

# Monett Intermediate School

## Parent/Student Handbook

2016-2017

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(417) 235-6151  
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## Schedule

7:25 a.m. Students may enter school or cafeteria if they are eating breakfast. Breakfast-to-go will be available in the main building entry way from 7:25-7:50 a.m.

7:35 a.m. Students are dismissed to go to their homeroom classroom.

7:40 a.m. Warning bell rings for school to begin

7:45 a.m. Tardy bell rings –Students that arrive after 7:45 a.m. will need a tardy slip from the office.

10:55-11:23 a.m. 6<sup>th</sup> grade lunch

11:25--11:53 p.m. 5<sup>th</sup> grade lunch

2:45 p.m. Dismissal

Bus riders are dismissed first, car riders will be dismissed after the buses have left MIS. Hikers and Bikers are dismissed after the car riders.

## Drop off and Pick up Safety Rules

**For every child's safety, please follow the procedures outlined below for directions on how and where to drop your child off at school and pick him/her up after school. There are over 350 students coming to and leaving campus daily and these guidelines are necessary for ensuring the safety of students, parents, and faculty in an efficient manner. When only a few people break the flow of the system, it causes a problem for everyone else following the guidelines. Please be respectful of all students and parents time and safety.**

## Morning Drop Off Procedures

***Students should not arrive to school before 7:25 A.M.*** No supervision for students is provided before 7:25 a.m.

***Students should be dropped off at the southwest corner of our main school building.*** You can help us ensure a safer and quicker drop-off experience for everyone if you will follow these procedures.

- Please do not use the parking lot by the Superintendent's office (to the west of MIS and to the east of the gym) to drop off your child.
- Please pull through the south parking lot and form a line by the stop sign which is located by the northwest corner of the Fine Arts Building. Then, after stopping, continue forward as directed so your child can exit your vehicle and safely enter the school building.
- Please slow down. Please be aware that one of the best ways to avoid an accident is to watch your speed. This is important when driving on public roads and parking lots, etc.
- Please use your signals when turning and follow traffic signs and traffic laws.
- Please do not use the bus lane—which is in front of the main school entrance—to the east of the MIS building when dropping off or picking up students during morning or afternoon arrival and dismissal.
- Please be considerate of others.

## **End of Day Dismissal**

**Bus Riders - 2:40-2:45**

**Car Riders- 2:50**

**Hikers/Bikers-3:00ish**

**Late Hikers/Bikers-3:10**

### **Car Riders -**

Car riders are dismissed after the buses have left the MIS campus. You may form a double line to the west of the Fine Arts Building going through the south parking lot. Students will load at the southwest corner of our school by the canopy.

Please do not park in the south parking lot or in the Superintendent's Office parking lot for child pick-up purposes. This delays the pick-up procedure.

**ANY PARENT ON FOOT OR IN PARKED VEHICLES IN THE CAR LOADING AREAS, (THE SOUTH PARKING LOT, OR THE SUPERINTENDENT'S PARKING LOT) REQUESTING TO PICK UP THEIR CHILD WILL BE ASKED TO WAIT UNTIL WALKERS ARE DISMISSED AS THAT CHILD WILL BE CONSIDERED A WALKER AND WILL BE DISMISSED AS SUCH IN ORDER TO ASSURE ADEQUATE SAFETY IN THE LOADING AREAS.**

## **Bus Riders -**

In order to improve the safety of our students and to ensure adequate space on our school buses, parents/guardians will be required to specify **one location** for their child to be transported to at the end of the school day. Knowing that on a rare occasion, emergencies arise, parents are also asked to specify an **“emergency” drop-off location**. **Students will only be allowed to ride school bus transportation to their primary location unless a parent/guardian phone call or note is received which indicates that the child needs to be transported to the specified Emergency Drop-Off Location.** (If a student has a court-ordered parenting plan that specifies that the student is to spend specific days at each parent’s residence, the school district will abide by this parenting plan—for parents residing within the school district.) SEE STUDENT DISCIPLINE HANDBOOK FOR MORE SPECIFIC INFORMATION REGARDING BUS DISCIPLINE

## **Walkers/Bikers**

Children who ride bicycles or are walking from school are dismissed around 3:00 P.M., after car and bus traffic has subsided. For safety reasons if your child is a walker and you wish to walk your student home you will need to wait until walkers are dismissed.

## **SCHOOL MEALS**

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

A preprinted envelope is provided for parents to provide the necessary information to ensure correct deposit of the lunch money into his/her account. The envelope is to be returned with the amount you wish to deposit. You are asked to send at least one week’s worth of breakfast, lunch and/or extra milk money for your child at that time, but you are welcome to send more. If you have more than one student in our

District, you may send a deposit for all your children in a single envelope. Write all the children's names on the envelope and how much you want deposited into each child's account.

Overdrawn letters are mailed home on a weekly basis. Families with overdrawn accounts will be notified by a School Reach phone call each week. If a child is overdrawn by \$6.00 or more he/she is given an alternative meal or he/she may bring a lunch from home until the meal account balance is brought up-to-date. Breakfast also will not be served to any student overdrawn by \$6.00 or more.

Any money left in your child's account will be carried over until the start of the next school year. Meal prices are subject to change before the beginning of the school year.

K-12 Breakfast \$1.35 Reduced rate breakfast .30  
Adult Breakfast \$1.65

K-6 Lunch \$1.80 Reduced rate lunch .40  
Adult Lunch \$2.30

Milk (Extra Milk) TBA

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

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

meal card at the office in order to eat lunch at school.

Parents are asked to limit bringing in outside meals for students to special occasions. Parents may be asked to sit in a separate location to eat with their child if they bring in meals from a restaurant. Parents are not allowed to go to recess with the class

## GENERAL INFORMATION

### ATTENDANCE—SEE BOARD POLICY FOR MORE SPECIFIC INFORMATION

1. It is school policy that children may not attend school unless they are enrolled.
2. Children must be free of fever for at least 24 hours before returning to school.
3. No otherwise qualified individual with handicaps in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The location of any meeting or instructional activity will be changed upon request in order to provide accessibility. (See Public School Notice information on district website.)

### CLOTHING/PERSONAL ITEMS (See also School Board Policy JFCA)

1. The Monett R-1 School District dress code prohibits any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of a school. If children do come to school in clothing considered inappropriate by school personnel, they may be required to change their attire or make modifications. Body piercing, face painting, dyed hair, tattoos, etc., shall not present a safety risk or create a disturbance of the educational process. If, upon the administrator's judgment, the appearance is detrimental to the school's learning environment, an adjustment or removal can be requested. Shoes with wheels are not allowed. No gang-related apparel is allowed. (See Anti-Gang/Secret Society Policy JFCEA and JFCE).  
Shorts and skirts/dresses are considered too short if they do not reach the end of the student's longest finger when the arms/hands are fully extended down the side of the body.  
Shirts must have at least 2-inch straps over both shoulders and

should not allow undergarments to show. “Sagging/ bagging” pants are not allowed at school.

2. Please label all outerwear and supplies. Children should look in the lost and found area in the office hallway for missing clothing items after not finding them in their grade area. Lost and found will be cleared out at the end of each quarter with items not claimed taken to Crosslines or the school nurse.

3. Students are not to use or carry on their person iPods, MP3 players, cellular phones, and other means of electronic communication, such as radios, compact disc players, etc.

#### EARLY DISMISSAL/RELEASE OF STUDENTS1

1. Any individual picking a child up from school must be listed as a parent/guardian or emergency contact person for that child in the school’s database. All individuals will be required to show proper identification (i.e. driver’s license, other picture identification card)

2. Please limit phone calls to the school. Equip your children with a note before they leave home if they are to go to a different place after school. Due to the business of dismissal at the end of the day, we request that you refrain from calling or coming early to pick up your child between the time of 2:30 p.m. and 2:55 p.m. We cannot guarantee that end-of-day messages will get to your child if you call after 2:30.

#### FIELD TRIP

1. Parents are welcome to attend field trips with their child. All parents must have an approved completed background check before attending field trips or volunteering on campus. Forms are available in each school office. Background checks must be done annually
2. All students must ride school transportation to the field trip destination. If a parent requests that his/her child leave the field trip location with the parent, the parent must sign his/her student out with a school official. Parents may not sign out or take any child other than their own.

## HEALTH AND IMMUNIZATION INFORMATION

### Immunization Information

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

### Communicable Disease Information

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

Infectious conditions that need to be controlled in schools include the following:

#### I. Head LICE

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

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

All students found to have evidence of head lice infestations (lice or nits) will be excluded from school attendance and

extracurricular activities until treated and all lice and nits have been removed.

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

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

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

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

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

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

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

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

**SCHOOL PERSONNEL DO NOT PROVIDE ANY NONPRESCRIPTION MEDICATIONS AT ANY TIME.**

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

INCLEMENT WEATHER

1. Please do not call the school to check on school closings. School closings will be announced through the School Messenger Phone Calling tree to every student who attends Monett R-1 schools and has provided the school with a valid phone number. The Monett School District will also use the local radio station to announce the emergency closing of school due to weather conditions. KRMO-AM is 990 on the dial and broadcasts from sunup to sundown, and KKBL-FM is 96 on the dial and broadcasts from 6:00 A.M. to 10:30 P.M; the Spanish station KQMO is 97.7 FM on the dial. Announcements are also made on local TV stations in Springfield and Joplin. Please tune in if weather is questionable.

2. Students will go outside for recess if the temperature or wind chill is 32 degrees or above. Please dress your child accordingly before school.

3. IF WEATHER SIRENS SOUND AT DISMISSAL TIME, THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED:

a. If students are still in the classrooms, normal emergency procedures will be followed, and students will remain in the shelter area until an all clear signal is given.

b. If students have begun exiting to buses and cars, all teachers will work together to pull kids into the nearest building. All students will be taken to the designated safe places in the building closest to them and wait for the all clear signal over the intercom or, in the case of no electricity, in person.

c. If students have begun boarding buses and buses have not left the campus, duty people will begin taking students off buses and follow the procedures “b” above.

d. PARENTS WHO COME TO GET THEIR CHILDREN AT DISMISSAL TIME ARE EXPECTED TO CHECK THEM OUT AT THE OFFICE IN THE USUAL MANNER SO THAT ALL STUDENTS CAN BE ACCOUNTED FOR IF NECESSARY.

#### LEGAL DOCUMENTS/PROCEDURES

1. For school purposes, a child’s LEGAL name must be used. Please do not request a child’s name be changed unless it has been changed through the legal process.

2. Legal documents (i.e., custody agreements signed by a judge, foster parenting agreement, guardianship, or legal name changes) should be provided to the principal at the start of each school year along with updates as they occur. The original document will be copied and kept on file.

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

in order to provide accessibility. (See Public School Notice information on district website.)

4. If you have a change of address or phone number, please notify the office in writing.

### PARENT/TEACHER CONFERENCES

1. Parent-teacher conferences are held after the first quarter for all parents. Report cards are distributed at the end of each quarter. Progress reports are distributed mid-quarter. Parents may make an appointment for a conference at Open House or anytime they visit their child's room. At the end of third quarter, classroom teachers will conduct parent-teacher conferences on a limited basis. Parents/guardians will be contacted by their child's teacher if a conference is necessary, or parents may request a conference.

### PARENT-TEACHER ORGANIZATIONS

1. Our school has a Parent/Teacher Organization. All parents are urged to attend meetings and to take an active part. You will be notified in advance of the meetings. Many parents volunteer at our school, and we encourage you to do that if you are able. As a safety precaution, all parent volunteers are required to complete a background check prior to beginning services. Volunteers will work under the direction and supervision of district staff. Being a parent volunteer is an excellent way to get to know your child's teacher and to help your child, as well as other students in the class. We provide a parent workroom with copy machines, a die cut machine, a laminating machine, as well as a parent resource library from which any parent can check out books/CD's/VHS tapes, etc. See your child's teacher to find out how you can become involved in your child's education.

### PARTY INFORMATION

1. As a precautionary health measure, students/parents are only allowed to bring food items that have been industrially prepared to share with other students. The food items must be in the original sealed container/wrapping.

2. Parents are encouraged to assist financially with the traditional holiday parties. Several parents are needed to help serve each party, and one is needed to serve as homeroom chairperson. All parents will have an opportunity to sign up as a room helper for parties at Open House. All classroom helpers must have an approved background check on file in the office. The classroom teacher gives the Christmas party as his/her gift to the students, and parents are not asked to help with this party.
3. We would like to ask your cooperation in not distributing private party invitations at school or requesting party time at school. You may send a simple treat for all children in the room to be distributed by the teacher at a convenient time. Remember, the treat must be industrially prepared and in the original sealed container/wrapper.
4. We would like to ask your cooperation in NOT having flower or balloon arrangements delivered for your child at school. This often creates distractions in the classroom, and such items are not allowed on the bus. The delivery will not go to the classroom. Parents will be called to pick up the item delivered.

### PHOTOGRAPHS

Photographs of students are often taken at school and posted on the school website and in the local newspaper. There is an opportunity to “opt out” of this in the technology use agreement.

### TECHNOLOGY/EQUIPMENT

Use of district technology and equipment is a privilege and not a right. Students may be responsible for damaged school property. All users must comply with expectations by signing the district Acceptable Use Policy. (Please see policy EHB)

## Textbook Replacement Fees

- If book is 1-2 years old: Full replacement cost
- If book is 3-5 years old: Half replacement cost
- If book is more than 5 years old: 25% of replacement cost

### VISITORS

1. For our children's safety, we REQUIRE visitors on campus to "clear" with our office FIRST before entering the main school building (before, during, and after school). Visitors, parents, and classroom volunteers will sign-in and receive visitor badges upon each visit to the office. A badge is required before entering any classroom.

### BEHAVIOR AND DISCIPLINE POLICIES

Behavior and discipline information is specified in the Monett R-I Student Handbook and in Monett School Board Policies which are available on the Monett R-I School Website (<http://monett.schoolfusion.us>) or you may request a printed copy from any Monett school or district office.

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

Sexual Harassment - 'Personal Respect Policy'  
In addition to the specific behavior and discipline code outlined in this handbook, the Monett R-I School District takes a firm

stand against sexual harassment. The following policy has been adopted for that purpose.

The school district is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

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

All grievances shall be filed in accordance with board policy.

## NONDISCRIMINATION File: AC

### A. Anti-Discrimination Law Compliance

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

### B. Collateral Prohibitions

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

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

### C. Compliance Officer Appointment

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

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

#### D. Reporting and Complaint

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

#### E. Grievance Procedure and Resolution of Complaints

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

#### F. Confidentiality and Records

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

#### G. Public Notice and Dissemination

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

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

#### H. Limitations

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

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Monett R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Monett R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

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

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact Teena Farr, Special Services Director, at 235-4246.

This notice will be provided in native languages as appropriate.

**Notification of Rights under FERPA  
for Elementary and Secondary Schools**

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 education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and 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 privacy of personally identifiable information 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 or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

Please see School Board Policy JO: "Student Records" for more information.

## **FEDERAL PROGRAMS REQUIREMENTS**

### **NO CHILD LEFT BEHIND ACT**

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

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

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local District policy. Board Policy KL outlines the grievance procedure that will be followed by the Monett R-1 School District for handling any NCLB complaints.

### **Parents/Guardians Right to Know: Notification of Teacher Qualifications**

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

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

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

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

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

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