

# Knob Noster Elementary School Student Handbook 2017-2018



Knob Noster Elementary School  
405 E. Wimer  
Knob Noster, MO 65336  
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### **Building Staff**

Principal- Kristi Mellon  
Counselor- Amie Wheeler  
Secretary -Tracy Bivins  
Secretary- Patricia Kolat  
Custodian-John Waller  
Nurse Leslie- Schroeder

### **District Office**

Superintendent- Dr. Jerrod Wheeler  
Assistant Superintendent- Michael Cohron  
Director of Student Services- Dr. Angela Rolofson

## **DISTRICT MISSION STATEMENT**

We exist to empower learning through success for every student.

*Dear Parents,*

*Welcome to the Knob Noster School District. We are proud of our schools and invite you to join us in building a positive culture for students.*

*We invite you to visit <http://ke.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.*

*This Student Handbook contains information which will be helpful in guiding you through a successful school year. We strive to keep parents and students informed about all aspects of the school program. Additional information, district practices and Board Policies can be accessed through our district web site. Please note that School Board Policy supersedes any procedures within this handbook. Board policy categories are listed below.*

*Schools are built on solid curriculum and excellent instructional programs. We are excited to teach the Revised Missouri Learning Standards in Knob Noster. Robust programs such as Wonders Reading and Math in Focus guide our core instructional programs while our daily Response To Intervention (RTI) time challenges each student at their point of need.*

*RTI Time, is held daily from 8:30-9:00. Students are identified for instructional support, at various levels, on, below or above grade level based on testing. This coming year, we will again offer a project-based learning curriculum for students while also continuing to offer small group instruction for interventions.*

*In the meantime, if we can be of any service, please contact us here at school. We look forward to meeting you and serving your family.*

*Sincerely,*

*Kristi Mellon  
KNE Principal  
660-563-3019*

### **School Board Policy Categories**

- A. Foundations & Basics*
- B. School Board Governance & Operations*
- C. General School Administration*
- D. Fiscal Management*
- E. Support Services*
- F. Facilities Development*
- G. Personnel*
- H. Negotiations*

- I. *Instruction*
- J. *Students*
- K. *School-Community Relations*

Developing 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.

As such, 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 for additional information.

### **SCHOOL HOURS**

School begins at **8:00 a.m.** for kindergarten through fourth grade and a child is tardy after **8:00 a.m.** Students will be released to class from the gym or cafeteria at 7:50. School dismisses each day beginning at 3:08 with our A Busses.

*Office hours are from 7:30 a.m. until 4:00 p.m., Monday through Friday.*

### **ATTENDANCE INCENTIVES**

Perfect Attendance – If your child has perfect attendance (absolutely no minutes missed from school) at the end of each quarter, he or she will receive an award celebrating their accomplishment. If they have zero minutes missed the entire year students receive a special certificate and two tickets to a Royals game. Tardies and early check-outs are counted against the student’s minutes.

### **EMERGENCY CLOSING/EARLY DISMISSAL/LATE START**

In the event of 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 via radio, television and our district website. Parents may opt-in to our School Messenger text notification system. Please see the district web page for details.

### **ENROLLMENT REQUIREMENTS**

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.

All children who are five years of age before August 1 will be eligible to enroll in kindergarten that same year. Parents enrolling children for the first time in Knob Noster R-VIII Schools must present a copy of the child's birth certificate, immunization records, social security number, and evidence of enrollment or records of previous school attendance. All children must meet age and attendance requirements as outlined in School Board Policy. Children enrolled in school are required to be immunized against Diphtheria, Polio, Measles, and Rubella. **All immunization requirements must be met before the child can attend school. Parents should provide current emergency contact telephone numbers to the office.**

### **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, because 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. As educators, we hope that you will spend quality time in our schools by visiting classrooms, going on school study trips, or volunteering. We value you, as parents, and we appreciate your support of us in our efforts to educate your child. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students.

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 your child's attendance falls below a 90% you will receive a letter from our office. 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 or school resource officer
4. Report to Division of Family Services
5. Possible recommendation for retention.

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.).

**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.

**NOTIFYING THE SCHOOL**

Parents of students who are ill or otherwise going to be absent should call the school office before 9 a.m. the morning of the absence and give the reason for the absence. When no parent call is received, the attendance secretary will initiate parent contact. Students may not participate in extracurricular activities on the day of an absence from school.

**SNACKS/TREATS**

KNE follows the Smart Snacks in School nutrition standards as set forth by the U.S. Department of Agriculture. This means all food provided at school during the school day must meet this set of standards. This includes snacks provided for class and/or parties. You can find a complete list of snacks that meet the district's standards on our website or the link provided here:

[http://images.pcmac.org/Uploads/KnobNoster/KnobNoster/Sites/DocumentsCategories/Documents/Smart\\_Snacks\\_Foods\\_List\\_2017.pdf](http://images.pcmac.org/Uploads/KnobNoster/KnobNoster/Sites/DocumentsCategories/Documents/Smart_Snacks_Foods_List_2017.pdf)

Here are some healthy snack food examples:

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Cereal with milk</li> <li>• Low-fat cheese melted on a whole-grain tortilla</li> <li>• Fresh cut-up fruit with yogurt for dipping</li> <li>• Graham crackers and low-fat milk</li> <li>• Yogurt with whole grain cereal or fruit on top</li> <li>• Baked tortilla chips and salsa</li> <li>• Baked potato with cottage cheese or salsa</li> </ul> | <ul style="list-style-type: none"> <li>• Vegetables and low-fat dip</li> <li>• Whole-grain crackers or toast with peanut butter or hummus</li> <li>• Fruit salad</li> <li>• Low-fat string cheese</li> <li>• Yogurt smoothie (yogurt, ice, milk and any type of fruit)</li> <li>• Popcorn and 100% juice</li> <li>• Apples, grapes, oranges cut into "smiles," or any kind of fruit</li> <li>• Whole-grain muffins or bagels</li> </ul> |
|--|---|

**EMERGENCY DRILLS**

Student safety and wellness is of paramount importance Knob Noster R-VIII Schools. Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, bomb threat, lockdown, shelter-in-place 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.**

### **MAKE UP WORK**

Prior to the fifth (5<sup>th</sup>) 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 teacher to acquire make-up work. Request may be made in the office and work can be sent home with a sibling or family friend, or picked up after school.

### **Tips for Parents to Help your Child Succeed in School**

1. Send your child to school each day on time.
2. Schedule appointments, such as medical and dental, after school hours when possible.
3. Understand that absences will affect achievement.
4. Vacations, which require students to miss school, are discouraged, and will affect student attendance records.
5. Encourage and help your child prepare for school each evening. Packing backpacks, preparing lunch and selecting clothes the night before can reduce morning stress.
6. Designate an appropriate bedtime for your child and stick to it.
7. Praise your child when he/she exhibits good attendance and promptness.
8. Teach kids to set and use their own alarm clock or clock radio.
9. Establish a daily reading time in the home.
10. Ensure that your child eats breakfast.

### **FIDGET SPINNERS**

Please have students keep all fidget spinners at home. As fun as they are, they have become a distraction during class time. Plus, many students are trading or borrowing these from other students. If students choose to bring them and have them out we will hold them in the office for parents to pick up at your convenience.

### **WITHDRAWAL FROM SCHOOL**

The time may come when you find it necessary to withdraw your child from the Knob Noster School system to attend another school. Please notify the office at least one week in advance so that records may be brought up-to-date and transfer slips prepared for your new school. It is also a requirement that a parent sign a release form so that your child's records can be forwarded to your new school.

### **PERMANENT RECORDS**

The Knob Noster schools maintain a permanent cumulative record folder on each child enrolled. The folder contains a record of school attendance, grades, school testing, parent-teacher conferences, and other important information. This information is available by law for parents to review.

## **HOME SCHOOLING INFORMATION**

Enrolling students should 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.

## **REPORTING PUPIL PROGRESS**

Parent-Teacher Conferences will be scheduled at the end of the first quarter. Grade cards are electronically sent home at the end of the second, third, and fourth quarters. Beyond first quarter conferences, 3rd quarter conferences will be scheduled as needed. Teachers welcome the opportunity to talk with parents in regard to your child's progress in school. Additional conferences may be scheduled by calling the school office and making arrangements as to time, purpose, and who should be involved in the conference. We urge you to become acquainted with your child's teacher so we can work together to educate your child.

## **TITLE I SERVICES**

Title I is a federally funded program approved by the Missouri State Department of Education and the Knob Noster Board of Education. Title I services are available for eligible students in the elementary schools. Students may participate in small group tutorial activities in reading or mathematics to reinforce the basic skills taught in the regular classroom. The Title I teacher and classroom teacher work cooperatively to plan supplemental activities in these two subject areas.

*Dear Parent or Guardian:*

*Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.*

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

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

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

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

## **GUIDANCE COUNSELORS**

We have one full-time guidance counselor at KNE to work with children. In addition, we have an MFLC counselor (Military Family Life Counselor) part-time. The counselors work closely with the teachers to help children make the best possible adjustment to school. This is done in various ways. Counselors see children individually who are referred by teachers, administrators, parents, or by self-referral from the child. Small groups meet with the counselor, with parental consent, to discuss specific areas of concern. Group guidance activities take place at various times throughout the school year when counselors meet with entire classrooms to address areas in the guidance curriculum or areas of need.

## **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, registrations will be denied: Students must be:

1. Properly immunized against polio, pertussis, diphtheria, measles, mumps, rubella and hepatitis B.
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.

### **LUNCHROOM SERVICES**

Students will eat lunch in the cafeteria and may either eat school lunch or bring a lunch from home. The basic menu in the cafeteria is a standard plate lunch. The plate lunch program meets the National School Lunch Act Standards.

Our breakfast/lunch accounting system is computerized. Lunches need to be paid for in advance. Parents may send any amount and it will be posted on your child's account. Cash or checks should be given to the School Office before school begins. If the amount sent is for more than a week's worth of lunches, a receipt will be given to the child. As children go through the breakfast/lunch line, or while buying milk to go with their sack lunch from home, the proper amount will be deducted from their account. **When a child's account is overdrawn \$20.00 or more you will be sent a reminder. After this reminder a child may be given an alternative lunch until payment is made.**

Any guest must let the school know ahead of time (at least by 9:00 a.m. that morning, and preferably the day before) that they wish to eat school lunch with their child. Guests who do not call on time may not be given a meal but may sit with their child during lunch.

Both breakfast and lunch menus are published on the school website.

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

### **GOING HOME AFTER SCHOOL**

The safety of each child enrolled in school is of utmost importance to both the family and school. There will be a certain method of getting home each afternoon that each child will normally follow. The classroom teacher will expect each child to use the normal method of getting home each day, unless notified differently by the parent. All transportation changes need to be handled through the office. Changes can be made by phone call to the office, email, or note to school. If something unavoidable occurs and you need to get a message to your child during the school day, call the office and the secretary will notify your child. **Students will be notified of transportation changes by the office, please notify the office by 2:00 pm with changes. On Wednesday early release, all changes need to be made by 1:00 pm.**

## **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.

## **PARENT VISITATION/LUNCH**

Parents are always welcome to visit classrooms and teachers. We must request that parents notify the teacher a day in advance of a planned classroom visit. An unscheduled arrival at the classroom by any visitor may needlessly interrupt a lesson or test. **All visitors need to sign in the office upon entering the building and take a visitor badge.** However, parents are always welcome at lunch. You may choose to bring your child a lunch or eat a school lunch. Your child may choose one friend to sit with them at the parent table during lunch. Please do not share food with any students beyond your own due to allergies and nutritional guidelines.

## **APPEARANCE**

The primary focus of school is learning. Clothing should not detract from that process. Dress and grooming will be clean and neat. In essence, dress and grooming must be appropriate for maintaining a positive environment. An administrator is authorized to require a student to modify his/her attire and/or appearance to meet acceptable standards.

1. Inappropriate phrases or advertisements for alcohol or drugs are prohibited.
2. Shirts or shorts, pants and skirts should meet and not leave the student's tummy exposed.
3. All waistlines of pants must be worn at or above the hips.
4. Tops should cover the child's shoulder. Halter and spaghetti straps are not acceptable.
5. Shoes should be recess friendly to avoid accidents.
6. Hats and other head gear should not be worn in the classroom.

## **MUSIC, ART, AND PHYSICAL EDUCATION CLASSES**

Full-time certified art, music and physical education teachers are employed to work with students. Please make sure your child wears appropriate shoes to physical education class. Hard soled dress shoes, jellies, and shoes with high heels make it unsafe and difficult for children to participate properly in class.

## **TEXTBOOKS AND SUPPLIES**

Textbooks are furnished free in the elementary schools. Pupils are responsible for lost or damaged books. Pupils purchase their own pencils, tablets, crayons, scissors, paste, paper, etc (may be a minimal fee for student agendas). Grade level supply lists are available on the school's website.

### **PARENT-TEACHER ORGANIZATION**

Please consider joining the school's PTO. Information is available at school, during Meet the Teacher Night, and on the school website.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Student cell phones and other electronic devices must be turned off and kept in the child's backpack during school hours or dropped off with the office during the day.

### **FACILITIES**

The district provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law. Anyone desiring to use the building after school hours and/or on weekends must obtain permission according to district policy.

### **USE OF THE TELEPHONE**

All telephones in Knob Noster Schools are to be utilized for business purposes. Students will be permitted by office personnel to use a school telephone in the case of an emergency.

### **LIBRARY**

A central library is located in each building with a full time certified librarian in charge. Children and teachers are informed of materials available and are trained in selecting and using these library materials in their quest for knowledge. Students are responsible for books checked out to them and must replace lost books.

### **PARTIES**

There are three parties sponsored by room parents each year. These are Fall Festival, winter, and Valentines. We have sign ups for parties at Meet the Teacher Night.

In addition, a child may bring a treat on his/her birthday to be shared with classmates. A child with a birthday falling during a vacation or summer month may choose a day, make arrangements with his/her teacher, and bring a treat also. Since the number of children in class changes frequently, please let your child's teacher know a day or so in advance if you plan to send a treat.

### **STUDENT DEVICES**

We are 1-1 with technology at KNE. Students in grades 1-4 have an assigned Lenovo laptop. Students in kindergarten have an assigned I-pad. Students are encouraged to take those home nightly, even if they do not have accessible internet at home.

## **TECHNOLOGY**

**All students and parents will be asked to sign the District's acceptable use policy (AUP) at the beginning of each school year.**

### **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 District's computers and networks.

Student users of technology shall:

1. Use or access District technology only for educational purposes.
2. Comply with copyright laws and software licensing agreements.
3. 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.
4. Respect the privacy rights of others.
5. 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.
6. Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
7. Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

1. Access, download, create, send or display offensive messages or pictures.
2. Use harassing, offensive, obscene or defamatory language.
3. Harass or attack others;
4. Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
5. Knowingly spread computer viruses;
6. Violate copyright laws or software licensing agreements;
7. Use others' passwords or accounts;
8. Misrepresent themselves or others;
9. Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
10. Reveal their personal address or phone number, or those of other users;
11. 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
12. Use technology for any illegal purpose or activity.

Granting of Access:

1. 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's 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 \_\_\_\_\_

**KNOB NOSTER R-VIII SCHOOL DISTRICT**

**TITLE I-STUDENT-PARENT-TEACHER COMPACT**

We know that learning can take place only when there is a combination of effort, interest, and motivation. Because we are all committed to \_\_\_\_\_'s progress in school, we are going to do our best to promote his/her achievement.

This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

**As a student I agree to:**

- Work as hard as I can on my school assignments.
- Attend school every day unless I am sick.
- Follow school rules.
- Ask my teacher questions when I don't understand something.
- Respect myself and others.
- Practice reading/math skills at home.

**As a parent I agree to:**

- Talk to my child about his/her school activities every day.
- Find out how my child is progressing by conferences with the teacher whenever needed.
- Encourage good study habits at school and home.
- Encourage completion of homework.
- Encourage positive behavior.
- Promote daily attendance.
- Make a special time each day, when possible, to read with/to my child.

**As a teacher I agree to:**

- Provide high quality curriculum and instruction in a supportive and effective learning environment that will enable children to meet the State's student performance standards.
- Explain my grading system.
- Give feedback to the student about his/her progress.
- Find out what techniques and materials work best for the student.
- Explain school rules to students and parents

**Most importantly, we promise to help each other carry out this agreement.**

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Teacher Signature)



## **Knob Noster Elementary School**

MEMORANDUM FOR: Military Connected Families

FROM: Knob Noster R-VIII School District

SUBJECT: Child and Youth Behavioral Military and Family Life Counselor

1. This letter is to inform you about the Child and Youth Behavioral Military and Family Life Counseling program services. Due to the unique challenges faced by military families, the Department of Defense is offering this private and confidential non-medical counseling service to military service members, military families, and military family service member's children in Child and Youth Programs, Department of Defense Education Activity schools, Local Education Agencies, DoDEA CYP summer programs, National Military Family Association Operation Purple Camps, Guard/Reserve camps, and Operation Military Kids Camps.
2. The CYB-MFLC may support the centers, schools, Summer programs and camps and work with military children and their families in the following ways:
  - \* Observe, participate and engage in activities with children and youth.
  - \* Provide direct interaction with military children.
  - \* Model behavioral techniques and provide feedback.
  - \* Suggest courses of age appropriate behavioral interventions to enhance coping and behavioral skills.
  - \* Provide outreach to military parents when they drop off or pick up their children at family events.
  - \* Be available for military parents to contact for guidance and support
  - \* Facilitate psycho-educational groups.
  - \* Conduct training for staff and parents.
  - \* Recommend referrals to military social services and other resources as needed.
3. CYB-MFLCs may assist military parents, military children and centers with the following type of issues:
  - \* Communication
  - \* Self-esteem/self-confidence
  - \* Resolving conflicts
  - \* Behavioral management techniques
  - \* Bullying

\* Helping children deal with angry feelings

\* Siblings/parental relationships

\* Deployment and reintegration issues

4. The counselor may also work with military children in settings such as field trips and other center, camp, or School sponsored activities.

5. The counselor is available to accommodate appointments and meetings/activities after hours and on Weekends with advance notice.

**6. At no time will the counselor meet individually with a child without being in line of sight of a CYP, DoDEA, LEA, or camp employee or a parent/guardian.**

7. The counselor may use only OSD approved materials for trainings, groups, and any other activities.

**8. With the exception of mandatory state, federal, and military reporting requirements (i.e., domestic violence, child abuse, and duty-to-warn situations), as well as oversight review by DoD of the service you received should an adverse or harmful event occur, MFLC support is private and confidential to encourage the widest level of participation.**

Name of installation and/or CYP, school, summer program, and camp

\_\_\_\_\_

I acknowledge that a CYB-MFLC is available and authorize my child

\_\_\_\_\_ to receive CYB-MFLC support.

I acknowledge that a CYB-MFLC is available but I **DO NOT** authorize my child

\_\_\_\_\_ to receive CYB-MFLC support.

### **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. If you do not wish your student to participate, please notify the school.

### **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 nondiscrimination 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://wdcrobcolp01.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.

### **SEXUAL HARASSMENT**

Sexual harassment is defined as inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards. Words (spoken or written), actions, touching, or other physical contact of a sexual nature violate this guideline and will be subject to disciplinary action.

### **DRUG FREE SCHOOLS POLICY**

The Knob Noster R-VIII School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, §

195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

## **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. In-school suspension

**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 6 hours of community service per day of OSS. (i.e. 5 days OSS would require 30 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.



## **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.

### **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, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The 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, misapplies, 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/qs-fedcomp-Complaint-Procedures-adequate-information-final-2015.pdf>

**Title IX Coordinator**

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

**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 Filed: \_\_\_\_\_ 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: \_\_\_\_\_

The purpose of your signature is to acknowledge the receipt of your student handbook and district discipline policy. Please note that School Board Policy supersedes any procedures within this handbook. Please return this to your child's teacher.

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Student's Printed Name

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Student's Signature

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Parent's Signature

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Date