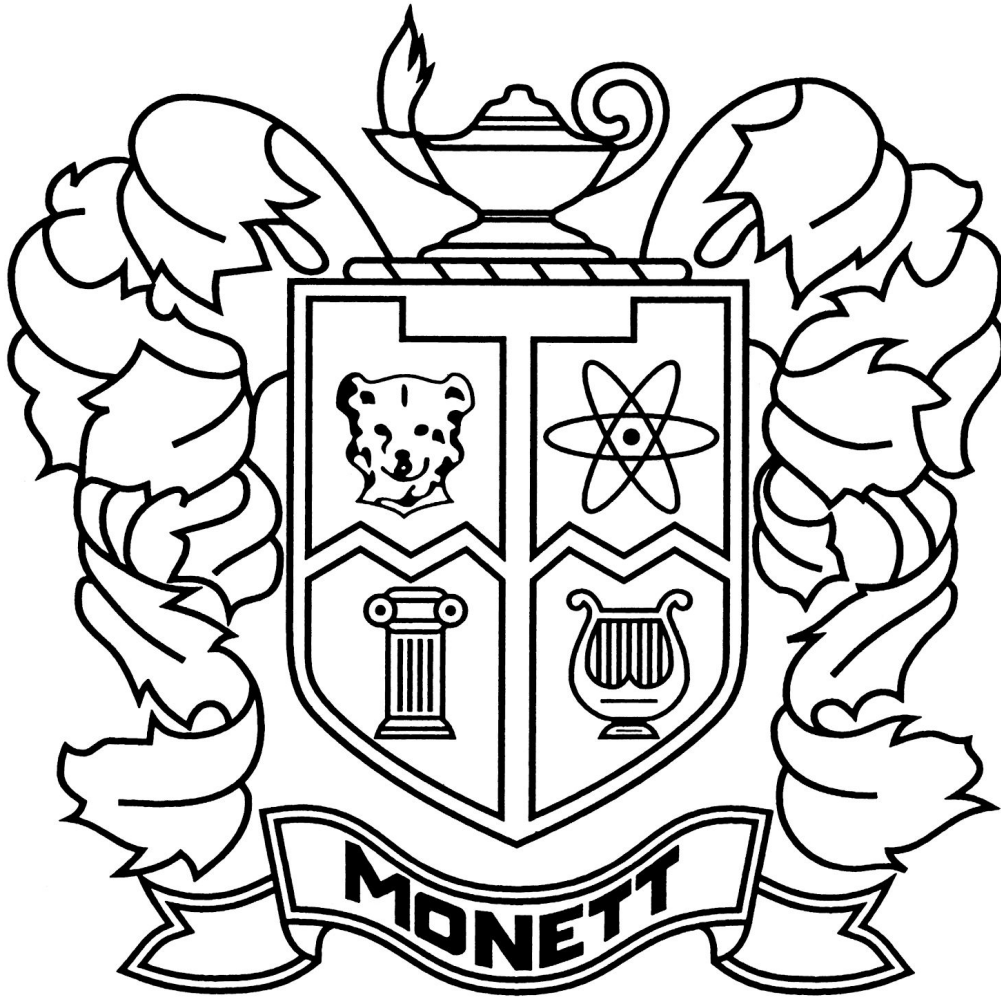


Monett R-1 School District
Student Handbook
2017-2018



Central Office
900 East Scott Street
Monett, MO 65708
417-235-7422

Superintendent: Brad Hanson, EdD
Assistant Superintendent: Mike Evans, EdD

<p>Monett Elementary School</p> <p>601 Learning Lane Monett, MO 417-235-3411</p> <p>Principal: Sarah Garner Assistant Principal: Deb Wycuff</p>	<p>Central Park Elementary</p> <p>1010 Seventh Street Monett, MO 417-354-2168</p> <p>Principal: Jennifer Wallace</p>	<p>Monett Intermediate School</p> <p>711 Ninth Street Monett, MO 417-235-6151</p> <p>Principal: Cherie Austin</p>
<p>Monett Middle School</p> <p>710 Ninth Street Monett, MO 417-235-6228</p> <p>Principal: Jonathan Apostol, EdD</p>	<p>Monett High School</p> <p>One David Sippy Drive Monett, MO 417-235-5445</p> <p>Principal: David Williams Assistant Principal: Stephanie Heman</p>	<p>Scott Regional Technology Center</p> <p>Two David Sippy Drive Monett, MO 417-235-7022</p> <p>Director: David Miller</p>

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 should 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 and on the district website.

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

CLASS I OFFENSES

1. Threatening or doing bodily harm to school personnel.*
2. Possession, use, sale, or distribution of alcoholic beverages or under the influence of alcohol in school or at school-sponsored events.
3. Possession, use, sale, or distribution of paraphernalia, narcotics, controlled substances, unauthorized inhalants, prescription medication, over-the-counter medication, or under the influence of any of these without proper medical authorization while at school or school-sponsored events.*
4. Possession, use, sale, or distribution of substances representing drugs or mind-altering chemicals.
5. Possession, use, sale, or distribution 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.).
8. Solicitation of any above items or illegal items.**

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.

** Solicitation will be a minimum suspension from school of five (5) days.

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

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.

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

CLASS III OFFENSES

1. Possession, use, or distribution of tobacco, electronic cigarettes, or other nicotine-delivery products 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. Bullying/cyberbullying as defined in school board policy JFCF.
6. Threatening or intimidating any person for the purpose of obtaining money or anything of value; extortion.
7. Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

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 two (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

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

CLASS IV OFFENSES

1. Being absent from school or assigned area 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; vandalism**
7. Theft, attempted theft, or knowing possession of school or personal property **
8. Sent out of class for not being prepared to take part in assigned lesson.
9. Dishonesty (including plagiarism or cheating; falsification of school information).
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) or behavior.
17. Failure to serve assigned detention time.
18. Violation of Electronic Communication Device Policy (such as cell phones and MP3 players)
19. Violation of Acceptable Use Policy (including, but not limited to, laptop and desktop computers, iPads, iPods, and eReaders).
20. Sexting or possession of sexually explicit, vulgar or violent material.
21. Unauthorized entry – entering or assisting any other person to enter a district facility, office, locker or other area that is locked or not open to the general public;
22. Failure to follow attendance procedures.

CLASS IV CONSEQUENCES

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

1st and Subsequent Offenses: The principal or his/her designee will assign consequences as deemed appropriate. Consequences may include conference with student and/or parent, detention, in-school suspension, or out-of-school suspension.

Students who are suspended out of school for less than ten (10) days are expected to complete the work that is assigned to them. The deadline for the work completed for credit will be the same as a student who is absent from school. Failure to complete work during that time period will result in a zero.

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.

Logical consequences are used as much as possible, and teachers are required to attempt to resolve an issue in the classroom and with the parent before sending a student to the office.

The procedures of the Monett R-1 school district described above are in accordance with the school board policies. These policies are available on the district website and in the main office:

- STUDENT DISCIPLINE (JG/JGR)
- CORPORAL PUNISHMENT (JGA)
- SECLUSION, ISOLATION, AND RESTRAINT (JGGA)
- DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS (JGB)
- STUDENT SUSPENSION AND EXPULSION (JGD)
- DISCIPLINE OF STUDENTS WITH A DISABILITY (JGE)
- DISCIPLINE REPORTING AND RECORDS (JGF)
- WEAPONS IN SCHOOL (JFCJ)
- STUDENT ALCOHOL/DRUG ABUSE (JFCH)
- STUDENT CONDUCT ON SCHOOL TRANSPORTATION (JFCC)
- HAZING AND BULLYING (JFCF)

BULLYING/CYBERBULLYING

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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/JFCEA) 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:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or insurance, or the payment of dues;
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person;
5. 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;
6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang;
7. 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.

TRANSPORTATION

All bus assignments and bus stop information can be obtained by calling the transportation director, James Lawrence, at 235-3251.

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 can and may be disciplined for inappropriate behavior at a bus stop. The bus driver is in charge of students and the bus. Students must obey the driver promptly and cheerfully. Classroom conduct is to be observed by students while riding the bus. Students must not try to get on or off the bus or move about within the bus while it is in motion. Buses will load immediately after school each day. Please be prompt in reporting to your bus, especially to those that leave immediately after school.

Please remember: Bus transportation is a privilege, not a right.

BUS DISCIPLINE PROCEDURES

"Don't Lose Your Riding Privilege!" Follow these rules:

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Eating/drinking is not allowed.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Smoking is not allowed.
7. Destructive behavior is not allowed.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

BUS DISCIPLINARY CONSEQUENCES

First Offense: Conference with Student and/or removal of bus privileges.

Subsequent Offenses: Conference with Student and removal of bus privileges.

Behaviors that violate the student handbook may result in additional disciplinary consequences.

INTERROGATIONS AND SEARCHES

The right to inspect student school lockers or articles carried upon his/her person is inherent in the authority granted school board members and administrators and must be exercised so as to assure parents that the school, in exercising its *in loco parentis* relationship with their children, will employ every safeguard to protect the well-being of those children. The exercise of that authority places unusual demands upon the judgment of school officials whose primary purpose is to provide the best and safest teaching and learning environment for children. The search of school lockers, and in some instances students, is necessary to assist in preserving discipline and good order and to promote safety and security of persons and their property within the area of educational responsibility.

Students suspected of being in violation of school policy may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities if such action is deemed necessary by the principal. (Board Policy JFG)

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 sixteen (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, the absence will be counted as mentioned in item #1 if verification is not done.
- 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 the following:
 - 1) Serious family emergencies
 - 2) Student contracting a communicable disease
 - 3) Inclement weather preventing bus transportation when school is not dismissed.

IMMUNIZATION POLICY

In compliance with Missouri law, students may not attend school unless they have been adequately immunized against polio, diphtheria, measles, mumps, and rubella. The school is required to have immunization dates on file, including the day, month, and year for each student. An immunization progress card must be on file with the school if he/she is in progress of receiving immunizations.

This law shall not apply to any student if the parent signs a religious exemption card or a doctor signs a medical exemption card. If a religious exemption card is signed, it is required that it be renewed every school year.

There is no longer a 15-day grace period. No student will be allowed to attend school if immunization records are not current. Students will be excluded from Monett Schools if not in compliance with the immunization law. (*Refer to Board Policy JHCB*)

STUDENT MEDICATION POLICY

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 a pupil is to receive medication during school hours, the parent or guardian must provide the medication in the original prescription bottle plainly marked with the pupil'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 the pupil's name, physician's name, date, name of medication, dosage, time of administration, and parent's signature.

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

NON-PRESCRIPTION MEDICATIONS:

School personnel do not provide any non-prescription medications at any time.

Over-the-counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from a parent or guardian. This request must include date, dosage, and time medication is to be given.

All medicines must be properly identified and in the manufacturer's original packaging and original box for manufacturer's original directions and dosage.

If it is necessary for a child to take a daily non-prescription 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 request from both should include the pupil's name, physician's name, date, name of medication, dosage, time of administration, and signature of parent or physician.

Students, under a physician's care and requiring medication, are required to bring the amount only for that day and leave it at the office for distribution. Students are not to carry any medication with them unless a physician's order states so. Administration of medicines will be the responsibility of the school only if the school's Student Medication Policy is followed. (*Refer to Board Policy JHCD, JHCF*).

PUBLIC CONCERNS AND COMPLAINT POLICY (Board Policy KL)

The Monett R-I School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Federal Programs

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

Notice

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

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MONETT R-1 SCHOOLS

Notification of Rights under FERPA for Elementary and Secondary Schools

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 ("School") receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] 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 [School] to amend a record should write the school principal [or appropriate school official], 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by

the [School] 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

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))

MONETT R-1 SCHOOL DISTRICT

Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Monett R-1 School District (Monett Schools) with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Monett R-1 School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Monett R-1 School District to include this type of information from your child’s education records in certain school publications.

Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Monett R-1 School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 20, 2017. Monett R-1 School District has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student’s name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.) |
| -Date and place of birth | |
| -Major field of study | |
| -Dates of attendance | |
| -Grade level | |

Please see School Board Policy JO: “Student Records”, for more information.

Prohibition Against Discrimination, Harassment, and Retaliation

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Monett R-I School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

The Board designates the following individual to act as the district's compliance officer:

Special Services Director

800 East Scott, Monett, MO 65708

Phone: 417-235-4246

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Assistant Superintendent

900 East Scott, Monett, MO 65708

Phone: 417-235-7422

MONETT R-1 SCHOOL DISTRICT

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

· *Receive notice and an opportunity to opt a student out of*–

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

· *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Monett R-1 School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Monett R-1 School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

MONETT R-1 SCHOOL DISTRICT

PUBLIC NOTICE

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, highly mobile children, such as migrant and homeless children, 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 Monett R-I 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 disabilities, 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 Monett R-I 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 Monett R-I 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 children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet requirements of the Family Educational Rights and Privacy Act (FERPA).

The Monett R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Special Services Office at 800 Scott, Monett, MO, Monday through Friday between the hours of 8:00AM and 4:00PM.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the office of:

Monett R-1 Special Services Director: 235-4246.

This notice will be provided in native languages as appropriate.

FEDERAL PROGRAM REQUIREMENTS

NO CHILD LEFT BEHIND ACT

Complaint Procedure: This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB) and is being communicated to all families within the Monett R-1 School District attendance area.

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by School District personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department 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. The written, signed complaint must be filed and the resolution pursued in accordance with local District policy. Board Policy KL outlines the grievance procedure that will be followed by the Monett R-1 School District for handling any NCLB complaints.

Parents/Guardians Right to Know: Notification of Teacher Qualifications

Our district is required to inform you of certain information that you, according to No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide you, in a timely manner, the following information:

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

In addition to the information that you may request, the District will provide to you individually:

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

Use of Tobacco Products and Imitation Tobacco Products (Effective August 1, 2015)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, we are excited to announce that the use of all tobacco products, imitation tobacco or otherwise has been banned from all district facilities for all persons. This applies to all district grounds at all times and at any district-sponsored event or activity while off campus.