

Elementary Student Handbook

2023-2024



Superintendent- Dr. Jerrod Wheeler
Assistant Superintendent- Michael Cohron
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Knob Noster Elementary

405 E. Wimer
Knob Noster, MO 65336
Ph. (660) 563-3019
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Whiteman Elementary

120 Houx Drive, Building 3026
Whiteman Air Force Base, MO 65305
Ph. (660) 563-3028 Fax (660) 563-3443

Knob Noster Elementary Office

Principal - Doug Brown
Counselor - Amie Wheeler
Secretary - Tracy Bivins
Secretary - Patricia Kolat
Custodian - John Waller
Nurse - Crystal Tyler

Whiteman Elementary Office

Principal-Stephany Wasson
Counselor- Jennifer Watson
Secretary -AJ Sowers
Secretary- Amy Wellman
Custodian- John Lee
Nurse- Katie McCormick

DISTRICT VISION STATEMENT

We exist to empower learning through success for every student.

DISTRICT MISSION STATEMENT

Knob Noster Public Schools is committed to ACADEMIC EXCELLENCE for every student, every day. In our classrooms and on our courts, fields, and stages we promote quality character, citizenship, and patriotism as we prepare our students for a future of positive impact in the United States of America and beyond.

Knob Noster Public Schools - Our mission is student success!

Dear Patrons,

The Knob Noster School District welcomes you and your child(ren) to our district, which serves the Knob Noster and Whiteman Air Force Base Communities. This handbook outlines the policies and procedures for the successful daily operation of our district's elementary schools that enable us to provide the best educational experiences possible for every student. Together, we can make this a successful school year for your child(ren). 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://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.

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. The School Board Policy Categories listed below can be accessed through our district website. Please note that School Board Policy supersedes any procedures within this handbook.

All of Knob Noster Public Schools' policies, as approved by the Board of Education, are available online. The Knob Noster Board of Education is responsible for the development of policies, rules, and procedures to serve as guidelines for the general management and administrative actions of the district.

The Board Policy database is a searchable database. The online Board policies are divided into sections: Board of Education, Business Management, Community Relations, Student Activities, Administration, Instruction, and Personnel.

Knob Noster R-VIII Policies Listing

To access the Knob Noster Public Schools' policies, click on the link above. The database can be navigated by clicking on each policy or by searching the database for particular keywords. To search, click on the 'Search' icon by Policy Title in the navigation bar.

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

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,

*Doug Brown, KNE Principal
Stephany Wasson, WE Principal*

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*

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, The Every Student Succeeds Act (ESSA).

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 questions, please call the Superintendent's office at (660) 563-3186 for additional information.

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 website. District and building accountability report cards, unless distributed in some other manner. (§160.522, Procedure KB-AP1) can be found on our website. http://www.knobnoster.k12.mo.us/p a r e n t s/stay_connected

Please note that School Board Policy supersedes any procedures within this handbook.

[Policy JFCF District's Bullying Policy](#)

[Policy JHDF District's Suicide Awareness and Prevention policy](#)

[Policy AC Non-Discrimination](#)

[Policy ECD Traffic & Parking Controls](#)

[Policy EBAB Hazardous Materials](#)

[Policy EBC-1 Emergency Drills](#)

[Policy GBABA Drug-Free Workplace](#)

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

[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 GBL](#)

[Policy IGAEB Sexual Health Instruction](#)

[Policy JHC Student Health Services and Requirements](#)

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

[Policy KI Public Solicitations/Advertising in district facilities](#)

SCHOOL HOURS

School begins at **8:00 a.m.** for grades kindergarten through fifth grade and a child is tardy after **8:00 a.m.** Students will begin dismissal at 3:12, except on early dismissal Wednesdays.

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

District transportation may arrive prior to office hours, and supervision will be provided for students utilizing school transportation (busing).

Do not drop off or leave children at the school during unsupervised periods. The district will not be responsible for supervising students outside the stated times.

EARLY DISMISSAL WEDNESDAYS

On Wednesdays teachers meet in teams referred to as Professional Learning Communities (PLC) to continually monitor and improve the quality of learning and life within the school for students. ***As a result of PLC, the dismissal time every Wednesday is earlier to allow for teachers to engage in collaborative activities to achieve the purpose of improving student achievement. Students will be dismissed at 2:00 every Wednesday. All after school dismissal procedures continue as normal.***

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 closings, delayed starting time, or early dismissal will be announced via radio, KC anchor television channels, and our district website. Parents may opt-in to our School Messenger text notification system-<http://www.knobnoster.k12.mo.us/?DivisionID=21460&ToggleSideNav=>. 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. The district may make exceptions for children of regular employees. In some instances, the district may also provide a basic tuition waiver for active duty military families. All exceptions must be approved in writing by the Superintendent of Schools. 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.

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 proof of residency (utility bill or rental agreement), the child's birth certificate, immunization records, 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 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 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 and/or Family Advocacy on WAFB
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.

GRADES

Knob Noster School District has transitioned to standards-based grading for grades K-5. The standards that are being assessed are aligned to the Missouri Learning Standards. The complete set of Missouri Learning Standards are available on the Missouri Department of Elementary and Secondary Education's website, www.dese.mo.gov.

The grade-level standards outline what students should know and be able to do by the end of

the school year. As students' progress through the year, teachers are looking for student growth towards meeting the expectations of the standards. For each standard, teachers administer a pre-test. After the pre-test, teachers provide instruction that supports the standard. There will be guided and independent activities. Teachers provide interim activities/observations that will be scored and entered in the gradebook. These interim activities/observations show the student's progress towards meeting the standard. Following the unit of instruction, a post-test will be administered. Students who have not attained proficiency will continue to receive additional instruction tied to the standard so that the student can continue to work towards meeting the proficiency standards. The cycle of administering the pre-test, conducting interim activities/observations and administering the post-test may happen within a quarter or may be spread out over multiple quarters. At grade card time, students will be marked based on where the student currently is in respect to the expectations of the standard.

These are objectives on which we expect students to be proficient. The following curriculum marks are based on expectations for each quarter.

Earning a "1" means the student has minimal understanding and does not meet grade-level expectations.

Earning a "2" means the student has basic understanding and partially meets grade-level expectations.

Earning a "3" means the student has proficient understanding and meets grade-level expectations.

Earning a "4" means the student has advanced understanding and exceeds grade-level expectation

Learning/ Social Skills Marks

"S" means Satisfactory

"I" means Improving

"U" means Unsatisfactory

"N" means Needs Improvement

"IP" means In Progress

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 the Central Office 660-563-5597.

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 and are available in the district's office for public viewing. The state assessment is scheduled during the end of the school year, typically around April and May. Currently state law does not allow for students to opt out of statewide assessments. ***POLICY IL***

3rd & 4th Grade: MAP ELA & MAP Math

5th Grade: MAP ELA, MAP Math, and MAP Science

Kindergarten-3rd Grade: Dyslexia Screener

RECESS

Students can owe up to 5 minutes/5 laps during their incentive recess due to not finishing work in class or as a consequence.

Weather permitting, students will have an outside recess. During extreme weather conditions, students will not be taken outside if the outside temperature is 100 degrees or more with the calculated heat index, or if the outside temperature is 15 degrees or lower with the calculated wind chill. When temperatures are above 95 degrees or below 25 degrees, teachers will use professional judgment concerning students' appropriate attire for outside play, parental requests, and length of time spent outside and make modifications if needed to recess times. Students will not be taken outside when it is raining, snowing, or when lightning is in the vicinity. During recess, students are allowed to wear hats or sunglasses to protect them from excessive sun.

All students should be dressed appropriately for the seasons. Our position with regard to students staying in from recess is that if students are well enough to attend school that day, they will go out for recess. A note from the child's physician will be required in those cases where parents request that a child stay in from recess for an extended period of time due to an illness.

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.

EMERGENCY DRILLS

Student safety and wellness is of paramount importance at 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 regarding 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 (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 Wednesday. The parent or student is responsible for contacting the teacher 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.

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.

WITHDRAWAL FROM SCHOOL

The time may come when you find it necessary to withdraw your child from the Knob Noster R-VIII 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 prepared for your new school. The records will be sent to the new school when a release of information signed by a parent is received. The families traveling overseas will have student records given to them to carry to the new school.

PERMANENT RECORDS

The Knob Noster R-VIII 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.

STUDENT RECORDS/DIRECTORY INFORMATION

All information contained in a student’s educational record, except information designated as directory information by the school, 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 the school 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. The school's 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 submits a written request not to release information to the district.

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.

PPRA FOR PARENTS

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent*; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eight category of information (*) was added to the law.

You may read more about the specific changes to the law by selecting [here](#).

The Department will be updating the PPRA regulations to reflect these changes.

TITLE I SERVICES

Title I was enacted to provide all children a significant opportunity to receive a fair, equitable, and high quality education and to close educational achievement gaps. Knob Noster Elementary and Whiteman Elementary schools are schoolwide title programs. The purpose of a school wide program is to upgrade the entire educational program of a school so all students can reach high educational standards. It is a federally funded program approved by the Missouri State Department of Education and the Knob Noster Board of Education. 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 collaboratively to plan supplemental activities.

PARENT NOTIFICATION

The Elementary and Secondary Education Act (ESEA) requires notification to parents when any of the following situations exist in a Local Education Agency (LEA) receiving federal funds:

1. LEAs must annually disseminate DESE's ESSA Complaint Procedures to parents of students and appropriate nonpublic school officials or representatives.
<https://dese.mo.gov/sites/default/files/gs-fedcomp-Complaint-Procedures-ESSA.pdf>
2. At the beginning of each school year, a participating LEA must notify the parents of each student attending a school that receives Title I. A Funds that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
3. A school that receives Title I. A funds must provide all parents notice their child has been assigned, or has been taught for four or more consecutive weeks by a teacher or a person who is not appropriately certified.
4. Within 30 days after the beginning of the school year, an LEA must inform parents their child has been identified for participation in a language instruction educational program.
5. Parents/guardians of students enrolled in a persistently dangerous school or students who are victims of violent criminal offense while on school property must be notified of their option to transfer their student to a school that is not designated persistently dangerous.
6. Testing transparency-LEAs must make available to the public for each grade and each assessment required by the state, the following:
 - a. the subject matter assessed;
 - b. the purpose for which the assessment is designed and used;
 - c. the source of the requirement for the assessment (statutory cite);
 - d. the amount of time spent on the assessment;
 - e. the schedule for administering the assessment; and,
 - f. the time and format for disseminating results.

Please complete the Student/Parent/Teacher Compact form and return it to your building secretary. If you have any questions about the Title I program please do not hesitate to contact the Director of Student Services at 660-563-5597.

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ Programs include Title I, A, B, C, D; Title II; Title III; Title IV-A; Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

**Knob Noster 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)

GUIDANCE COUNSELORS

The counselors work closely with the teachers to help children make the best possible adjustment to school. 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

We have an equipped health room and personnel in each building, ready to assist students as needed. School health personnel will provide 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. Please ensure that you have provided current, local emergency contact numbers. If your student is running a fever or has vomited or had diarrhea they must remain home/out of school for 48 hours after symptoms subside without any over the counter medications. 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. Please see this link for the updated school immunization requirements:

<https://health.mo.gov/living/wellness/immunizations/pdf/2021schoolrequirements.pdf>

Students must be:

1. properly immunized,
2. have immunizations currently in progress, or,
3. have an exemption form filed in the health office.

MEDICATION ADMINISTRATION

Giving 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 Physicians 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 a physician and district nurse. Students found with prescription or over-the-counter medications may be in violation of inappropriate use of medicine.

MO HEALTHNET FOR KIDS

The Department of Social Services provides many services for Missouri children through the MO HealthNet for Kids (MHK) Program, the state's healthcare program for children. Two divisions within the department, the [Family Support Division](#) and the [MO HealthNet Division](#) coordinate to provide these services.

Through the MO HealthNet for Kids program, children receive full, comprehensive coverage including primary, acute and preventative care, hospital care, dental and vision care as well as prescription coverage. Whether your child is currently enrolled in MO HealthNet for Kids or you're interested in learning more about the program, visit [MO HealthNet](#) <https://dss.mo.gov/mhk/> to help you find information from all three divisions including how to apply, who is eligible, what benefits are offered and how to find a doctor in your area.

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. *Policy JHCD and Form JHCD-AF2 Use of Prescription or Over the Counter Medication is available in the school nurse's office.*

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 48 hours before returning to school.*

FOOD SERVICE PROGRAM

Students will eat lunch in the cafeteria and may either eat school lunch or bring 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, or you can pay online.

ONLINE LUNCH ACCOUNT PAYMENT

One option in the Parent Portal is to deposit money on student lunch accounts. Access the SIS Parent Portal and click on the Meal Service Tile to deposit funds in one or more accounts. Click Online Payment in the bottom right corner. All student accounts associated with the Parent Portal Login will appear on screen. Enter the amount to be deposited. Funds can be deposited in one or more accounts in the same transaction. Select Proceed to Verification to view the transaction and then proceed to PayPal to complete the payment. Payments are made through PayPal using a credit/debit card, however a PayPal account is not needed. Once the payment is processed the funds will be immediately available on the student lunch account.

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 any amount, you will receive a reminder and a phone call.

Breakfast and lunch will be served beginning on the first day of school. Those eligible for free and reduced meals can download the form on the district webpage or from the secretary. Also, students will be given a copy of the application on the first day of school.

Breakfast Prices		Lunch Prices	
Students:	\$2.35	Students:	\$3.05
Reduced:	.30	Reduced:	.40
Extra Milk:	.50	Extra Milk:	.50
Adults	\$2.85	Adults:	\$4.35

Parents are always welcome at lunch. You may choose to bring your child a lunch or eat a school lunch. If a parent(s) wishes to eat a school lunch, you must let the school know ahead of time (at least by 9:00 a.m. that morning, and preferably the day before). Guests who do not call on time may not be given a meal but may sit with their child during lunch.

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.

PARENT VISITATION

Parents are always welcome to visit classrooms and teachers. We must request that parents notify the teacher a day in advance of a planned 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 lunch or eat a school lunch. Please do not share food with any students beyond your own due to allergies and nutritional guidelines.

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. Therefore, please send a note to the classroom teacher if there is any change in the method your child will use in getting home. 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.

PARENT CONTACT/EMERGENCY NOTIFICATION

It is very important that we are able to reach you in the event of an emergency concerning your child. For this reason, we ask that you keep us informed about any changes in your address, telephone number, place of employment, etc. **Please be sure the school office has the name of an emergency contact person and phone number on record at all times.**

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.

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.
5. Shoes should be recess friendly to avoid accidents.
6. Hats and other headgear should not be worn in the classroom.

PHYSICAL EDUCATION CLASS

Please make sure your child wears appropriate shoes to physical education class. Hard soled dress shoes, boots, crocks/slides 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. 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 and on the school website. Our elementary PTOs support dynamic home-school collaboration, cooperation and commitment. They serve as parent communities that hold high expectations for students and their schools. PTO members are actively involved in our school as volunteers and in school-wide projects. They are welcomed and appreciated as part of our school community.

Background checks are required on an annual basis for PTO members working at school during school hours. If you would like to volunteer for anything involving our PTO, whether it is to lead or be part of a committee, help at an event, or help us fill the needs of the school, we would love your support.

ITEMS NOT PERMITTED AT SCHOOL

Students are not to bring personal items such as: sports equipment, games, toys, etc. to school. Items brought to school will be taken and can be reclaimed by the student's parent/guardian from classroom teachers or the office. The school is not responsible for the replacement of missing/stolen property.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Student cell phones, smart watches and other electronic devices must be turned off and kept in the child's backpack during school hours. The school is not responsible for lost or stolen cell phones or devices.

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 & TREATS

Students will participate in three parties each year (Harvest Festival, Christmas, and Valentine's Day). Parents are encouraged to help with the planning and preparation of these events. **FOOD ALLERGIES MUST BE CONSIDERED WHEN PLANNING CLASS PARTIES!** Due to increasing numbers of students with food allergies, parents are encouraged to bring pre-packaged foods only for parties and special events. Pre-packed foods are labeled with ingredient lists, which allow for identification of allergens such as milk, eggs, wheat, dyes, soy and nuts.

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 months may choose a day, make arrangements with his/her teacher, and bring a treat if they choose. 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.

FIELD TRIPS/SCHOOL SPONSORED ACTIVITIES

Field trips/school-sponsored activities are a privilege for students. Students must abide by all school policies during transportation and during field trips/school-sponsored activities, and shall treat all trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a trip may subject the student to disciplinary consequences. All students who wish to attend a field trip/school-sponsored activity must receive written permission from a parent or guardian with authority to give permission. Parents are required to drive separately to all field trips. Students must ride the school bus to all field trips but parents may check their child out at the end of the field trip and drive them home if they choose. However, attendance will be counted against them if you checkout your child before dismissal. Students may be prohibited from attending field trips/school-sponsored activities for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian
- Failure to receive appropriate permission from teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

Also, the Loss of Privilege consequence has had significant addition.

LOSS OF PRIVILEGES (LOP)

Loss of privileges (LOP) may be used as a primary disciplinary measure as well as being used in conjunction with other disciplinary measures. LOP might include, but not limited to: attendance to school activities, i.e. dances, field trips, assemblies, etc. LOP may also include a lunch detention setting. *Any student receiving Out of School Suspension may also receive LOP in addition to their suspension.*

MONEY

Please be sure that all money brought to school is placed in an envelope that is clearly labeled with the **first and last name of the student, his/her teacher and the purpose for which it is intended.** **The school is not responsible for money that is lost or stolen.**

PERSONAL PROPERTY

All items brought to school should be labeled with the student's name (coats, clothing, book bags, lunch containers, class supplies, etc.). When possible, every attempt will be made to locate and retrieve any misplaced student property. The school is not responsible for the replacement of such missing property. Articles found in and around the school should be put into the Lost and Found area. If items have been previously labeled by the owner, identification and return of items will be possible. Please check the Lost and Found periodically to retrieve those items which have become misplaced. All unclaimed items will be discarded.

AUDIO & 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.

STUDENT DEVICES

We are 1:1 with technology at WE. Students in grades K-5 have an assigned Lenovo laptop. Students are encouraged to take those home nightly, even if they do not have accessible internet at home. Students are responsible for their charger and laptop at all times. Students in preschool have an assigned iPad.

VIRTUAL LEARNING

The mission of the Missouri Course Access and Virtual School Program (MOCAP) is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent (mocap.mo.gov).

Local school districts may approve online providers if they can ensure that the statutory requirements have been met. Knob Noster School District is very excited to offer K-12 students flexible learning options through Knob Noster Virtual Academy using accredited virtual courses from Edmentum and EdOptions Academy - tuition-free. For more information on virtual education opportunities, please contact Dr. MacLaughlin at bmaclaughlin@knobnoster.k12.mo.us.

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:

Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;

1. The accuracy or suitability of any information that is retrieved through technology;
2. Breaches of confidentiality;
3. Defamatory material; or
4. 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 educational purposes only. 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:

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 resources 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 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 file server 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.

TECHNOLOGY

All students and parents will be asked to sign the district's acceptable use policy (AUP) at the beginning of each school year. A complete copy of our Digital Handbook may be found on our district website under technology or at the following link:

http://www.knobnoster.k12.mo.us/t_e_a_c_h_i_n_g_a_n_d_l_e_a_r_n_i_n_g/technology/documents_and_forms

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 _____

VIDEO/PHOTOGRAPH PERMISSION

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 for your student to participate, please see the **Media Release 2023-2024** at the back of the handbook for more information.

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](#)), ([Policy IGBA](#)), 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

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 while encouraging and enforcing 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 RVIII 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 schools 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 a 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.
9. 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 ensure 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 may be required to complete 6 hours of community service per day of OSS. (i.e. 5 days OSS would require 30 hours of community service) The location of a student's community service must be approved by the 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.

Link to KN Discipline Code Handbook:

https://docs.google.com/document/d/193PUUZu_fGetsQM0OH8qIDR61B2TxCKJh0YwrMepp6s/edit?usp=sharing

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 the 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 Every Child Succeeds Act (ESSA) reauthorized in 2015, 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
- 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
- Migratory children who are living in circumstances described above

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. While 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, proof 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 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 St.
Knob Noster, MO 65336
(660) 563-5597

FOSTER CARE

The State Education Agency (SEA) must collaborate with the State agency responsible for administering State plans under parts B and E under Title IV of the Social Security Act to ensure educational stability of children in foster care.

Local Education Agencies (LEAs) must collaborate with Child Welfare Agencies (CWAs) to implement the Title I child welfare education stability provisions.

LEAs must ensure that a child in foster care enrolls or remains in his or her school of origin unless a determination is made that it is not in the child's best interest. LEAs must collaborate with CWAs to ensure that each child in foster care remains in his or her school of origin if it is determined to be in their best interest for the duration of the child's time in foster care.

LEAs should consider all factors when determining whether a child should remain in his or her school of origin.

LEAs must designate a point of contact. Knob Noster's point of contact may be reached at 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 Public 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 Public 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 Public 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 an 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 Public 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 viewed at the Student Services Office, 401 E Wimer St. Knob Noster, MO 65336, 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 R-VIII Public 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.

Additional information can be found at <http://www.knobnoster.k12.mo.us/> click on the Teaching and Learning tab and then Student Services. If there are any questions, please feel free to contact the Director of Student Services, 401 E. Wimer, Knob Noster, MO 65336, (660) 563-5597.

TRAUMA INFORMED SCHOOLS INITIATIVE:

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. "Trauma-informed school" - a school that:
 - a. realizes the widespread impact of trauma and understands potential paths for recovery
 - b. recognizes the signs and symptoms of trauma in students, teachers and staff
 - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
 - d. seeks to actively resist re-traumatization

For additional information go to <https://dese.mo.gov/traumainformed>

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

Knob Noster Elementary &
Whiteman Elementary

MEMORANDUM FOR: Military Connected Families

FROM: Knob Noster R-VIII School District

Subject: Parent Acknowledgement and Consent Letter for Child and Youth Behavioral Military and Family Life Counseling Services

Dear Parents,

We take this opportunity to inform you of a valuable resource provided by the Department of Defense. Due to the unique challenges military members face and the impact they have on families, the Office of Military Community and Family Policy provides Child and Youth Behavioral Military Family Life Counselors (CYB-MFLCs). CYB-MFLCs have advanced degrees (masters or doctoral-level) in the mental health field and specialized training in child and youth development. They support the needs of children and families by partnering with parents, faculty, counselors and staff to foster healthy growth and social skill development. The well-being and safety of your child is our top priority. To ensure a comprehensive continuum of care for your child, CYB-MFLCS may work in collaboration with school or program professionals.

CYB-MFLCs address challenging behaviors and strengthen the capacity of staff, families, programs and systems to meet the needs of military children and youth by:

- Observing, participating and engaging in classroom activities
- Developing strategies for supporting positive behavior, age-appropriate behavioral interventions to enhance coping and behavioral skills in the classrooms and at home
- Meeting one-on-one or in groups, providing evidence-based prevention and intervention services
- Implementing and modeling strategies for teacher and staff responses to children's behavior
- Conducting trainings for staff
- Facilitating groups to increase parents' understanding of social emotional development and positive behavior guidance strategies
- Linking families with community resources or military family programs
- Working with military children in settings such as field trips and other center, camp, or school sponsored activities.
- Conducting individual sessions to address the unique challenges of school-aged military children and youth

At no time will the CYB-MFLC meet individually with a child without being in line of sight of a teacher, staff, or a parent/guardian. CYB-MFLCs are mandated reporters and information provided to the CYB-MFLC will be kept confidential, except to meet legal obligations or to prevent harm to self or others. Legal obligations include requirements of law and DoD or military regulations. Harm to self or others includes suicidal thought or intent, a desire to harm oneself, domestic violence, child abuse or neglect, violence against any person, and any present or future illegal activity. The CYB-MFLC is obligated to follow school and military child and youth programs' regulations for reporting safety concerns including problematic sexual behaviors in children and youth.

CYB-MFLCs encourage the participation of parents in decisions that affect their children and strive to empower parents with the knowledge and skills to act in their children's best interest. CYB-MFLCs are flexible and can schedule appointments, meetings and activities after hours and on weekends, if needed, with advance notice. They are available to meet with individuals and families who have interest in seeking consultation about their child or family.

Thank you for allowing us to provide support services to your child/children.

Acknowledgement of Understanding:

I understand the role of the CYB-MFLC and that they may work in collaboration with school or program professionals to ensure a comprehensive continuum of services. I also understand that the CYB-MFLCs are mandated reporters as outlined above.

Please select applicable boxes below:

I understand the above CYB-MFLC program description and authorize my child to participate in CYB-MFLC direct face-to-face non-medical counseling sessions. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

I understand the above CYB-MFLC program description and authorize my child to participate and be supported **as a part of a formal group focused on different topic areas**. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

Print Name of Child: _____

Print Name of Parent or Guardian: _____

Parent or Guardian Signature: _____

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: _____ 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: _____

Knob Noster Public Schools Media Release 2023-2024

Knob Noster Public Schools is proud of the work and accomplishments of all students and appreciates the opportunity to share them through various communications, publications, and promotional materials. KNPS uses photographs and video footage of students and/or their names in District-produced materials including printed publications, video productions, web sites, and official District social media platforms to promote their achievements. These photographs and videos may also include displays of student work. Such instances may include but are not limited to:

- ◆ Record the history and events of the school by members of the staff for use at school assemblies, registration, or as part of an informational video about the school;
- ◆ Post on social media to inform the community and parents of activities happening at the school; or
- ◆ Record children coming to school on the first day, participating in learning activities or a class party, school contest or concert, or for public use in the newspaper or on news broadcasts.

Parents who do NOT grant permission for Knob Noster Public Schools to publish their child's image and/or intellectual property must write to the school principal within five (5) days of a student's first day of attendance each school year.

If you have any questions, please contact the Director of Community Relations at 660-563-3186, ext. 1012 or by email at tbrant@knr8.net

Requests to opt out of media publications remain in effect for the current school year and must be renewed at the start of the next school year.

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. The Elementary Student Handbook has been reviewed with me. I understand I can access the student handbook on the 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. 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 Elementary Student Handbook as adopted by the Knob Noster R-VIII Board of Education is mandatory.

Student's Printed Name

Parent's Signature

Date: _____