

TODAY

*is the day to  
learn something*

NEW

**SHELL KNOB SCHOOL DISTRICT**

**ELEMENTARY HANDBOOK**

**2016-2017**

# SKS ELEMENTARY SCHOOL HANDBOOK 2016-17

## WELCOME TO SHELL KNOB ELEMENTARY SCHOOL

### *Parents and Students:*

*The following pages contain information, guidelines, and expectations that can help guide you through a successful school year. Please feel welcome at any time to stop by the office or call me at 858-6743 with comments or questions you may have. Have a great year!*

*Dr. Shelly Fransen, Superintendent/Principal*

*Chris Conyac, Assistant Principal*

### SHELL KNOB SCHOOL DISTRICT #78 MISSION STATEMENT

SKS will provide an educational environment where all students can develop and use their abilities to the fullest extent possible.

#### Faculty and Staff

Shelly Fransen	Superintendent/Principal
Chris Conyac	PreSchool Director/Assistant Principal/ Process Coordinator/Transportation Director
Brenda Smith	Bookkeeper/Secretary
Robin Smith	Secretary
Duke Denton	Nurse
Judy Reynolds	Counselor
Macy Boyd	Kindergarten
Laurie Henderson	First Grade
Amy Crain	Second Grade
Rhonda Wheeler	Third Grade
Millie Thompson-Krug	Fourth Grade
Luana Varner	Drama
April Noel	Special Services
Heather Riepl	Title 1 Reading/ PD Chair
Mike Riepl	Vision Therapy/ Title Reading
Clarise Carr	Title 1 Math
Robin Hicks	Technology Coach/ Math Coach
Valerie Ball	Art
Sandy Cupps	Librarian
Nicole Magula	Library Aide
Kendra Richter	Elementary Aide/MS Volleyball/ Cheerleading
Janice Everett	Music/Drama
Ethan Farr	Physical Education/Health
Ted Powers	Special Services Aide
Glenneda Sulgrove	Special Services Aide
Janet Lambert	Cafeteria
Katy Magula	Cafeteria
Mary Cooper	Food Service Director
Mitch Ermey	Maintenance
Karen Beyer	Custodian
Karen Nunez	Custodian
Debbie Skelton	Custodian
Retha Bastura	Bus Driver
Rick Evans	Bus Driver
Bill Hadlow	Bus Driver
Gary Henderson	Bus Driver
Kim Kirkpatrick	Bus Driver
Evan Parrott	Bus Driver
Tari Underwood	Parents as Teachers
Mary Benner	PreSchool Head Teacher
Lisa Fielder	PreSchool Teacher
Kathy Myers	PreSchool Aide

## ACCESS RIGHTS OF PARENTS

You have the right to inspect and review all of the records and test results related to your child and to have them clearly explained to you. This includes the right to obtain copies of your child's records.

## ACCIDENTS AND INJURIES

All accidents and injuries will be reported immediately to the nurse or principal's office. An accident form will be filled out and parents contacted if needed.

## ACTIVITIES

In addition to athletics, various activities will be available to students throughout the year. An admission fee will be charged for some activities and will be determined by the sponsoring group. Refreshments may be sold. Students cannot be on campus without being under the direct supervision of a district employee/sponsor. The same rules and behavior expectations applied during the school day extend to all school sponsored activities and events. Student attendance at a school-sponsored social event is considered a privilege, which may be denied if a student's behavior in school or at a school activity warrants such action.

**For safety and security reasons, all students must remain inside the building after arriving at a game or activity. Children must be supervised at all times by their parents. Children are not allowed to congregate in the halls, restrooms or outside the building. Students may not use the playground equipment unsupervised. If students cannot follow these rules, they may be asked not to attend extra-curricular activities.**

**Good sportsmanship** is one of the primary purposes of our middle school interscholastic athletic program. We, at Shell Knob School, feel very strongly about "good sportsmanship" at all times. We hope you will enjoy the games and support our athletes in a positive and sportsmanlike manner.

## ARRIVAL

**Students should not arrive at school prior to 7:00 a.m.** Students arriving prior to 7:25 a.m. will go to the Library. **Except for eating**, students will not linger in the cafeteria. Students will go to the gym for morning exercise time until released to classroom teachers at 8:05 a.m. to go to their classroom.

## ARTICLES FROM HOME

No article should be brought to school from home unless it has a **specific educational purpose** and has been **requested by a teacher**. **Pagers, cell phones, laser pointer/pens, CD players and other electronic devices** are strictly **prohibited** (see note listed under RADIO, CD PLAYERS, etc). **Sports, game or collector cards** are **prohibited**, as are articles of value such as radios, cameras, etc. If brought to school, articles may be confiscated. **Toys, water guns, sharp objects, glass containers, drinks other than water in a see-thru container, live or dead animals, matches/lighters, tobacco or drugs of any type are prohibited at school.**

***THE SCHOOL CANNOT BE RESPONSIBLE FOR ARTICLES LOST OR STOLEN.***

## ATTENDANCE

Good attendance is essential to the success of students. Excessive absenteeism or frequent tardiness hinders student academic progress and is strongly discouraged. According to the **Missouri Compulsory Attendance Law**: "Every parent, guardian or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend school regularly." Allowing a student to be **excessively absent** from school may constitute **educational neglect** on the part of the parent/guardian, which may result in a report to the appropriate agencies.

### **Excessive Absence**

Parents of excessively absent students may be asked to meet with the student's teaching team to develop a plan for improving attendance. Reminder letters will be sent out after 5, 10, 15, and 20 days of absences have accumulated throughout the school year. **Students with 10 days of absence may be hotlined. Students with 15 or more absences will be reported to state and county authorities.**

### **Report of Absence**

In the event of absence, the parent/guardian is asked to call the school (858-6743) the morning of the absence between 8:00-9:00 a.m. and give the following information:

1. Student's name and grade level
2. Reason for absence
3. Expected date of return

Should the school not receive a call the School Resource Officer will call to verify the absence. It is helpful to bring a Dr. note when students have been at an appointment.

### **Make-Up Work**

Elementary students will have their make-up work arranged and assigned at the convenience of the teacher. After receipt of the schoolwork, the student will have one (1) make-up day for each day of absence..

### **Late Arrival**

Late arriving students will **CHECK-IN** with the office before going to class.

### **Late Start Mondays**

Every Monday, school will begin at 9:20 a.m. Buses will run one and a half hours later on Mondays, and breakfast will be served as students arrive. Parents may drop students off on Mondays at anytime between **7:00 a.m. and 9:20 a.m.**

### **Checkout Procedures**

If a student leaves school during the school day, a **parent/guardian** must check him/her out in the office. The office will call the student. Parents are encouraged to make dental, medical and other appointments after school hours.

### **Perfect Attendance**

Perfect attendance will entitle students to participate in special periodic activities and be eligible for prizes or drawings. Perfect attendance is defined as no absences and no tardies.

### **Withdrawal from School**

If your children should withdraw from school, it will be necessary for you to check with the school to make sure all bills are paid and that all library books and textbooks have been checked in. When the student completes this process, his or her transcripts will be forwarded to the next school.

## **BEHAVIOR/CLASSROOM EXPECTATIONS**

Every student is expected to make (behavior) choices, which allow the teacher to teach, and the other students to learn.

### **The Three-Strike Policy:**

- Teacher/student
- Teacher/ student/parent
- Teacher/student/parent and principal-consequence

### **Classroom Expectations:**

#### **Chargers are Respectful**

- Use 0-2 voice level
- Use polite language and tone of voice
- Use good manners
- Follow directions the first time asked

#### **Chargers are Responsible**

- Be where you belong on time and prepared
- Keep your classroom neat and clean
- Respect your belongings and other peoples
- Accept the outcomes of your behavior

#### **Chargers are Safe**

- Keep hands, feet, and all other objects to yourself
- Avoid aggression
- Know and follow all safety rules
- Notify a teacher of any unsafe conditions

Each teacher will have a classroom management plan posted in the room. This plan will be included in the teacher's class syllabus. The plans may vary; therefore it is the student's responsibility to be familiar with each teacher's classroom management plan. The school's authority includes the regular school day, before school, after school, on the way to school or home from school, and all school-sponsored activities.

### **Consequences**

The consequences of misconduct will result in one of the following types of disciplinary action:

- In-class discipline
- Conference with the Principal
- Loss of privileges
- Lunch detention
- After-school Detention
- In-school suspension
- Suspension from School
- Expulsion

## **BUS CONDUCT**

Bus transportation is a privilege. Misconduct on the bus endangers everyone! Bus drivers are school employees and school buses are school property. Bus drivers have the responsibility for the safety of their passengers, and have the authority to make and enforce rules of conduct for ensuring that safety. With that in mind, the consequences for student misbehavior on the school bus will be strictly enforced.

### **Bus Regulations**

1. Students must wait at the bus stop. The driver cannot wait for tardy students. Drivers will pick up and return students only to designated bus stops.
2. Students must stand at the side of the road rather than on the road while waiting.
3. The driver is in charge on the bus. Students must obey the driver promptly.
4. Students must not tamper with bus controls or equipment.
5. Students must be seated promptly and not move while the bus is in motion.
6. Students must keep arms, legs/head inside of bus windows. Keep aisles free of objects and do not litter.
7. When crossing in front of the bus, students should be at least 10 feet from the bus in order to be seen by the driver.
8. No objects should be thrown, flipped, tossed or shot out of the bus.
9. Students causing any damage to the bus or passing motorists will be responsible for damages.
10. No alcohol, drugs, smoking, vulgar/profane language, glass containers or animals may be brought on the bus.
11. Students cannot save seats for others.
12. Students may be assigned specific seats on the bus.
13. No food or drink on the bus. For safety reasons, gum, suckers, and/or candy are not allowed on the buses.

### **Ordinary Range of Consequences:**

- 1<sup>st</sup> Offense: Student/Assistant Principal conference; notice sent to parent, signed and returned
- 2<sup>nd</sup> Offense: 1 day suspension from the bus. Notice sent to parent, signed and returned.
- 3<sup>rd</sup> Offense: 3-day suspension from the bus; notice sent to parent, signed and returned.
- 4<sup>th</sup> Offense: 5-day suspension from the bus; notice sent to parent, signed and returned.
- 5<sup>th</sup> Offense: 10-day suspension from the bus; parental conference required.
- 6<sup>th</sup> Offense: Suspension from the bus for remainder of the school year.

**Note:** A serious offense may result in immediate bus suspension and parent, student, principal, transportation director conference required.

\*A Report of Misconduct Warning form may be used by the Bus Driver as an alternative to a disciplinary referral when the disciplinary infraction is considered less severe.

Please remember that bus transportation is a privilege, not a right. Students who do not respect this privilege will lose it. It will then be the parent’s responsibility to transport his/her child to and from school.

**Change in Transportation**

To ride a different bus, the student must bring a note signed by the parent stating the date, destination, and reason for the change. If going to another student’s residence, there must also be a note signed by the other parent letting the school know they are expecting the student to be dropped off at their residence. Any change in bus or bus stop must be approved with a note from the parent. Requests for a change of transportation MUST be received BEFORE 2:15 p.m. Students without notes will be sent home on their usual bus route. We cannot call home for students who did not bring a note.

\* If an address change requires a permanent bus change, the parent should contact the school office.

**CHANGE OF ADDRESS**

The office should be notified immediately of any change of address or phone numbers during the school year. It is also important to have **emergency phone numbers** on file in case of some emergency with a student or early dismissal.

**CHARGER TIME**

Charger Time is an extension to the school day, free of charge to parents. During Charger Time, you can expect students to have free time to play, time for homework, technology, crafts, games and movies. Students will be given a snack and drink. Students who are in ISS may not participate in Charger Time until the day their suspension is completed.

For student safety, students will not be released to individuals that appear to be in an impaired state (slurred speech, unable to walk steadily, coherent, etc.) Charger Time employees reserve the right to ask that other arrangements be made for transportation of the student. This may also result in calling the Sheriff’s Office for assistance.

Teachers may release students to Charger Time after school sponsored events. Charger Time will follow all school rules. Questions and concerns need to be directed to Charger Time Coordinator, Rhonda Wheeler.

**Discipline Procedure**

- 1<sup>st</sup> offense – Verbal reminder – conversation with parents
- 2<sup>nd</sup> offense – one day suspension from Charger Time
- 3<sup>rd</sup> offense – one week suspension from Charger Time
- 4<sup>th</sup> offense – student will be dismissed from Charger time for the rest of semester
- Immediate dismissal for fighting. (Rest of semester)

Charger Time hours are 3:30 to 5:30. Students are to be picked up at the Rock Building. Parents will ring the doorbell and a teacher will open the door. Students must be picked up by 5:30 every evening.

**Late Policy:**

- 1<sup>st</sup> time late – verbal reminder
- 2<sup>nd</sup> time late – one day suspension from Charger Time
- 3<sup>rd</sup> time late – one week suspension from Charger Time
- 4<sup>th</sup> time late – student will be dismissed from Charger time for the rest of semester

**CHILDREN OF DIVORCED/SEPARATED PARENTS**

In the case of children of separated or divorced parents, the district will release a student to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent or, if no order concerning custody is on file, then to either parent.

**CLOSED CAMPUS**

The SKS operates under a closed campus concept, which means students may not leave the School unless they are picked up by a parent/guardian. Students leaving the school grounds without permission will be subject to disciplinary action. Students are considered on-campus upon arriving on school grounds.

## COMPUTER USE

Internet access is available to students and teachers in the Shell Knob School District. We believe the INTERNET offers vast, diverse, and unique resources to aide in the education of our students. However, with access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting.

INTERNET access is coordinated through a complex association of government agencies, and regional and state networks. In general, this requires ethical, efficient, and legal utilization of the network resources. Any use of the DISTRICT Access Program for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purposes and goals. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle. Use or display of sexually profane, obscene, or offensive material is prohibited. Racially offensive or threatening materials are also prohibited. If a DISTRICT user violates any of these provisions his or her account will be terminated and future access could possibly be denied. Students and parents will be expected to sign a computer use agreement before being allowed access to computers.

## DISMISSAL OF NON-BUS RIDING STUDENTS

Students not riding a bus will be dismissed out the front of the school as the bus riders are dismissed out the rear of the building. This is done for safety reasons due to the heavy amount of traffic in the parking lot. Students who are using the wrong doors will be disciplined according to the handbook rules (safety issue).

## DETENTION POLICY

The day a detention is assigned and copies of the referral are sent home with the student or mailed to the parent. Parents may call 858-6743 if there are questions. Detention may be rescheduled in case of emergency and if the parent contacts the school prior to the detention time to request a reschedule.

Failure to serve an after-school detention results in the assignment of additional detentions and a day of ISD will be assigned.

### After-School Detention

After-School Detention is a consequence used for minor violations of school policies. The following rules will be observed:

1. All students must arrive on time with school work.
2. No talking, food or drink allowed in the area.
3. Students will not be permitted to leave the room.
4. All materials for studying must be brought with the student as the student must use the entire 60 minutes for productive study time.
5. Parents are responsible for the transportation of the student.

Any violation of the detention rules **may require the student to serve additional detentions or in-school-detention.**

### In School Detention

In-school detention is a consequence used for repeated violations and/or serious violations of school policies. Rules are:

1. Student will report to the School office no later than 7:50 a.m. with all books, paper and pencil.
2. Student will spend the day working on assignments made by teachers or the assigned supervisor.
3. There will be no talking or socializing.
4. Student breaks will be as needed. Lunch is supervised.

**Violation of any detention rule may result in additional detention time being assigned or the assignment of out-of-school suspension.**

### Out of School Suspension

Out of school suspension is the most serious disciplinary action. **THOSE STUDENTS WHOSE PRESENCE POSE A CONTINUING DANGER TO PERSONS OR PROPERTY OR AN ONGOING DISRUPTION OF THE ACADEMIC PROCESS WILL BE REMOVED IMMEDIATELY FROM SCHOOL.**

**During a suspension, the student is not to be on school property or in attendance at school sponsored activities.** If a suspension is interrupted due to inclement weather, it will be extended to include the next day(s). The superintendent may modify the suspension upon review of the facts. Make-up work will be allowed only if a parent/guardian makes the request to the school at the time of suspension, and if the suspended student turns in the completed work to the office on the first day of his/her return to school.

## DRESS GUIDELINES FOR STUDENTS

Extremes in wearing apparel or personal appearance which interfere with the learning environment, health, safety, or general welfare will not be considered as acceptable school dress as determined by the school administration. Dress should be clean, safe and appropriate for learning or an education setting. Students out of compliance may be asked to change clothes or may be sent home to rectify the situation. Use the following guidelines:

1. Students may not wear bare midriffs, tube tops, spaghetti straps, see-through blouses/shirts, halter-tops or off-the-shoulder tops. They may not wear excessively tight or incomplete attire. Sleeveless tops must have at least "three fingers" wide shoulder straps. Students may not wear boxer shorts, short shorts, or biker shorts. Leggings may be worn under shorts or skirts, however they are not a substitute for pants. Leggings worn as bottoms must be accompanied with a shirt that covers down to the tops of the thighs.
2. Clothing, especially pants, which have been ripped, torn or cut above the knee, or contain prefabricated holes may not be worn to school. "Sag and Bag" clothing or clothing that is too large for the wearer, is not appropriate for school.
3. Appropriate shoes must be worn at all times. No flip flops for grades K-4.
4. Students may not wear sunglasses, hat/caps in the building.
5. Any apparel that could cause injury to self or others will not be permitted. Examples: wallet chains, extreme rings/necklaces/jewelry or spiked bracelets/necklaces, etc.
6. Students may absolutely not be barefoot, and all footwear should be appropriate for school. Students are discouraged from wearing high heel shoes or shoes that are too large.
7. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendoes, or satanic inferences. Band shirts that promote vulgarity/violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.
8. Face painting, writing or drawing on the skin, and unnatural hair coloring are considered distracting and not allowed at school. We do not wear costumes on Halloween.
9. Exceptions may be made for school sponsored special events such as School Spirit Week.
10. Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated, and students may be sent home to rectify this situation.

Should questions arise, School Administration will make a determination using safety and school appropriateness as a guide. Students who violate any part of the code **will be referred to the principal's office** and be given the opportunity to change to appropriate attire at school. A student violating the dress code a second time or refusing to change will face disciplinary action and may be sent home.

### **EMERGENCY PROCEDURES**

Emergency drills will be conducted on a regular basis. It is essential that students follow directions given by teachers during drills so that students will be prepared should an emergency situation ever arise.

If it becomes necessary to dismiss school early or for an entire day, the IRIS phone/text system will be used along with announcements on radio stations KOMC 1220 AM, KRZK 106.3 FM, and Springfield television channels 3, 10 and 33.

### **FOOD SERVICE**

Breakfast will be available from 7:25 a.m. to 7:45 a.m.

Students may bring lunch if they prefer. **Students are not to bring soda in their lunch.**

**There is no charge for breakfasts or lunches.**

The meal price for adults will be:

Breakfast \$2.00

Lunch \$2.00

**Food service accounts are computerized.** Each student will be given a number which they must give to the person in charge of the entering numbers after getting their lunch.

### **GUESTS AT SCHOOL-OFFICE SIGN-IN**

Parents are encouraged to attend school functions and be a part of their child's academic program. During school hours guests may visit at lunch unless previous plans have been made with the classroom teacher and administration. Student guests may visit at lunch. All guests must get a Visitor Pass.

### **GUIDANCE SERVICES**

A school counselor is available to serve all parents and students. Students can make an appointment to see the counselor by stopping at the guidance office. Parents may contact the counselor by calling the school at 858-6743.

### **GUM, CANDY AND SODA**

Students are only allowed to have gum, candy and soda in the classrooms if the teacher gives them permission to do so. For instance, it is not prudent to chew gum in the band or technology rooms. Teachers may give permission in conjunction with a "reward time" designated by and supervised by a teacher. Absolutely no gum or soda in the cafeteria.

### **HEALTH**

A school nurse is available to assist your child with most health needs. The school nurse, per standing physician orders, may only administer non-prescription medication. Parents may sign a blanket permission form on a yearly basis for Tylenol and antacid tablets. The health office will make every effort to contact you when your child is ill or seriously injured. Most minor illnesses and injuries that occur at school can be treated in our health office, enabling your child to return to class. A child will be sent home with a temperature greater than 100 degrees.

All medications must be sent in the original container. The bottle must contain the student's name, name of the medication, dosage instructions, date filled, pharmacy name and name of physician. The parent/guardian must fill out the health office permission form or bring a note stating the student's name, time medication is to be given, reason for medication, the last time medication was given (we are prohibited by law from administering the initial dose of any medication), and a parent/guardian signature. Any medication self-administered (including inhalers) **MUST BE CLEARED THROUGH THE HEALTH OFFICE. APPROPRIATE RELEASE FORMS MUST BE SIGNED BY PARENT/GUARDIAN AND THE PHYSICIAN. STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION OF ANY KIND ON THE BUS. STUDENTS SHOULD NOT TRANSPORT ANY MEDICATION WITHOUT PRIOR AUTHORIZATION FROM THE NURSE'S OFFICE. A NON-COMPLIANCE PUNISHMENT WILL BE DETERMINED BY THE ADMINISTRATION DEPENDENT UPON THE SEVERITY OF THE EVENT.**

### **Immunizations**

All Students must meet Missouri law requirements.

## 2016-2017 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- For children beginning kindergarten during or after the 2003-04 school year, required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing. (<http://www.cdc.gov/vaccines/schedule/index.html>)
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. The student is in compliance as long as he/she continues to receive the appropriate immunization(s) at the correct intervals according to the ACIP recommendations.  
In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P. 11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Doses Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DT/DT <sup>1</sup>	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap <sup>2</sup>									1	1	1	1	1
MCV (Meningococcal) <sup>3</sup>									1				2
IPV (Polio) <sup>4</sup>	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR <sup>5</sup>	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella <sup>6</sup>	2	2	2	2	2	2	2	1	1	1	1	1	No doses required, however vaccination is highly recommended

- Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.
- 8-12 Grades:** Tdap, which contains pertussis vaccine, is required. If a student received a Tdap, the student is up-to-date. Tdap is currently licensed for one dose only; an additional dose is not needed.
- Grade 8:** One dose of MCV is required.  
**Grade 12:** Two doses of MCV is required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required.
- Kindergarten-6 Grade:** Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.  
**7-12 Grades:** Last dose on or after the fourth birthday. If all four doses are administered appropriately and received prior to the fourth birthday, an additional dose is not needed. Any combination of four doses of IPV and OPV by four-six years of age constitutes a complete series. Maximum needed: four doses.
- First dose must be given on or after twelve months of age.
- First dose must be given on or after twelve months of age.  
**Kindergarten-6 Grade:** As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.  
**7-11 Grades:** As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



Missouri Department of Health and Senior Services  
Bureau of Immunizations • 930 Wildwood Drive • Jefferson City, MO • 65109 • 800.219.3224

Rev 8-15

### Head Lice

Students will be screened at the discretion of building administration and health office. Those with live lice and or nits will be sent home from school and may not ride the bus until cleared by the nurse or office.

### Communicable Disease Policy

A student shall not attend school while afflicted with any contagious or infectious disease or while liable to transmit such a disease after having been exposed. Any situation involving a contagious or infectious disease must be reported to the health office.

### Screenings

Vision, vision intervention, hearing, dental, speech, scoliosis, lice, height and weight screenings are provided according to protocol. Parents are notified if their child needs follow-up care in these areas. Parents will be notified of any other screenings provided by the district. Parents will receive notification of screenings when an opt-out option is available. Screenings are on an annual or as needed basis.

## HUMAN SEXUALITY CURRICULUM

Pursuant to requirements of state law, students receive age-appropriate instruction relating to human sexuality and body safety. Abstinence is taught in middle school with an emphasis on the psychological, emotional, and physical risks of premature sexual activity. Parents or legal guardians are welcome to preview any part of this curriculum. All students receive this instruction unless the guardians request their child not be included. Should parents need further information or wish to view the material, they may contact the school at 858-6743.

## INSURANCE

A health insurance policy is made available to all students enrolled in school. The rate is adjusted annually. Any students that are not covered by an existing policy are strongly encouraged to participate in the school insurance. The group rate is low in cost for the amount of coverage. **ALL STUDENT ATHLETES MUST BE COVERED BY AN APPROVED INSURANCE POLICY.**

### Rules of Eligibility

In order to participate in any extracurricular activity, students must maintain a "C" average, with no grade of "F" and not more than two grades of "D" at any progress reporting period. Grades will be checked at 4 ½ weeks, 9 weeks, 14 weeks and semester. Any deficient grades must be corrected or the student will be ineligible to participate or observe any extracurricular activity. Band performances and speech contests are considered an extension of the school's curriculum and are not considered extracurricular. Any student, who is declared ineligible, may be eligible to compete immediately upon correcting the deficiency in that subject and maintaining a passing mark in all other subjects. A student who has a failing grade for the semester will be ineligible for the whole next semester. **No Exceptions!**



## LOST AND FOUND

All found articles should be taken to the office. Please check with the office if you have lost an item. The loss of property may be minimized by placing the owner's name on every article. At the end of each month, unclaimed items will be donated to charity.

## LOST OR STOLEN PROPERTY

**Shell Knob Middle School is not responsible for lost or stolen property.**

## MESSAGES/TELEPHONE USE

Students will not be called to the phone for messages during the school day **except** in case of extreme emergency. The office will take messages and deliver to students during last period. Please help us keep such messages to a minimum. **Please do not text or call students during the day on their devices as this is a disruption of their learning and the learning of others.**

School phones are business phones and will not be available for student use except in case of extreme emergency. **Classroom phones are not for student use.** Students should not answer classroom phones.

## MEDIA CENTER (LIBRARY)

Students may use the media center with their class or by obtaining a pass from one of their teachers

### Regulations:

Quiet should be maintained at all times. All materials taken from the library must be checked out. Any lost item or book damaged beyond normal wear must be paid for at replacement cost (an average of \$20). Students are responsible for any books charged to their names. Reference books may not be checked out overnight except those designated for overnight use. Return books through the book drop. Library privileges can be forfeited by misconduct or consistent failure to pay fines or return books.

## PARENTS AS TEACHERS

Shell Knob School provides a voluntary parenting education program for parents with children between the ages of birth and four years. We encourage all parents to participate in order to ensure their child starts learning in the best possible way. Additional information as to all the educational opportunities and services available to families in the Shell Knob community can be obtained by contacting Chris Conyac, Assistant Principal of Shell Knob School or Tari Underwood, PAT coordinator, at 858-6743.

## PARENT/TEACHER CONFERENCES

Conferences are held twice yearly once in October and once in March. Times and dates are publicized in advance. Parents desiring a conference with a teacher at any other time are urged to contact that teacher through the school office. Parents should check in at the office when coming for a conference.

## PHYSICAL EDUCATION

All Middle School Students have PE every day. Students need to keep a pair of tennis shoes, school appropriate shorts and a t-shirt at school. If a student's participation has some limitations, it will be necessary for parents to submit a written note to the P.E. teacher to excuse the student from physical education activities. Continued limitation will require a medical doctor's written excuse on file. Students in grades 6-8 will be required to bring appropriate shoes and clothing.

## RADIOS, CD PLAYERS, GAME BOYS, COLLECTOR CARDS, CELL PHONES, ETC

In order to maintain a distraction-free environment, radios, CD players, game boys, collector cards and other entertainment devices should not be brought to school. Some exceptions may be made for reward time or other specific occasions as deemed by the supervising teacher or administrator. If a parent wishes that a student carry a cell phone/electronics to school for before/after school activities, then the student is completely responsible for that item. The school is not responsible for lost, damaged, or stolen property. If the item becomes a disruption in school, it will be confiscated and released to the student at the end of the day. **A second disruption will result in the parent being required to pick up the device and conference with the administrator and student.**

## REPORT CARDS

Student report cards are distributed two times per year, at the end of each semester. Report cards are mailed home and parents can keep an eye on student academic performance through the student portal. Parents who do not receive a report card should contact the school office.

### Progress Reports

Reports are mailed to parents every four weeks.

### Grading Scale

Information on the educational progress of children will be reported to parents on a regular basis. **Report cards will be standards based and reflect student progress based on skills. A cumulative letter grade will also be given.**

93-100	A	77-79	C+	60-62	D-
90-92	A-	73-76	C	0-59	F
87-89	B+	70-72	C-		
83-86	B	67-69	D+		

## **RETENTION**

The Shell Knob School District is committed to the continuous development of students enrolled in the system. A student's achievement of the skills for the current grade assignment and readiness for work at the next grade level will be required before assignment to the higher grade.

Students will normally progress annually from grade to grade. Exceptions may be made after prior notification and explanation is given to each student's parents/guardians, but the final decision will rest with the student's inter-disciplinary team of teachers and the school administration. Evaluation will include student performance and achievement, standardized tests and teacher observation.

Students who fail one semester of any core subject during the school year will be required to do remedial study in summer school as a provision for promotion. Students who misbehave during summer school resulting in dismissal, will be retained in the same grade..

### **State Policies on Reading Assessment, "Reading Improvement Plans", Student Retention, and MAP Testing**

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# DISCIPLINE POLICY—I AM RESPECTFUL, RESPONSIBLE, AND SAFE

	ALL SETTINGS	CLASSROOM	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND	BUS
Be Respectful	Use polite language and tone of voice Use good manners Follow directions the first time asked	Each Teacher will define positive expectations for their classroom based on: Be Respectful Responsible & Safe	Use 0-2 voice (Level 1 when class is in session) Close lockers quietly (MS) Admire hallway displays with your eyes only	Minimize chatting Keep water in the sink Put paper towels in the trash can	Use 0-2 voice Use please and thank you	Use good sportsmanship	Use 0-2 voice Follow the bus driver's instructions Use good manners Use polite language and tone of voice
Be Responsible	Be where you belong Keep your school neat and clean Accept the outcomes of your behavior		Respect school property Take care of belongings – yours and other peoples	Use the facility quickly and quietly Return to class promptly	Know your number and report it clearly Pick up after yourself	Take care of ALL equipment Line up/come in when called	Take all your belongings with you Be observant of others Keep your bus clean
Be Safe	Each Teacher will define positive expectations for their classroom based on: Be Respectful Responsible & Safe		Always walk on the right Be aware of your surroundings and of others	Wash hands with soap and water Remain in your own stall Give yourself and others privacy	Eat only your own food Follow proper traffic patterns	Use equipment appropriately Leave nature outside	Remain seated , back to the seat Keep hands, feet, and other objects to yourself Walk to and from the bus

## STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### Reporting to Law Enforcement

It is the policy of the Shell Knob School District #78 to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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.

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 district is aware is under the jurisdiction of the court.

### Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

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

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

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

1. The student is under the direct supervision of the student's parent, legal guardian, custodian, or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence. If a student violates the prohibition in this section he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

#### **Impact on Grades**

As with any absence, students will be expected to make up all school work while on suspension so as not to fall behind while out of school.

#### **Prohibited Conduct**

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

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

*First Offense:* No credit for the work, grade reduction, or replacement assignment.

*Subsequent Offense:* No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

#### **Assault**

1. Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree

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

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

2. Knowingly causing or attempting to cause bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

*First Offense:* 10-80 days out of school suspension or expulsion

*Subsequent:* Expulsion

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

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

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

#### **Bullying/Cyberbullying/Harassment**

As Schools start to focus on bullying and raise awareness with students, it is common for there to be a sudden upsurge in the identification of "bullying" situations. It seems that *everything* becomes bullying, especially with students. Becoming familiar with the definition is one step; learning to apply the definition to situations is the next.

Everyone faces conflict in daily life and through it can learn to negotiate and build relationships. Bullying is a form of violence that leaves NO ROOM for negotiation and seeks to tear others down rather than build relationships.

The power imbalance between the person bullying and the person being bullied is the best and quickest determinant of bullying versus conflict. Power can come in many forms: size, age, strength, number, social status, economic resources, ability, or sense of self. Children who bully usually find pleasure in their behaviors and the reaction of others. The perception of power imbalance is identified by the child who is bullied.

#### **Some Key Differences Between Bullying and Conflict (based on the work of Dan Olweus, 1993)**

##### **Normal Conflict**

**Occasional**

**Not pre-planned, happens in the heat of the moment**

**Both parties are genuinely upset**

**Both parties try to work things out**

**Not trying to take something from someone else**

**Both parties admit some responsibility**

**Both parties put forth an effort to solve the problem**

##### **Bullying Behavior**

**Is a repeated happening**

**Premeditated, on purpose, intentional, planned**

**Person being bullied is more upset**

**Bully is trying to be the one in control**

**Bully wants to take power or possessions from someone**

**Bully places the blame on the one being bullied**

**Bully makes no effort to solve the problem**

Students who are confronted about their bullying behaviors often fall back on excuses such as "I was only teasing" or "It's not my fault they can't take a joke". It is important to understand that there is a great difference between joking, teasing, and bullying.

**Joking is the intention to create humor and fun; usually between friends and is reciprocal. Teasing is the intention to provoke a reaction such as anger, resentment or confusion (taken from Region of Peel – Public Health, Conflict is Inevitable, Bullying is Not).**

**Bus or Transportation Misconduct** (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty**--Any act of lying, whether verbal or written, including forgery.

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

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

**Disrespectful or Disruptive Conduct or Speech** (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

**Drugs/Alcohol** (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

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

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

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

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

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

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

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

**Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

**Failure to Care for or Return District Property**

Loss of, failure to return, or damage to district property including, but not limited to books, chromebook, computer, calculators, uniforms, and sporting and instructional equipment.

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

*Subsequent:* Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension**-- Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of during Suspension, Expulsion and Other Disciplinary Consequences,"

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

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

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

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

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

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

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

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

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

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

**Harassment, including Sexual Harassment (see Board policy AC)**

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

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

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

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

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

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

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

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

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

**Incendiary Devices or Fireworks**-- Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

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

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

**Nuisance Items**--Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

**Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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

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

**Sexting and/or Possession of Sexually Explicit, Vulgar or**

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

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

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

**Sexual Activity**—Acts of sex or simulated acts of sex.

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

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

**Sexual Harassment** (see Board policy AC)

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

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

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

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

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

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

**Technology Misconduct** (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure

a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other person electronic devices during the regular school day, class change time, meal times or instructional class time, unless the use is part of the instructional program, required by a district sponsored class or activity, or otherwise permitted by the building principal.

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

*Subsequent Offense:* Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in(1), (2) or of Board policy EHB and procedure EHB-AP.

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

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

4. Use of audio or visual recording equipment in violation of Board policy KKB.

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

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

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

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

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

**Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

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

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

#### **Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine delivery products on district property, on district grounds, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation programs may only be possessed in accordance with district policy JHCD

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

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

2. Use of any tobacco products, electronic cigarettes, or other nicotine delivery products. on district grounds, district transportation or at any district activity.

Nicotine patches or other medications used in tobacco cessation programs may only be possessed in accordance with district policy JHCD

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

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

**Truancy/ Tardiness** (see Board policy JED)--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

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

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

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

**Vandalism** (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

#### **Weapons** (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

*First Offense:* One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

*Subsequent Offense:* Expulsion.

3. Possession or use of ammunition or a component of a weapon.

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

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

## POWER OF I

Shell Knob School's mission is to prepare all students for success in school and ultimately life. Instruction is geared toward meeting state and local standards, and teaching in such a way as to engage more students in interesting work. SKS will provide varied opportunities to our students to increase skills, broaden knowledge, enhance application skills and develop work habits necessary to successfully (1) attend an academic college or university, (2) further education through a trade or technical school, (3) or seek and maintain employment. In order to make this possible, we need to find ways to assist all of our students in meeting the high standards of work necessary to meet this challenge.

## DUE PROCESS

Due process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When inappropriate behavior is alleged which could result in serious consequences, student rights will be protected by the following steps:

1. Students will be given notice of the charges against them.
2. Students will have an opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.
4. The student may appeal the decision successively to the principal, superintendent, and finally, the board of education.

## PUBLIC NOTICES

### ASBESTOS

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the summer of 1995, an inspection was performed on each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school administrative office since that time. Previous inspections have indicated that no friable or non-friable asbestos was found, except enclosed in metal, and this should not pose a health concern. The results of the inspections are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours, Monday through Friday, 8:00 a.m. until 3:30 p.m. **At this time, SKS is Asbestos free.**

### COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAM

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). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of 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:

Submit to:

**Dr. Shelly Fransen, Superintendent**  
**Shell Knob School District #78**  
**24400 State Highway 39**  
**Shell Knob, MO 65747**

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.



**EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS**

Prepare a Home Earthquake Plan

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Eliminate Hazards

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Prepare a Disaster Supplies Kit for Home and Car

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Know What to Do When the Shaking BEGINS

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Prepare a Home Earthquake Plan

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Eliminate Hazards

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Prepare a Disaster Supplies Kit for Home and Car

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Know What to Do When the Shaking BEGINS

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Know What to Do AFTER the Shaking Stops

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The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](http://www.redcross.org/services/prepare/0,1082,0_241_00.html), Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

**EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Shell Knob Schools not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to:

- 1) **Chris Conyac**  
24400 State Highway 39  
Shell Knob, MO 65747

If no response within 10 days, contact:

- 2) **Dr. Shelly Fransen, Superintendent**  
24400 State Highway 39  
Shell Knob, MO 65747

**FEDERAL PROGRAMS PARENT/GUARDIAN NOTIFICATION**

**No Child Left Behind, (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.**

1. Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives.
2. At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessionals providing services to their child.
3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified.
4. When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
5. Within thirty days after the beginning of the school year, a district must inform Parents/guardians, that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program.
6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquires related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-751-4212.*

**FERPA**

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“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 educational records within 45 days of 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 record(s) 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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify

the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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 consent to disclosures of personally identifiable information contained in 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 of medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records upon request.]
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Shell Knob School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

Please be advised that the school district will release "Directory Information" concerning your child upon request, including print and electronic publications of the school district. (Examples include: the annual yearbook; school newsletter; honor roll or other recognition lists; local media; and sports activity sheets.) This includes the following information: the student's name, address, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. (See School Board Policy JO-R) **If you do not want this type of information about your child released, please send a note to this effect to the principal.**

#### **GRIEVANCE PROCEDURE TITLE VI, TITLE IX, SECTION 504**

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

**LEVEL ONE – Principal or immediate supervisor (informal and optional – may be bypassed by the grievant).** Employees with a grievance or discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

**LEVEL TWO – Title IX and Section 504 Coordinator(s) –** If the grievance is not resolved at level one and the grievant(s) wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator(s). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event given rise to the grievance or from the date the grievant(s) could reasonably become aware of such occurrence. The grievant(s) may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator who shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

**LEVEL THREE – Superintendent –** If the complaint is not resolved at level two, the grievant(s) may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant(s) receive the report from the Title IX and Section 504 Coordinator. The grievant(s) may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

**LEVEL FOUR – Board of Education –** If the complaint is not resolved at level three, the grievant(s) may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant(s) receive the report from the Superintendent. The Board may request a meeting with the grievant(s) to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant(s) to file formal complaints with the Missouri Civil Rights Commission, the office for Civil Rights or other agencies available for mediation or rectification.

#### **INTERNET/LOCAL AREA NETWORK STATEMENT AND TERMS OF ACCEPTABLE USE**

The Internet offers vast, diverse, and unique resources. The Shell Knob School (SKS) goal in providing this Service is to promote educational excellence in the SKS by facilitating information gathering, promoting classroom innovation and communication, and encouraging resource sharing.

Internet access provides links to computer and individuals all over the world. This makes material available that may not be considered appropriate for educational use.

SKS believes that the information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the SKS.

To facilitate administrative requirements and classroom instruction within SKS all chromebooks and computers are connected via Local Area Network (LAN). Based on need and use, SKS has identified two levels of user access to the Internet and LAN.

Level 1 – Student access:

All students, registered SKS students, are allowed to access the Internet through SKS electronic devices when:

A signed User Policy statement is on file at SKS.  
A Level 2 user remains in the immediate area of the device being used.  
-The acceptable use statements are complied with.

Students are not allowed to use the LAN except when under direct supervision of Level 2 users and can not access any device other than those designated for each student's individual use.

Level 2 – SICS Teachers, Staff Members, and Administrators:

All users at this level have unsupervised random access to both the Internet and LAN providing their access. These users must comply with the acceptable use statements.

### Acceptable Use Statements

1. The use of the Internet must support education, research, and other activities consistent with the objectives of SKS. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes copyrighted material and threatening or obscene material. Appropriate files or sites only may be accessed. If an inappropriate file or site is inadvertently accessed the file or site must be exited immediately.
2. Privilege: The use of the Internet at SKS is a privilege not a right. Violation of the acceptable use contract may result in loss of Internet access, or other disciplinary measures as seen appropriate by SKS administration.
3. Personal Security: Do not provide your personal address and/or telephone number on the Internet. Level 2 users may give SKS phone numbers and e-mail address when necessary to try or sample new products providing there are no obligations.
4. Net etiquette: Accepted rules of network etiquette must be observed. These include, but are not limited to the following:
  - Be polite.
  - Do not write or send abusive messages to others.
  - Use appropriate language.
  - Note that e-mail is not guaranteed to be private. People who operate the system have access to all e-mail.
  - Do not use the Internet in such a way that it would disrupt others' use (i.e. downloading huge files during prime time, sending mass e-mail messages, streaming music or videos, etc.)
  - Downloads from the Internet should be saved on thumb drives
  - Do not install drivers or software without authorization from the network administrator. Level 1 users will not visit or use online chat rooms unless Level 2 users are accomplishing instruction.
  - Level 1 users will not establish or access e-mail accounts except as permitted by Level 2 users.
5. Security: Security on any network system is a high priority, especially when the system involves many users. Please respect the security of the SKS.
6. Vandalism: Vandalism will result in cancellation of all electronic device, Internet and LAN privileges and/or other disciplinary measures. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hacking, or unauthorized use of equipment.
7. Expectations for using the Internet:
  - Respect your right and obligation to learn.
  - Respect the right and privileges of others.
  - Respect the property of the school and of the Internet community.
8. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent himself or herself as someone else by using another's account. No one should forward communications without proper consent.
9. No advertising for profit is allowed through the network.
10. All users must abide by existing Federal and State laws in force regarding electronic communication. This includes accessing information without authorization, giving passwords out, breaking copyright laws or causing a system to malfunction. If there is any doubt regarding the appropriateness of Internet usage, contact the Level 2 supervisor.
11. Access to the Internet is considered a privilege. Anyone found misusing the privilege will be denied privileges. Additional disciplinary action may be taken.
12. Level 2 users who are conducting Internet instruction should thoroughly check all material and links prior to instruction.

### **MODESE NCLB COMPLAINT PROCEDURES**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

#### **Who May File a Complaint**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

#### **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

#### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

#### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days

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Appeals to the MODESE will be processed according to the procedures outlined in the sections below.  
Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

**Appeals**

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

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Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.

4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

#### Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

#### Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.*

#### 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 qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that 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.

#### PIRC

Local educational agencies (LEAs) or buildings that receive Title I.A funds **must** assist parents and parental organizations by informing them of the PIRCs and their purpose. The following is a sample notification that LEAs could put in a Parent Handbook, in their district newsletter, provide to their PTO/PTA, and that buildings could also send in a newsletter, provide to booster clubs/groups, etc. The LEA or building might want to use the link below to go to Missouri's PIRCs' website to include more specific information for their area. Documentation of notifications need to be kept on file.

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program.

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.



## 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.

Shell Knob School District has developed and adopted 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. Shell Knob School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Shell Knob School 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. Shell Knob School 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. 20202-8520

## 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 public school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 local school district will provide information and referral services necessary to assist the State in the implementation of early intervention for infants and

toddlers eligible for the Missouri First Steps Program.

The local school district assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act.

The local 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 during regular school hours (8 a.m. – 4 p.m.) on days school is in session, in the Office of the Superintendent of Schools.

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 the 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 Director of Special Services at 417-779-4166.

This notice will be provided in native languages as appropriate.

### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

#### **Grievance through Established Policy and Procedure**

Students, employees and members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

#### **Written Correspondence**

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

#### **Agenda Items**

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item to the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

#### **Public Hearings**

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

### **SPECIAL NEEDS STUDENTS**

According to U.S. Public Law 105-17 (IDEA) and Missouri House Bill 474, each handicapped student is to be provided special educational services sufficient to meet his or her needs.

The Individuals with Disabilities Education Act (IDEA) PL 105-17 defines the following children as handicapped: mentally retarded, hard of hearing, deaf, orthopedically handicapped, other health impaired, visually handicapped, speech/language disordered, or children with specific learning disabilities who by reason thereof require special education and related services.

Missouri law defines the various handicapping conditions, yet these serve only as general guidelines and each student has unique strengths and weaknesses. Contact the principal, counselor, or special services director at 858-6743 if you have specific needs and/or questions.

### **SKS SCHOOL/PARENT/STUDENT COMPACT 2015-16**

Shell Knob School, and the parents of students participating in Title I.A activities, services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement.

#### **School Responsibilities**

Shell Knob School and its staff will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the Show-Me Standards as follows:
  1. Retain highly qualified principals and teachers
  2. Provide instruction, materials, and high quality professional development which incorporates the latest research
  3. Maintain a safe and positive school climate
- Hold annual parent-teacher conferences to:
  1. Discuss the child's progress/grades during the first quarter
  2. Discuss this compact as it relates to the child's achievement
  3. Examine the child's achievement and any pending options at the end of the third quarter
- Provide parents with frequent reports on their child's progress as follows:
  1. Weekly packet from the classroom teacher

2. Monthly suggestions from the classroom teacher
  3. Mid-quarter report mailed from the school
  4. Semester grade cards/reports sent home by the school
- Be accessible to parents through:
    1. Phone calls or person-to-person meetings
    2. Scheduled consultation before, during, or after school
    3. Scheduled school or home visits
  - Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
    1. Listen to children read
    2. Help with classroom decorations, art projects, etc.
    3. Present a program on your culture, a different country, etc.
    4. Assist with holiday programs or parties, educational trips, etc.

### **Parent Responsibilities**

I, as a parent, will support my child's learning in the following ways:

1. Make sure they are in school every day possible.
2. Check that homework is completed.
3. Monitor the amount of television watched.
4. Volunteer in my child's classroom/school.
5. Be aware of my child's extracurricular time and activities.
6. Stay informed about my child's education by reading all communications from the school and responding appropriately.

### **Student Responsibilities**

I, as a student, will share the responsibility to improve my academic performance to meet the Show-Me Standards and will:

1. Attend school every day possible,
2. Be respectful toward others,
3. Do my homework every day and ask for help when I need it,
4. Read at least 30 minutes every day outside of school time, and
5. Give all notes and information from my school to my parent/guardian daily.

### **SURROGATE PARENT PROGRAM**

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

### **WELLNESS PROGRAM**

The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year. The primary goals of the Shell Knob School District #78's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Shell Knob School District #78 are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. "In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups."

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the

Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

#### **COMPLIANCE COORDINATOR**

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Shell Knob School District's designated ADA Compliance Coordinator:

**Dr. Shelly Fransen, Superintendent**  
**Shell Knob School District #78**  
**24400 State Highway 39**  
**Shell Knob, Missouri 65747**  
**Phone: (417) 858-6743**

#### **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Shell Knob School District #78 ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

**Modifications to Policies and Procedures:** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

#### **COMPLIANCE COORDINATOR**

**Dr. Shelly Fransen, Superintendent**  
**Shell Knob School District #78**  
**24400 State Highway 39**  
**Shell Knob, Missouri 65747**  
**Phone: (417) 858-6743**