendent. Complaints against the Assistant Superintendent should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.**

Date File: \_\_\_\_\_ Your Name\*: \_\_\_\_\_

Phone Number(s)

\_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer  
Date(s) of alleged bullying:

\_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment:

\_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of this form, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses:

\_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, who?

\_\_\_\_\_

\*Signature of Complainant

\_\_\_\_\_

**\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.**



This Section is for use of District Administration

Date Received by Principal: \_\_\_\_\_

Investigative Action taken:

\_\_\_\_\_  
\_\_\_\_\_

Result of Investigation/Action taken:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Principal: \_\_\_\_\_

### Student Handbook Acknowledgment

The Knob Noster Middle School Student Handbook has been reviewed with me. I understand I can access the student handbook on the Knob Noster Middle School website. I have had an opportunity to ask questions concerning the information published in the handbook. I understand that I may ask the principal or any of my teachers questions about the information contained in the handbook anytime during the year to gain a better understanding of what is expected of me as a student at Knob Noster Middle School. I understand that ignorance of the school rules is not an excuse for failing to follow any or all of the school rules. I further understand that it is impossible for the student handbook to contain all the rules necessary for an orderly school atmosphere. Therefore, my conduct at school should at all times be consistent with the standards published in the student handbook, and discipline administered for situations not covered in the handbook will be consistent with those published in the handbook. The rules published in the handbook are to be followed on all school property during the school day, as well as at all school sponsored activities. I also understand that the rules outlined in the student handbook are to be followed through the last day of school and should I choose not to follow the rules during the last few days of the school year, discipline will be administered during the next school year.

Therefore, I understand that compliance with the standards of conduct published in the Knob Noster Middle School Student Handbook as adopted by the Knob Noster R-VIII Board of Education is mandatory.

\_\_\_\_\_

(Student's Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Parent Signature)

\_\_\_\_\_

(Date)