

Monett Elementary School

Student Handbook

16-17

TRANSPORTATION

1. Rural Bus assignments may have had some changes during the past year. New rural students can obtain information from **James Lawrence at 235-3251**.
2. Students residing in town should be at bus stops several minutes prior to departure times. The school does not provide supervision at bus pickup points and children are expected to follow school rules while waiting at and walking to and from the bus stop.

Students should not arrive at school before 7:45 A.M. Early students must report to the cafeteria, since classrooms are not open until 7:45 A.M. Buses use the Learning Lane entrance and cars are not to be in that area before school.

Drop off and Pick up Safety Rules

For every child's safety, please follow the procedures outlined below for directions on how and where to drop your child off at school and pick him/her up after school. There are over 600 students coming to and leaving campus daily and these guidelines are necessary for ensuring the safety of students, parents, and faculty in an efficient manner. When only a few people break the flow of the system, it causes a problem for everyone else following the guidelines. Please be respectful of all students and parents time and safety.

1. Turn off your cell phone. (We cannot give you needed

instructions if

you are preoccupied or are distracted which causes a safety concern

for everyone.)

2. Place your car in park when students are entering/exiting car.

3. Keep the car rider sign (provided by the district) hanging from rear

view mirror visible at all times. (Students will NOT be loaded into

any car without this sign. The adult picking up the student will be

required to go to the office to sign the child out if no sign is present.)

4. Stay in your car. It is safer for us to deliver them to you. (Students

will not be allowed to leave with any person without the school

provided car rider tag. This is a safety measure that lets us know that the correct person is taking your child.

5. Notify the school before 1:00 p.m. if you need to make a transportation change and did not send a note with your student. This is a district mandate directed through central office. A phone call was sent out to all registered students at the beginning of the 16-17 school year explaining this change. Be sure that the person picking up your child has the child's car rider tag in their window if he/she is a car rider.

6. Parents: Please do not arrive to school before 3:00 to pick up your

child if he/she is a car rider. This causes congestion for other drivers and may cause difficulties for the buses as they try to enter the pick up area.

Cars will not be allowed to back up on County Street or block driveways on Learning Lane.

Morning Drop Off Procedures

Students should not arrive to school before 7:30 A.M. No supervision for students is provided before 7:30 a.m.

Car riders will drop off in a DOUBLE line in the circle drive of Learning Lane. There will be teachers on duty to help direct traffic. Our number one priority is student safety.

We also designed the drop off procedures with time as a factor.

Cars will drive into the designated loading and unloading area. A teacher will hold a stop sign for traffic to stop at both ends of the unloading zone. All cars in the unloading area will unload at the same time. Once all cars in that area have unloaded the teachers will switch the sign to go and the loading area will fill up again. We hope this traffic light system will speed up the drop off and pick up procedures. If you walk your student to school please use the west sidewalk that is not in the unloading zone.

End of Day dismissal

Car Riders -

Please do not start lining up for dismissal before 3:00. Car rider dismissal does not begin until 3:05. Any car blocking or backing up onto County will have to turn around and go to the end of the line. Please be courteous to our neighbors and not block driveways. This is not only polite, but is a safety issue. In the case of an emergency there must be a way for emergency vehicles to get to both the school and the residences. LOCAL LAW ENFORCEMENT WILL BE PRESENT THE FIRST FEW DAYS OF SCHOOL TO ASSIST SCHOOL PERSONNEL UNTIL EVERYONE HAS HAD AN OPPORTUNITY TO LEARN THE NEW PROCEDURES

ALL **students in B & C communities** will load from Learning Lane (front of school). Cars will form a SINGLE line until reaching the Monett Elementary sign at the edge of the parking lot. Car tags must be visible in windshield and students will be loaded by school personnel.

ALL **students in A community** will load from the circle drive from Linden Avenue near the old office entrance. This area is accessed from Dunn street off of Eisenhower. All traffic on Dunn and Linden must form a SINGLE line until reaching the circle drive. Once the line reaches the circle drive, cars may begin forming a double line. Car tags must be visible in windshield and students will be loaded by school personnel.

Teachers will be on duty in both areas. Parents will also be given a car tag at open house. Please have the car tag visible. Teachers will be on duty in the marked loading and unloading zone. Once cars have entered the painted crosswalk area, both lanes will be stopped as a group by a crossing guard and all cars in both lanes in the loading area will be loaded at one time. All cars in the loading area will be released at one time when the loading is complete and the next group of cars will enter and repeat the process.

Bus Riders

Students will receive a bus tag that will be secured to the backpack. This tag will have the child's name, teacher, bus number, and stop. Students will go to the assigned classroom for each bus. Safety is our number one priority during dismissal. A teacher will check their name from that bus list. If they are not on the list and/or do not have a bus tag that indicated that the parents have either called the office or sent a note they will not be allowed to ride that bus.

In order to improve the safety of our students and to ensure adequate space on our school buses, parents/guardians will be required to specify **one location** for their child to be transported to at the end of the school day. Knowing that on a rare occasion, emergencies arise, parents are also asked to specify an

“emergency” drop-off location. Students will only be allowed to ride school bus transportation to their primary location unless a parent/guardian phone call or note is received which indicates that the child needs to be transported to the specified Emergency Drop-Off Location. (If a student has a court-ordered parenting plan that specifies that the student is to spend specific days at each parent’s residence, the school district will abide by this parenting plan—for parents residing within the school district.)

Walkers/Bikers

Children who ride bicycles or are walking from school are dismissed at 2:55 P.M. Parents walking with their child from school may wait outside the school entrance. Students will be dismissed from either the front doors or the east end of the building depending on the neighborhood they are walking to.

Bus Stop Students

Older students using the elementary campus as a bus stop and waiting with a younger sibling to be picked up in a car will need to proceed to the proper loading area. **It will be the responsibility of the parent to make sure the older sibling knows the proper area to wait in on the first day of school.** Older students riding a bus to MES and walking home will need to walk home as soon as they get off the bus.

Please note: ANYTIME A STUDENT IS FOLLOWING A DIFFERENT END-OF-DAY PROCEDURE THAN HE/SHE AND THE TEACHER NORMALLY FOLLOW, A NOTE FROM HOME IS REQUIRED!

SCHOOL MEALS

Hot breakfasts and lunches are served daily at the Elementary school. An electronic lunch program is used. Parents deposit money in their child’s account and meals are then deducted from that balance. Students can purchase breakfast, lunch and/or extra milk from their meal account.

A preprinted envelope is provided for the parents to provide the necessary information to insure correct deposit of the lunch money into his/her account. The envelope is to be returned with the amount you wish to deposit. You are asked to send at least one week's worth of breakfast, lunch and/or extra milk money for your child at that time, but you are welcome to send more. If you have more than one student in our district you may send a deposit for all your children in a single envelope. Write all the children's names on the envelope and how much you want deposited into each child's account. Overdrawn letters are mailed home on a weekly basis. **If a child is overdrawn by \$6.00 or more they are given an alternative meal or they may bring a lunch from home until their meal account balance is brought up-to-date. Breakfast also will not served to any student overdrawn by \$6.00 or more.**

Any money left in your child's account will be carried over until the start of the next school year. Meal prices will be announced.

Meal Prices SY16-17

Campus	Breakfast	Lunch
Monett Elementary	\$1.35	\$1.80
Central Park	\$1.35	\$1.80
Intermediate	\$1.35	\$1.80
Middle School	\$1.35	\$1.90
High School	\$1.45	\$2.05
Reduced Prices (all campuses)	\$0.30	\$0.40
Adults	\$1.65	\$2.30

Free and reduced lunch forms are mailed to parents at the beginning of the school year or are given to parents when a new student enrolls. If a family's circumstances change during the school year you may apply or reapply at any time during the year. You may request a form from the office. Students who qualify for free lunches still have to pay for extra milk. **New forms must be completed each school year.**

Parents are allowed to eat lunch with their child on an occasional basis. Due to the large number of students we feed each day, our cafeteria is not equipped to handle a large number of parents as well. To eat with your child, we ask that you send a note to your child's teacher the morning of the day you plan on eating. This will allow the teacher to include the parent in the lunch count for the day. Upon arrival, parents will need to pay for the meal and pick up a guest meal card at the office in order to eat lunch at school.

GENERAL INFORMATION

- 1.** For our children's safety, we REQUIRE visitors on campus to "clear" with our Elementary Office **FIRST (Before, During, and After School)**. Visitors, parents, classroom volunteers will sign-in and receive visitor badges upon each visit to the office. A badge is required before entering any classroom.
- 2.** The Monett R-1 School District dress code prohibits any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of a school. If children do come to school in clothing considered inappropriate by school personnel, they may be required to change their attire or make modifications. Body piercing, face painting, dyed hair, tattoos, etc., shall not present a safety risk or create a disturbance of the educational process. If upon the administrator's judgment, the appearance is detrimental to the school's learning environment, an adjustment or removal can be requested. Shoes with wheels are not allowed. No gang related apparel is allowed (see Anti-Gang/Secret Society Policy).
- 3.** Personal habits of speech and common courtesies should be practiced on all occasions. Proper respect should be shown toward the school, faculty, and staff at all times. Disrespect to any faculty, staff member, or other students will not be tolerated. Any student who bullies or harasses other students should be reported to a faculty or staff member. Incidents will be investigated and acted upon as per Monett R-1 Policy.
- 4.** As a precautionary health measure, students / parents are only allowed to bring food items to share with other students which have been industrially prepared. The food items must be in the original sealed container / wrapping.
- 5.** Please limit phone calls to the school. Equip your children with a note before they leave home if they are to go to a different place after school. Due to the business of dismissal at the end of the day, we request that you refrain from calling or coming early to pick up your child between the time of 2:30 p.m. and 2:55 p.m.
- 6.** Please label all outer wear and supplies. Children should look in the lost and found area for missing clothing items after not finding them in their grade area. Lost and found will be cleared out in December and May each year.
- 7.** It is school policy that children may not attend school unless they are enrolled.
- 8.** Frequently photographs are taken of students for various reasons to appear in our local newspaper or video tape. If you have an objection to your child being in photographs or video tapes, please return form.
- 9.** The Monett School District will always use the local radio station to announce the emergency closing of school due to weather conditions. KRMO-AM is 990 on the dial and broadcasts from sunup to sundown, and KKBL-FM is 96 on the dial and broadcasts from 6:00 A.M. to 10:30 P.M and the Spanish station KQMO is 97.7FM on the dial. Please tune in if weather is questionable.
- 10.** For school purposes, a child's LEGAL name must be used. Please do not request a child's name be changed unless it has been changed through the legal process.
- 11.** Our school has a Parent/Teacher Organization. All parents are urged to attend meetings and take an active part. You will be notified in advance of the meetings.
- 12.** Parent-teacher conferences are held after the first quarter for all parents. Report cards are distributed at the end of each quarter. You may make your appointment for a conference at Open House or anytime you visit your child's room. At the end of 3rd quarter, classroom teachers will conduct parent-teacher conferences on a limited basis.
- 13.** Parents are encouraged to assist financially with the two traditional holiday parties- Fall Festival and Valentine's Day. Several parents are needed to help serve each party and one is needed to serve as homeroom chairperson. All parents are asked to fill out a Homeroom Parent Blank and send money to help toward the parties.
- 14.** We would like to ask your cooperation in not distributing private party invitations at school or requesting party time at school. You may send a simple treat for all children in the room to be distributed by the teacher at a convenient time. Remember, the treat must be industrially prepared and in the original sealed container/wrapper.

15. We would like to ask your cooperation in NOT having flower or balloon arrangements delivered for your child at school. This often creates distractions in the classroom and are not allowed on the bus. The delivery will not go to the classroom. Parents will be called to pick up the item delivered.

16. If you have questions concerning Monett Elementary School in general, please direct them to the Principal's office (235-3411) during school hours. However, if there is a problem, your **FIRST** contact should be your child's teacher-leave a message for the teacher to return your call with the school secretary.

17. No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The location of any meeting or instructional activity will be changed upon request in order to provide accessibility.

HEALTH AND IMMUNIZATION INFORMATION

Immunization Information

In compliance with Missouri Law, students shall not attend school unless they have been adequately immunized against tetanus, diphtheria, pertussis, polio, measles, rubella, mumps, Hepatitis B as well as chicken pox if entering Kindergarten. This law does not apply to any student if the parent or guardian or doctor signs a religious or medical exemption card. If an exemption card is signed by a parent/guardian, it is required that it be renewed EVERY school year.

Communicable Disease Information

Control of communicable diseases requires cooperation of parents, physicians, school and health department. Immunization of children for prevention of diphtheria, whooping cough, tetanus, polio, rubella, and mumps has helped to control and prevent epidemics of these diseases.

Infectious conditions that need to be controlled in schools

I. Head LICE File JHCCB

Purpose: To protect all students from exposure to pediculosis (lice); to provide treatment guidelines for students known to have pediculosis (lice); to determine identity of infested individuals.

Infectious Conditions: LICE is the presence of light gray insects or eggs (nits) in the human hair and scalp. Head lice infestations are not life-threatening, the bites can cause severe itching and in extreme cases may cause secondary infections. When a number of head lice cases occur in school, it takes a significant amount of time away from the educational program. If children are not properly treated, including removal of nits, reinfestations may occur. In order to protect our classroom time, we have a "No Nit" policy.

All students found to have evidence of head lice infestations (lice or nits) will be excluded from school attendance and extracurricular activities until treated and all lice and nits have been removed.

Parents of a child infested with lice and / or nits will be contacted and will be required to pick up the child and any other infested siblings from school. Parents will be given written materials that explain the reasons for exclusion, as well as methods to treat the infestations on the hair, and in the home. There are also some head lice treatments that require a physician's prescription. The specific treatment to be used will be left up to the parent. Our school district does not recommend any one treatment over another.

In most instances, a child should be able to be treated and be totally free of lice and nits within one or two days of parent notification.

Following treatment, parents must bring the child to the nurse's office, after obtaining a visitor's pass in the office, to be rechecked. As long as children are treated and return to school without evidence of lice or nits, they will be allowed to remain at school. If there is any evidence of remaining lice or nits, the child will once again be excluded from attendance.

A log will be kept in the nurse's office and those children who have been excluded and then returned to school following treatment will be reexamined in ten (10) days to ensure that they remain free of infestation.

In cases of excessive student absenteeism due to reoccurring lice infestation, the school may contact the Division of Family Services for further assistance to the family.

II. SCABIES or ITCH is an infectious disease of skin caused by a mite. It is a fine rash that causes intense itching, especially at night. Your doctor can prescribe a medication for the family. Directions must be followed carefully.

III. CHICKEN POX-The first symptoms usually are a slight fever and cold-like symptoms; followed by a raised rash (about the size of a pencil eraser) that is filled with clear fluid. Children will be excluded from school a week from the time the rash appears.

IV. IMPETIGO is skin lesions with crust, loose scales, and infection. This condition will need medical treatment.

POLICY AND PROCEDURE FOR STUDENT MEDICATION

MEDICATION SHOULD BE GIVEN AT HOME, IF AT ALL POSSIBLE. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

Prescription Medications

When an elementary student is to receive medication during school hours, the parent or guardian must bring the medication in the original prescription bottle plainly marked with:

student's name, physician's name, date, name of medication, dosage and time of administration. We must have written permission from the parent or guardian to give the medication. The permission note must include:

student's name, physician's name, date, name of medication, dosage and time of administration, and parent's signature.

A "Request for Giving Medication at School" form may be obtained and signed by the parent at school. This form requires the same information requested above.

Send no more than one week's supply at a time, unless other arrangements have been approved by the school nurse.

Nonprescription Medication

SCHOOL PERSONNEL DO NOT PROVIDE ANY NONPRESCRIPTION MEDICATIONS AT ANY TIME. Over-the-counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from parent or guardian.

This request must include date, dosage, and time medication is to be given. All medicines must be properly identified. If it is necessary for a child to take a daily nonprescription medication such as aspirin for rheumatoid arthritis, a request from the parent or guardian and also a request from the physician must be provided. The requests from both should include the same information as required for **PRESCRIPTION MEDICATIONS** above. A parent may not bring any medications in envelopes, plastic wrap, etc. All medicines must be in original containers. Your pharmacist will provide extra, properly marked containers at your request. Administration of medicines will be the responsibility of the school **ONLY** if the school's Student Medication Policy is followed. Questions regarding further explanation of the Student Medication Policy may be directed to the school principal or a school nurse.

ATTENDANCE POLICY

1. In order for a student to earn a class grade, the student must not only satisfy academic and related requirements, but must also exhibit good attendance habits. The student cannot accumulate more than eight (8) absences per semester or sixteen (16) absences per year. A student exceeding eight (8) absences during a semester will be placed on probation. Grades will be withheld at the end of the first semester pending completion of the year. If total absences, for the year, do not exceed 16 days, a grade will be given. Should absenteeism for the year exceed sixteen (16) days (and not fall under the exceptions listed below) the student will not receive a grade for that year and may be retained.

2. Parents or guardians of students will be notified by a letter from the Principal's Office when the student approaches eight (8) absences during any semester.

3. The following exceptions can be considered if the parent notifies the office and a meeting is held to consider the reason. These reasons would not be counted as accumulated absences resulting in retention or withholding of a grade.

a. Hospitalization-unusual or extended illness-verified with a doctor's statement. Verification of such an absence should be made through the principal's office upon return to school from the absence. If verification is not done, absences will be counted as mentioned in item #1.

b. Doctor or dental appointments-verified with proper appointment card or note from doctor. Upon return to school from an absence, if verification is not done the absence will be counted as mentioned in item #1.

c. Death in immediate family.

d. Extenuating circumstances – a student requiring additional absences may have his/ her parents appeal to the principal for an extension due to extenuating circumstances.

These circumstances include, but are not limited to:

1) Serious family emergencies

2) Student contracting a communicable disease

3) Inclement weather preventing bus transportation when school is not dismissed.

ABSENCES

In setting up our policy concerning absences, the following items were considered:

1. There is no way missed work can be made up. Much learning takes place through listening, discussion, demonstrations, and involvement, particularly in elementary grades.

2. It takes a significant amount of teacher time to explain or outline missed work and/or to administer make-up tests, which may take class time from other students.

3. It is the student's or parent's responsibility to communicate with the teacher about make-up work. **A NOTE EXPLAINING THE ABSENCE MUST BE SENT WITH THE CHILD ON THE DAY HE/SHE RETURNS TO SCHOOL.**

****Bus Suspension Does Not constitute an excused absence from school.****

MAKE-UP WORK

1. For absences of less than a week, the teacher will assist the child on his/her return with assignments. Some work will need to be completed at home, with parental assistance.

2. For absences of a week or longer, parents are encouraged to call the school office to request assignments to pick up the next day.

3. There is no way that all work can be made-up or all instruction re-taught. Children are encouraged to be in school every day they are not ill.

4. Make-up work completed and turned in will be evaluated and the child given credit for work done. Make-up work assigned, but not turned in within a designated time, will not be credited and will result in a lower grade.

TARDINESS

In setting up our policy concerning tardiness, we considered the following items:

1. When children are late coming to class, it causes a disruption of the class.
2. It takes additional teacher time to explain the lesson in progress so the late student can complete the assignment.
3. It is the parent's and student's responsibility for the student to be here at the proper time.
4. It is not necessary to determine whose fault it is for being late. The fact that a student is late and has missed classroom time is sufficient to justify making up the lost time.

CONSEQUENCES FOR TARDINESS

An excused tardy is one prearranged with the teacher or office (like a doctor's appointment) or is unavoidable and accompanied by a note from the parent explaining the reason. An unexcused tardy is one which is avoidable and/or for which there is no note from the parent explaining the tardy. Excessive tardiness may result in the school contacting the Division of Family Services.

BEHAVIOR AND DISCIPLINE

School personnel are charged by the Board of Education with the responsibility of maintaining proper discipline. Discipline administered should be appropriate to the violation, administered without malice, and take into account the maturity level of the student.

Any student who is suspended is not allowed on any school property at any time of the day or night until the suspension is entirely over.

Students are subject to disciplinary action up to and including expulsion, for serious acts of misconduct away from school and school activities and outside of normal school times which may impact the school environment. Such misconduct will generally be disciplined pursuant to the district's discipline policy as if the misconduct had occurred at school.

The following steps shall be utilized in most instances. However, the principal may bypass any step if the seriousness of the situation warrants. These guidelines make no attempt to list all possible problem areas or to mention every possible disciplinary action. It is an attempt to address the majority of circumstances that might occur. Complete Board Policy is available for review in the office of each district administrator.

As a result of Federal Statute 18 U.S.C. 921, Missouri Statute 571.010, .030 RSMo., and Monett R-I School Board Policy JFCF, **any student who brings or possesses a firearm on school property may be suspended from school for at least 1 calendar year (365 days).**

CLASS I OFFENSES

1. Threatening or doing bodily harm to school personnel.*
2. Possession of or use of alcohol beverages or under the influence of alcohol in school or at school-sponsored events.
3. Possession of or use of paraphernalia and/or narcotics and/or controlled substances or under the influence of any of these without proper medical authorization while at school or school sponsored events*
4. Possession of or use of substances representing drugs or mind-altering chemicals.
5. Possession of explosives or fireworks on school property or at school-sponsored events (e.g., fireworks, explosives, bullets, look-alike guns, etc.).
6. Possession of or use of weapons (other than firearms) in a threatening manner.

7. Behavior which results in an emergency alert (i.e., 911 phone calls, bomb threats, etc.).

CLASS I CONSEQUENCES

1st Offense: Suspension from school; Minimum of ten (10) school days except for Class I item #3.

*Minimum 45 day suspension from school.

2nd Offense: Suspension from school; Minimum of ninety (90) days.

3rd Offense and Subsequent Offenses: Recommendation for expulsion from school.

A student suspended from the Monett R-1 School district will not receive academic credit during the suspension. However, the student may make up the school work for no credit.

CLASS II OFFENSES

1. Doing bodily harm to other students (i.e. fighting or assault). *

2. Profane remarks or blatant disrespect directed toward school personnel.

CLASS II CONSEQUENCES

1st Offense: Suspension from school; Minimum of five (5) school days. Police report may be filed.

2nd Offense: Suspension from school; Minimum of ten (10) school days. Police report may be filed.

3rd Offense: Suspension from school of ten (10) school days and referral to Superintendent.

*(Removal or intervention by police may be requested.)

A student suspended from the Monett R-1 School district will not receive academic credit during the suspension. However, the student may make up the school work for no credit.

CLASS III OFFENSES

1. Possession of or use of tobacco in any form in the school building or school grounds and during school-sponsored events.*

2. Possession of or use of flammable ignition devices (including lighters).*

3. Possession or use of weapons other than firearms.

4. Actions of affection that are unwanted or unsolicited; inappropriate sexual behavior.

5. Any verbal or written threats or physical intimidation that put someone in fear of physical harm.

(bullying/cyberbullying).

CLASS III CONSEQUENCES

1st Offense: Suspension from school; Minimum of three (3) school days except for Class III items #1 & #2. * Possession equals minimum of 2 days in school suspension.

2nd Offense: Suspension from school; Minimum of three (3) school days.

3rd Offense: Suspension from school; Minimum of five (5) school days.

4th Offense: Suspension from school; Minimum of ten (10) school days.

5th and Subsequent Offenses: Referral to Superintendent.

A student suspended from the Monett R-1 School district will not receive academic credit during the suspension. However, the student may make up the school work for no credit.

CLASS IV OFFENSES

1. Being absent from school without permission of parent or school personnel.

2. Leaving school grounds without permission of school personnel.

3. Leaving assigned classroom without permission of teacher in charge.

4. Disturbance of class, cafeteria, or school function.

5. Defiance of school personnel.

6. Damage to or the misuse of school or personal property.**

7. Theft of school or personal property. **

8. Sent out of class for not being prepared to take part in assigned lesson.

9. Plagiarism, cheating.
10. Failure to report to the principal's office as directed.
11. Profane and / or threatening remarks directed toward fellow students; harassment.
12. Petting, kissing, or inappropriate touching.
13. Violation of dress code.
14. Parking violations and / or driving violations.
15. Physical and/or verbal confrontation not resulting in physical injury.
16. Inappropriate language (verbal, nonverbal, written, or graphic).
17. Possession or use of laser pointers or paintballs.
18. Failure to serve assigned detention time.
19. Violation of Electronic Communication Device Policy (i.e. - cell phones, MP3 players, etc...)
 - 1st Offense - 1 Day of ISS and return item to student at the end of the day.
 - 2nd Offense - 2 Days of ISS and parents must pick up item.
 - 3rd and Subsequent Offenses - 3 Days of ISS and parents must pick up item

CLASS IV CONSEQUENCES

Elementary, Intermediate, and Middle School:

1st and Subsequent Offenses: The principal or his/her designee will assign consequences as deemed appropriate. Consequences may include detention, in-school suspension, Friday night/Saturday School, out-of-school suspension or corporal punishment.

A student suspended from the Monett R-1 School district will not receive academic credit during the suspension. However, the student may make up the school work for no credit.

The principal or his/her designee may use consequences other than those listed as may be deemed appropriate. These consequences may include, but not be limited to, restricted activity, additional duties, physical activity, additional academic work, as approved in the student handbook, student activity handbook, and in Board Policy.

* REF: Board Policy JFCF

** Students may be required to pay or make restitution for damaged or stolen property.

Anti-Gang/Secret Society Policy

The Monett R-1 School District Board of Education, administration, faculty, and staff have the responsibility to maintain a safe and disruption-free school environment. In an effort to provide each student the opportunity to meet his or her potential and maintain an environment conducive to learning, the Monett R-1 School District hereby prohibits gangs and/or secret societies (see Board Policy JFCE) at any and all school campuses within the district.

“Gangs,” as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the school district's rules and regulations. These activities include any type of organization or society that fosters undemocratic practices and seeks to perpetuate itself by taking in additional members from the pupils enrolled in the Monett R-1 School District. Gang and gang-related activities are not acceptable in the school setting. The Board of Education is aware that the presence of gangs interferes materially and substantially with the educational process and with the requirement of appropriate discipline in the school. Gangs foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to gangs while at school, while traveling to or from school, or while attending school-sponsored events.

Prohibited activities include (but are not limited to) the following:

Soliciting and/or recruiting others for membership;

Participating in and/or inciting physical violence;

Extorting or soliciting money and/or services, requesting any person to pay for protection or insurance, or the payment of dues;

Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person;

Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item associated with membership in, or affiliation with, a gang. When there is a question as to whether or not possessions or clothes are gang-related, determination will be made by the Monett administration;

Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang;

Engaging in any activity intended to promote or further the interests of any gang or any gang activity including, but not limited to, distributing literature, drawing, or displaying unauthorized symbols on any surface, teaching others to “represent,” or acting like a member of a gang;

8. Engaging in any activity defined as “hazing” (see Board Policy JFCF) by the Monett R-1 School District Board of Education;

9. Any act or activity which violates any law or any policy of the Monett R-1 School District when such act or activity is taken to further the interests of a gang.

School District Responsibility

It shall be the duty of the Monett R-1 School District to assign consequences, suspend, or expel from the school district any pupil who participates in the prohibited activities detailed in this policy or other activities that, in the view of the administration, violate the intent of this policy.

STUDENT DISCIPLINE FILE: JG

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events.

Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of

these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provision of the policy in the course of their duties, including but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements of confidentiality.

The comprehensive discipline policy of the district is composed of this policy and all sub coded policy codes. This includes, but is not limited to, the following policies and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Corporal Punishment FILE: JGA

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it may be used after other alternative means of discipline have failed, and in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered preferably by the principal in the presence of the teacher. It should not be administered without a witness and preferably it (swats) should be administered in private.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered in a reasonable manner. Striking a student on the head or face is not permitted.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Reasonable physical activity may also be used as a punishment

Detention and/or In-School Suspension of Students FILE: JCB

The provisions of detention or an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified

time period in detention or in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

STUDENT SUSPENSION AND EXPULSION FILE: JGD

Note: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term “suspension” refers to an expulsion from school that will not exceed a specific period of time. The term “expulsion” refers to exclusion for an indefinite period.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below:

- 1.** Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis for the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
- 2.** If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline for disabled children apply.)
- 3.** The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student’s behavior.
- 4.** If suspension is imposed, the student’s parents or guardians must be promptly notified of the suspension and the reasons for the action.
- 5.** Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
- 6.** If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a.** The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent’s decision to the Board or a committee of the Board appointed by the Board president.
 - b.** If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent’s judgment, the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.

d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.

e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

f. Hearings of appeals of suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version for the incident.

2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply)

a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.

b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

Student Discipline Hearings

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days.

A discipline hearing will always be held in cases of suspension in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing. In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place for the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.

2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition,

the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.

3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel, shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.

4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for specified period of time; or to expel the student from the school of the District. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parent/guardians written notice of the direction. This shall include findings of Fact and Conclusions of Law.

Remedial Conference

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials, including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student.

The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

Discipline of Students with a Disability FILE: JGE

Definitions

For the purpose of this policy the following terms are defined:

1. ***Change of Placement:*** Any removal of a student with a disability from his or her assigned classroom or service specified in an IEP or by a multidisciplinary committee responsible for determining placement, for other than short-term crisis management, for a period of more than ten (10) consecutive days, or cumulative days if a pattern of suspension is created, within the year. Multiple suspensions which accumulate to more than ten (10) days may constitute a change in placement if a pattern of suspension results, and should be evaluated on a case-by-case basis. Factors to be considered in determining whether a pattern of suspension is present include the number and length of suspensions, their proximity to each other, and the total amount of time a student is suspended from school. Interventions established by a multidisciplinary committee which continue the provision of special education and related services, or interventions which do not substantially interrupt the provision of services identified by a multidisciplinary committee, or those in an IEP, will not count toward the ten-day limit. A student with a disability who brings a firearm (as defined in 18 U.S.C. 921) on school property may be placed in an interim appropriate educational setting for not more than 45 days.

2. ***Student with a Disability:*** A student identified as having a disability as defined in P.L. 94-142/IDEA or Section 504 of the Rehabilitation Act.

3. ***Suspension:*** Removal of a student from school for a definite period of time for misconduct. A suspension of more than ten (10) consecutive days or cumulative days if a pattern of suspension constitutes a change of placement.

4. ***Expulsion:*** Removal from school for an indefinite period of time for serious misconduct.

Procedures

1. If a student with a disability is charged with misconduct which may result in a suspension, the student and the student's parents or guardians shall be given oral or written notice of the charges. If the charges are denied, the student, parent or guardian shall be given an oral or written explanation of the facts which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present his or her version of the incident.
2. The principal shall keep a record of all disciplinary action taken against a student with a disability which, if continued for more than ten (10) consecutive/cumulative days, would amount to a change in placement.
3. If any disciplinary action which will result in a change in placement is proposed against a student with a disability, the supervisor of special education and the chairperson of the student's multidisciplinary committee responsible for determining placement shall be notified, and the committee shall be convened as soon as practicable. The student shall be accorded all procedural rights under federal and state law, including:
 - a. Notice of proposed action,
 - b. The right to examine the record,
 - c. Reevaluation if a significant change in placement is proposed,
 - d. The right to appeal,
 - e. A hearing with the right to representation by counsel, and
 - f. If a parent requests due process, the student has a right to remain in the current placement until resolution of the due process proceedings unless an agreement is reached with the parents for an alternative placement or a court injunction is obtained.
4. If a student with a disability is found by the district to present a danger to himself or herself or others, and the student's parent or guardian has not consented to an immediate change in placement pending due process procedures, then the district may seek a court order for an immediate change in placement, pending the completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multidisciplinary committee shall make such determination. In the case of a disability resulting in violent behavior which causes a substantial likelihood of injury to the student or others, the district shall initiate procedures to remove the child to a more appropriate placement if the district has made reasonable efforts to minimize the risk.
5. If the discipline proposed would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related to the child's disability, and whether the child is currently placed in the appropriate least restrictive environment based on a multidisciplinary evaluation.
6. If the committee determines that the behavior is unrelated to the disability, discipline resulting in a change of placement may be imposed, including suspension or expulsion. Parents or guardians must be notified of a change in placement. However, special education services cannot be ceased. A determination that the student's behavior is unrelated to the disability indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during such period of suspension or expulsion, if any, shall be based on recommendations of the multidisciplinary committee, subject to the right of appeal.
7. If the committee determines that the behavior is related to the student's disability, the student shall remain in the current placement pending completion of the administrative process. Disciplinary action resulting in a change of placement may not be taken against such a student. The committee shall modify the student's placement of IEP as appropriate.
8. Due process procedures, applicable to suspension or expulsion under state law as provided in sections 167.161 and 167.171, RSMo, shall be provided prior to suspension or expulsion of disabled students.

Discipline Reporting and Records

FILE: JGF

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors which endanger the welfare or safety of students, staff and patrons of the district. The purpose of this policy is to designate specific actions committed by students which must be reported to teachers, administrators and/or law enforcement officials as well as those actions which must be documented in a student's discipline record.

Definitions

The following definitions and terms apply to this policy:

1. Act of School Violence/Violent Behavior: The extension of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.

2. Serious Physical Injury: Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

3. Serious Violation of District's Discipline Policy: One or more of the following acts if committed by a student enrolled in the district:

*Any act of school violence.

*Any offense which occurs on school grounds, on school buses or at any school activity which is required by law to be reported to law enforcement officials.

*Any offense which results in an out-of-school suspension for more than ten (10) school days.

4. Need to Know: Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to School Staff

School administrators shall report acts of school violence to teachers and other school district employees with a need to know. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teacher and other district employees with a need to know.

Teachers and other school district employees who have a need to know will also be informed by the superintendent or designee of any act committed by a student in the district which is reported to the district by a juvenile officer in accordance with state law. The report from the juvenile officer shall not be used as the sole basis for denying educational services to a student.

Any teacher who is aware of an incident in which a person is believed to have committed an act which if committed by an adult would be first, second, or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities shall immediately report such incident to the principal. The teacher shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Reporting to Law Enforcement Officials

Any felony listed in this section, or any act which if committed by an adult would be a felony listed in this section, that is committed on school property, on any school bus or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder;
2. Voluntary or involuntary manslaughter;
3. Kidnapping;
4. First, second, or third degree assault;
5. Sexual assault;
6. Forcible rape or sodomy;
7. Burglary in the first or second degree;
8. Robbery in the first degree;
9. Possession of a weapon;
10. Distribution of drugs;
11. Arson in the first degree;
12. Felonious restraint;
13. Property damage in the first degree.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

The principal shall immediately report to the appropriate law enforcement agency and superintendent any incident in which a person is believed to have committed an act which if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, buses or at school activities. The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

Student Discipline Records

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to teachers and other school district employees with a need to know, and shall be provided in accordance with state law to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request. Personally identifiable student records will only be released or destroyed in accordance with state and federal guidelines.

Confidentiality

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline is maintained in the schools.

Sexual Harassment - 'Personal Respect Policy'

In addition to the specific Behavior and Discipline code outlined in this handbook, the Monett R-I School District takes a firm stand against Sexual Harassment. The following policy has been adopted for that purpose.

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or

communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated, if substantiated, corrective or disciplinary action shall be taken, up to and including suspension and / or expulsion of the student or suspension and / or termination of the employee.

All grievances shall be filed in accordance with board policy.

SURROGATE PARENT

When a district becomes aware that a student's parents are unknown, unavailable or the student is a ward of the state, the State Board of Education is required to appoint a surrogate parent to participate in manners dealing with the provision of special education. The following procedures will be undertaken to ensure that this procedure is carried out.

A. The district will investigate reports received from any person alleging that the student is without a parent or that the person acting as the parent is an employee of the state and as a representative of the state is serving as the student's parent. The district will ascertain who is legally responsible for the care and custody of the student.

B. The district will complete a "Determination of Need for Surrogate Parent Appointment" form for the student and submit the completed form to the Department of Elementary and Secondary Education, Section of Special Services. A copy of this form will be retained in the student's file.

C. The person responsible for the administration of the district's special education program is designated as the surrogate parent contact and will be responsible for overseeing the surrogate parent program for the district.

D. Information will be disseminated by the district in school newsletters, through public announcements (i.e., annual newspaper notice), or through patron notification regarding the surrogate parent program and the need for volunteers. Resulting names/addresses will be forwarded to the Department of Elementary and Secondary Education, Section of Special Services. Documentation will be dated, and the copies of the announcement and/or the list of volunteers forwarded to the Department of Elementary and Secondary Education by the district's surrogate parent contact person.

E. The district surrogate parent contact person will work with the Department of Elementary and Secondary Education to coordinate and plan surrogate parent training. A training site will be provided as well as additional personnel as needed.

F. Any changes or problems in a particular surrogate parent appointment process will be submitted in writing to the Department of Elementary and Secondary Education, Section of Special Services.

G. The district surrogate parent contact person will maintain annual evaluation information regarding any surrogate parents appointed to the district's students. Documentation may include written comments or documentation of contacts with appointed surrogate parents and will include, at a minimum, completion of the "LEA Surrogate Parent Evaluation" by each participating surrogate parent.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty-one (21) will be fully

implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public school 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's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

NONDISCRIMINATION File: AC

A. Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

B. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and,
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

C. Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Director of Special Services
800 E. Scott
Monett, MO 65708
Phone: 417-235-4246

D. Reporting and Complaint

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Superintendent of Schools, Monett R-1 Schools (Phone) 417-235-7442, (Fax) 417-235-1415, who will assume the coordinator's duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students.

The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

H. Limitations

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

STUDENT RECORDS File: JO-R

D. Annual Notification of Directory Information

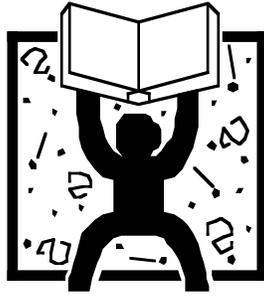
1. “Directory Information” is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as “Directory Information”: student’s name, parent’s name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g. full-time or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

2. The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the “Directory Information” the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s “Directory Information” and to provide notice in writing to the school district that they choose to not have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent, including in print and electronic publications of the school district.

3. “Directory Information” is considered a “public record” which must be released by the district to any person who requests it under the Missouri Sunshine Law, 610.010-.030, RSMo.

Monett Elementary School is...

LOOKING FORWARD TO A BRIGHT TOMORROW!



MES is a
Reading First
School!