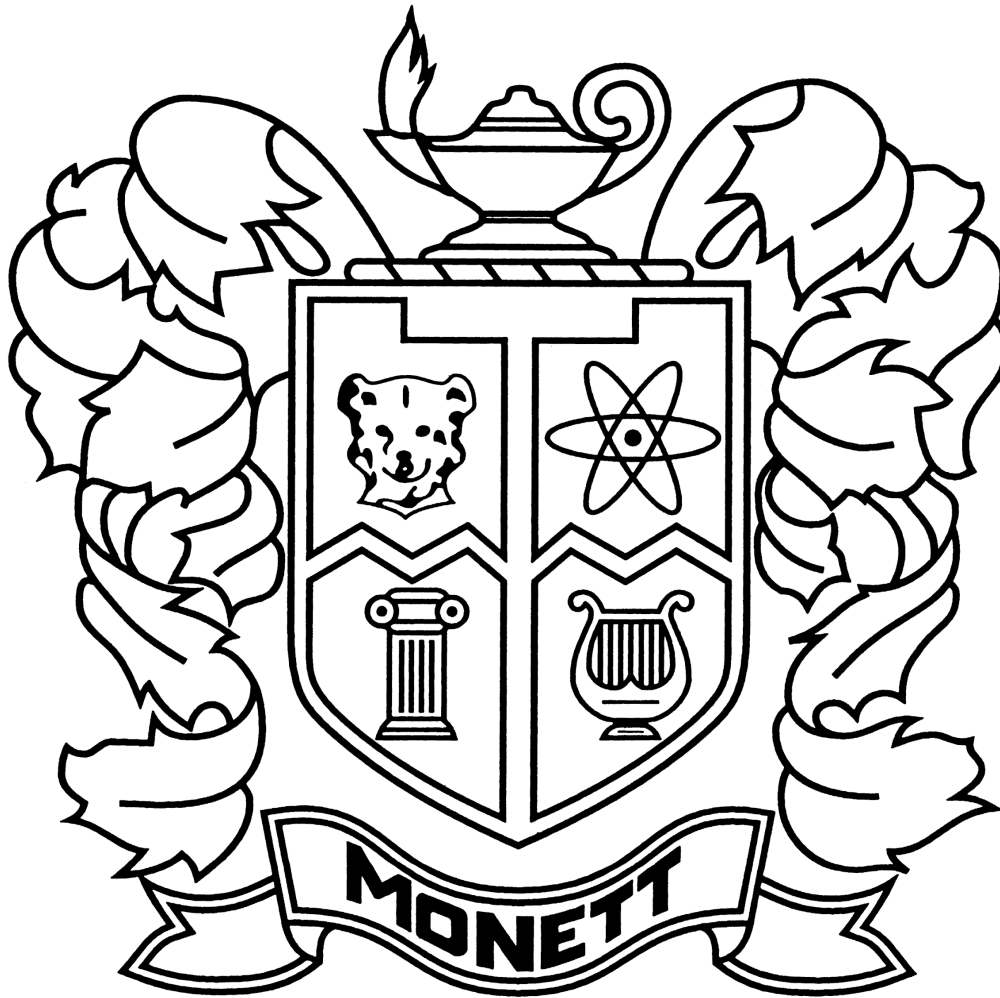


Monett R-1 School District  
Student Handbook  
2016-2017



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

## BEHAVIOR AND DISCIPLINE

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

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

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

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

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

### CLASS I OFFENSES

1. Threatening or doing bodily harm to school personnel.\*
2. Possession, use, sale, or distribution of alcoholic beverages or under the influence of alcohol in school or at school-sponsored events.
3. Possession, use, sale, or distribution of paraphernalia, narcotics, controlled substances, unauthorized inhalants, prescription medication, over-the-counter medication, or under the influence of any of these without proper medical authorization while at school or school-sponsored events.\*
4. Possession, use, sale, or distribution of substances representing drugs or mind-altering chemicals
5. Possession, use, sale, or distribution of explosives or fireworks on school property or at school-sponsored events (e.g., fireworks, explosives, bullets, look-alike guns, etc.)
6. Possession of or use of weapons (other than firearms) in a threatening manner.
7. Behavior, which results in an emergency alert (i.e., 911 phone calls, bomb threats, etc.).
8. Solicitation of any above items or illegal items.\*\*

### CLASS I CONSEQUENCES

1st Offense: Suspension from school; Minimum of ten (10) school days except for Class I item #3. \*Minimum 45-day suspension from school.

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

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

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

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

## CLASS II OFFENSES

1. Doing bodily harm to other students (i.e. fighting or assault). \*
2. Profane remarks or blatant disrespect directed toward school personnel.

## CLASS II CONSEQUENCES

1st Offense: Suspension from school; Minimum of five (5) school days. Police report may be filed.  
2nd Offense: Suspension from school; Minimum of ten (10) school days. Police report may be filed.  
3rd Offense: Suspension from school of ten (10) school days and referral to Superintendent.

\*Removal or intervention by police may be requested.

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

## CLASS III OFFENSES

1. Possession, use, or distribution of tobacco, electronic cigarettes, or other nicotine-delivery products in any form in the school building or school grounds and during school-sponsored events\*
2. Possession of or use of flammable ignition devices (including lighters).\*
3. Possession or use of weapons other than firearms.
4. Actions of affection that are unwanted or unsolicited; inappropriate sexual behavior.
5. Any verbal or written threats or physical intimidation that put someone in fear of physical harm. (bullying/cyberbullying) (Refer to policy JFCF).
6. Threatening or intimidating any person for the purpose of obtaining money or anything of value; extortion.
7. Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

## CLASS III CONSEQUENCES

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

\* Possession equals minimum of two (2) days in school suspension.

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

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

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

5th and Subsequent Offenses: Referral to Superintendent

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

## CLASS IV OFFENSES

1. Being absent from school or assigned area without permission of parent or school personnel.
2. Leaving school grounds without permission of school personnel.
3. Leaving assigned classroom without permission of teacher in charge.
4. Disturbance of class, cafeteria, or school function.
5. Defiance of school personnel.
6. Damage to or the misuse of school or personal property; vandalism\*\*
7. Theft, attempted theft, or knowing possession of school or personal property \*\*
8. Sent out of class for not being prepared to take part in assigned lesson.
9. Dishonesty (including plagiarism or cheating; falsification of school information).
10. Failure to report to the principal's office as directed.
11. Profane and/or threatening remarks directed toward fellow students; harassment.
12. Petting, kissing, or inappropriate touching.
13. Violation of dress code.
14. Parking violations and/or driving violations.
15. Physical and/or verbal confrontation not resulting in physical injury.
16. Inappropriate language (verbal, nonverbal, written, or graphic) or behavior.
17. Possession or use of laser pointers or paintballs.
18. Failure to serve assigned detention time.
19. Violation of Electronic Communication Device Policy (such as cell phones and MP3 players)\*
20. Violation of Acceptable Use Policy (including, but not limited to, laptop and desktop computers, iPads, iPods, and eReaders).
21. Sexting or possession of sexually explicit, vulgar or violent material.
22. 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;
23. Failure to follow attendance procedures.

## CLASS IV CONSEQUENCES

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

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

\* Consequences for Violation of Electronic Communication Device Policy (#19)

1st Offense: Conference up to 1 Day of ISS + 1 Day of Detention. Parent/guardian may be asked to pick up phone.

2nd Offense: Conference up to 2 Days of ISS + 2 Days Detention. Parent/guardian would be required to pick up phone.

3rd and Subsequent Offense: Conference up to 3 Days of ISS + 3 Days Detention. Parent/guardian would be required to pick up phone.

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

The principal or his/her designee may use consequences other than those listed as may be deemed appropriate. These consequences may include, but not be limited to, restricted activity, additional duties, physical activity,

additional academic work, as approved in the student handbook, student activity handbook, and in Board Policy.

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

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

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

#### **ANTI-GANG/SECRET SOCIETY POLICY**

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

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

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

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection or insurance, or the payment of dues;
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person;
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item associated with membership in or affiliation with a gang. When there is a question as to whether or not possessions or clothes are gang-related, determination will

- be made by the Monett administration;
6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang;
  7. Engaging in any activity intended to promote or further the interests of any gang or any gang activity including, but not limited to, distributing literature, drawing, or displaying unauthorized symbols on any surface, teaching others to “represent,” or acting like a member of a gang;
  8. Engaging in any activity defined as “hazing” (see Board Policy JFCF) by the Monett R-1 School District Board of Education;
  9. Any act or activity which violates any law or any policy of the Monett R-1 School District when such act or activity is taken to further the interests of a gang.

## SCHOOL DISTRICT RESPONSIBILITY

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

## TRANSPORTATION

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

Students residing in town should be at bus stops several minutes prior to departure times. The school does not provide supervision at bus pickup points and children are expected to follow school rules while waiting at and walking to and from the bus stop. Students can and may be disciplined for inappropriate behavior at a bus stop. The bus driver is in charge of students and the bus. Students must obey the driver promptly and cheerfully. Classroom conduct is to be observed by students while riding the bus. Students must not try to get on or off the bus or move about within the bus while it is in motion. Busses will load immediately after school each day. Please be prompt in reporting to your bus, especially to those that leave immediately after school.

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

## BUS DISCIPLINE PROCEDURES

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

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

## BUS DISCIPLINARY CONSEQUENCES

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

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

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

## **INTERROGATIONS AND SEARCHES**

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

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

## **ATTENDANCE POLICY**

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

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

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

1. Hospitalization-unusual or extended illness-verified with a doctor's statement. Verification of such an absence should be made through the principal's office upon return to school from the absence. If verification is not done, absences will be counted as mentioned in item #1.
2. Doctor or dental appointments-verified with proper appointment card or note from doctor. Upon return to school from an absence, the absence will be counted as mentioned in item #1 if verification is not done.
3. Death in immediate family
4. Extenuating circumstances – a student requiring additional absences may have his/ her parents appeal to the principal for an extension due to extenuating circumstances. These circumstances include, but are not limited to the following:
  - 1) Serious family emergencies
  - 2) Student contracting a communicable disease
  - 3) Inclement weather preventing bus transportation when school is not dismissed.

## **IMMUNIZATION POLICY**

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



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

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

## **STUDENT MEDICATION POLICY**

Medication should be given at home if at all possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

### PRESCRIPTION MEDICATIONS

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

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

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

### NON-PRESCRIPTION MEDICATIONS:

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

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

If it is necessary for a child to take a daily non-prescription medication, such as aspirin for rheumatoid arthritis, a request from the parent or guardian and also a request from the physician must be provided. The request from both should include the pupil's name, physician's name, date, name of medication, dosage, time of administration, and signature of parent or physician.

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

## **EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITY DRUG TESTING POLICY**

The Monett Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse or injuries resulting from use of drugs, thereby setting an example for all other students of the school district, adopts the following policy for drug testing of students participating in extracurricular and co-curricular activities.

### **STATEMENT OF PURPOSE AND INTENT**

It is the desire of the Board of Education, administration, and staff that every student in the Monett R-I School District refrains from using, possessing, or distributing illegal drugs and alcohol. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and co-curricular activities, as well as their ability to apply for a parking pass on the Monett High School campus. This policy is intended to supplement and complement all other policies, rules, and regulations of the district regarding possession or use of illegal drugs and alcohol.

Student parking on school property and participation in school sponsored extracurricular and/or co-curricular activities, at the Monett R-I School District, is a privilege. Accordingly, students involved in such activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs and alcohol.

The goal of the policy is not to levy discipline, but rather to ensure student health and safety, as well as prevention of possible drug related problems. A goal of this program is to open the lines of communication between parents, students, and the school in dealing with drug abuse. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and co-curricular activities and park on the Monett R-I campus.

Drug use is a problem among students nationwide. The students participating in these activities in the Monett R-I School District have and are experiencing similar problems.

The Staff, Administration, and School Board believe that all students in the Monett R-I School District have a right to participate in extracurricular and co-curricular activities in a safe and drug free environment. For the safety, health, and well being of the students, the Monett R-I School District has adopted this policy for use by all students participating in extracurricular and/or co-curricular activities in grades 7-12 (including in season and off season participation), as well as students applying for a parking permit on the Monett High School campus.

### **DEFINITIONS**

**“Co-curricular activities”** are activities that students participate in outside of the classroom as a result of being enrolled in a school offered class.

**“Extracurricular activities”** are activities in which that student participates outside the regular course of study.

**“Drug Use Test”** means a scientifically substantiated method to test for the presence of illegal, performance enhancing drug, alcohol, or the metabolites thereof in a person’s urine.

**“Illegal Drugs”** means any substance which an individual may not sell, possess, use, distribute, or purchase under either Federal or Missouri Law. It includes, but not limited to, all scheduled drugs as defined by Missouri Law, all prescription drugs obtained without authorization, and all prescribed and over the counter drugs being used for an abusive purpose as well as alcohol.

**“Positive”** when referring to a drug test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the laboratory administering the drug use test.

### **DRUG TESTING PROCEDURE**

#### ***CONSENT FORMS***

All Monett Middle and Monett High School students shall receive a copy of the “Extracurricular and Co-Curricular Activity Drug Testing Policy” with an attached consent form which shall be read, signed, and dated by the student, parent and/or guardian regardless of their desire to participate in the program. Students must

turn in the consent form to the office by 3:10 PM on August 31st or prior to the start of the fall sport season in which that student participates.

Students, who enroll after the beginning of school, will be provided with a consent form and must submit the consent form within two weeks of his/her enrollment date.

Any student who fails to return a signed consent form by the deadline date will be subject to the following:

The student will be prohibited from participation in any activities for a period of 20 calendar days.

#### **RANDOM SELECTION**

Each participant who enrolls in the Extra Curricular and Co-Curricular Drug Testing Program will be assigned a random number for testing purposes. The service that conducts the random drug screening will utilize only the participant's drug test number. The drug test company will at no point in time have student names provided to them to protect student confidentiality.

The drug testing company utilized by the Monett R-I school district will provide district administrators a list of random numbers and alternate numbers corresponding to students assigned for testing prior to each test administration. Selection of the participants shall be accomplished by scientifically accepted random sampling techniques.

The district will conduct random 12-panel drug screens a minimum of 20 times per year of 10 participating high school and 5 participating middle school students, as well as 1 participating faculty member at the middle school and 1 participating faculty member at the high school.

Additionally, the district will conduct random steroid drug screens a minimum of 20 times per year of 1 participating high school extra-curricular athlete.

#### **DRUG TESTING AND TEST RESULT REPORTING**

Any drug test required by the Monett R-I School District under the terms of the policy will be administered by or at the discretion of a professional collection service chosen by the district using scientifically validated toxicological methods. The professional laboratory/collection service shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

Tests will be conducted at Monett High School and Monett Middle School. Appropriate district personnel will accompany the student to the testing site at all times. All aspects of the random drug use-testing program, including the collecting of specimens, will be conducted so as to safeguard the personal and privacy rights of the students to the maximum degree possible.

The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility. A trained monitor from the professional collection service will remain outside the restroom or facility to supervise the process. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If during the drug testing procedure, there is suspicion of use of altering substance, the sample will be tested for adulterants. If an adulteration substance is found, the test will be considered positive.

If the student is for any reason unable to produce a urine specimen within three hours of being pulled for testing, a saliva sample will be collected for testing purposes.

The trained collection personnel will perform a screening test on the specimen. If the initial test is positive, this test will be subject to confirmation by a second test at a designated laboratory. If the confirmation test is positive, the designated laboratory personnel will notify the principal with the results. The principal will contact the parent or guardian of the student and schedule a conference. At the conference, the principal will solicit any explanation of the positive result.

If the student asserts that the positive results are caused by circumstances other than consumption of an illegal drug the student will be given the opportunity to present evidence of such to the principal.

If after this conference a positive is determined, the student will become ineligible to participate in the activities according to this policy. The principal will notify the athletic director, activity coach, or sponsor. The principal reserves the right to implement the suspension outlined in this policy if the student's parents or guardians refuse to participate in the review process in a timely manner.

The Monett R-I School District will rely on the opinion of the laboratory, which performed the confirmation test in determining whether the positive result was produced by circumstances other than consumption of an illegal drug.

This decision may be appealed in writing to the Monett R-I School District Superintendent within five (5) working days of the principal's decision.

The decision of the superintendent may be appealed in writing to the Monett R-I Board of Education within five (5) working days of the superintendent's decision.

A student who has tested positive will be required to pass an additional drug screen provided through the Monett R-I School District to determine whether the student is no longer using illegal drugs before he or she may rejoin an extracurricular and/or co-curricular activity.

All parents or guardians of students who were tested in the initial screening will be contacted by personnel of the Monett R-I School District within five (5) working days of testing. Every effort will be made by the school principal to notify parents the day of the test.

### **VIOLATIONS**

Any student who tests positive in a drug test under this procedure shall be subject to the following restrictions:

#### **MSHSAA Activities:**

**FIRST OFFENSE:** Suspension for 1/3 of contests/performances in participant's current or next activity season (or a combination). The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in contests/performances. The student may, at his or her own expense, participate in a school approved counseling program and have the suspension reduced to fifty percent of the original number of contests/performances.

**SECOND OFFENSE:** 365-day suspension from the activity program. The student may, at his or her own expense, participate in a school approved counseling program and have the suspension reduced to fifty percent of the original number of contests/performances.

**THIRD OFFENSE:** Permanent removal from extracurricular program.

#### **Non-MSHSAA Activities:**

**FIRST OFFENSE:** The student will be prohibited from participating in or attending any school activities for the next 60 calendar days. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to 30 calendar days.

**SECOND OFFENSE:** The student will be prohibited from participating in or attending any school activities for the next 180 calendar days. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to 90 calendar days.

**THIRD OFFENSE:** The student will be permanently prohibited from participating in or attending any school activities.

Additionally, a violation of this policy may result in the student losing eligibility for participation in the A+ program.

**MONETT R-I SCHOOLS  
DRUG TESTING POLICY  
CONSENT FORM**

Participant Name (Print): \_\_\_\_\_

I, the undersigned participant in the extracurricular and/or co-curricular activities program in the Monett R-I School District, Monett, Missouri, am willing and consent to take a drug-screening test for illegal substances in accordance with District policies and procedures. I understand that my failure to consent to such a screening will cause me to be ineligible to participate in any activities. I also understand that the results of such tests will be considered toward determining my continued eligibility for participation in activities.

I consent to **ALLOW** a specimen of my urine to be collected by the drug testing collection agency designated by the Monett R-I School District and to have a drug testing collection agency and/or testing laboratory designated by the District perform a substance abuse analysis on the specimen. I also consent to the release of the results of the analysis by the drug testing collection agency and/or testing laboratory to the authorized district personnel via electronic or other means, i.e. telephone, facsimile, computer, etc.

Signature of the Student Participant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I plan to participate in MSHSAA sponsored athletics \_\_\_\_\_ YES \_\_\_\_\_ NO

I, the undersigned, am **NOT willing to consent** to take a drug screening test for illegal substances to be eligible to participate in any activities in accordance with Monett R-I School District policies and procedures. I understand that my failure to consent to such a screening will cause me to be ineligible to participate in activities.

Signature of the Student Participant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

As a part of establishing eligibility for activities in the Monett R-I School District, participants must complete and submit this form to the principal's office by August 31st before 3:10 pm or prior to the start of the fall sport season in which that student participates.

**\*REMOVE THIS FORM, SIGN, AND RETURN TO THE FALL SPORT COACH OR SPONSOR. OTHER STUDENTS TURN INTO THE FRONT OFFICE!**

## **CITIZENSHIP STANDARDS**

Participation in extracurricular student activities is a privilege and not a right. Students who represent Monett in an extracurricular activity are expected to be good citizens. A student who fails to exhibit good citizenship shall lose the privilege of participating in the student activity. These general and specific citizenship standards apply to students three hundred sixty-five (365) days a year, twenty-four hours a day - no matter where the student is located.

These citizenship violations will be dealt with individually, and the penalty may vary with the seriousness of the circumstances of the offense. The penalty for a general citizenship violation may range from a reprimand by the sponsor/coach to permanently barring the student from further participation in the School District's extracurricular activities program.

### **A. General Citizenship Standards**

A student may violate the school district's citizenship standards by conduct such as the following:

1. Repeated referrals for disciplinary action to the Principal, or other person having general responsibility for student discipline
2. A single breach of good conduct, either in or out of school, whether such conduct would constitute a violation of the school district's disciplinary policies or not which is verified to the satisfaction of the administration
3. A violation, or alleged violation, of federal, state or local criminal law which results in a summons being issued to the student, or charges being filed in court against the student, juvenile proceeding being initiated against the student or conduct which is verified to the satisfaction of the administration
4. Failure to follow the sportsmanship rules established by the school district, team, conference or MSHSAA in the opinion of the administration.
5. Violation of team or activity rules
6. Single breach of the school district's disciplinary policies, which the administration considers to be serious
7. Being suspended from school

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our activities programs to;

1. Cultivate awareness that participation in athletics and activities is part of the total educational process and as such, the coach/sponsor should neither seek nor expect academic privilege for the participants
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent
4. Recognize that the purpose of activities is to promote the physical, mental, moral, social and emotional well being of the individual participants
5. Avoid any practice or technique, which would endanger the present or future welfare or safety of any participant
6. Adhere to policies, which do not force or encourage students to specialize or restrict them from participation in a variety of activities
7. Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco in any form and other mood-altering substances
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with the officials or judges

10. Encourage all to judge the true success of the athletic and activities program on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss

B. Additional Specific Citizenship Standards

**Use or Possession of Alcoholic Beverages, Drugs or Tobacco**

Students are expected to refrain from possession or use of tobacco, drugs, and alcoholic beverages. A student will violate the school district's citizenship standards if he or she uses, possesses, has ingested, has under his or her control, sells, manufactures, administers, dispenses, distributes or compounds:

1. Tobacco in any form
2. Alcohol, intoxicating liquor as defined in Chapter 311, RSMo, or alcoholic beverages
3. Controlled substances, counterfeit substances or imitation drugs as defined in Chapter 195, RSMo
4. Solvent or toluol as defined in Chapter 578, RSMo
5. Controlled substance analogue as defined by Chapter 195, RSMo, and any substance which has a chemical makeup similar to any controlled substance, as defined above, and which when ingested or otherwise used causes a condition such as intoxication, euphoria, dizziness, irrational behavior, stupefaction, or hallucination
6. Anabolic steroid or other similar compound which is derived from testosterone or prepared synthetically
7. Drug paraphernalia as defined in Chapter 195, RSMo
8. Prescription medications, which are not prescribed to the student
9. Prescription medications which are prescribed to the student, but only if the student sells, administers, dispenses or distributes the medication to others

Possession shall be defined as visual or physical evidence, which is substantiated by a school official or law enforcement officer, to the satisfaction of the administration. Violation of the tobacco/alcohol/drug rules shall cause the student to receive the following citizenship penalty:

A student participating in the Monett R-1 Random Drug Screen program who tests positive for illegal and/or performance-enhancing drugs as outlined in the Random Drug Screening program will also be subject to Citizenship Policy consequences.

MSHSAA Activities:

**FIRST OFFENSE:** Suspension for 1/3 of contests/performances in participant's current or next activity season (or a combination). The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in contests/performances. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to fifty percent of the original number of contests/performances.

**SECOND OFFENSE:** 365-day suspension from the activity program. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to fifty percent of the original number of contests/performances.

**THIRD OFFENSE:** Permanent removal from extracurricular program.

Non-MSHSAA Activities and general student activities:

**FIRST OFFENSE:** The student will be prohibited from participating in or attending any school activities for the next 60 school days. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to 30 school days.

**SECOND OFFENSE:** The student will be prohibited from participating in or attending any school activities for the next 180 school days. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to 90 school days.

**THIRD OFFENSE:** The student will be permanently prohibited from participating in or attending any school activities.

Additionally, violation of the tobacco/alcohol/drug portion of this policy may result in the student losing eligibility for participation in the A+ program. Please see Board Policy JFCL for additional information.

These rules are considered by the sponsors to be twelve (12) month rules and will be treated as such. The rules in this handbook will apply to off-campus and on-campus incidents. The rules are set forth to help students participating in or attending school-sponsored activities be responsible citizens who are accountable for their actions at all times.

MSHSAA activities affected are academic team, all sports, band, choir, dance team, winter guard, and speech/debate.

Non-MSHSAA activities affected include, but are not limited to: Art Club, FFA, FCCLA, FBLA, FTA, Key Club, M-Club, NFL, Student Senate, Multicultural Leadership Club, Science Club, Thespians, VICA, all school dances, etc.

### **Acts of Theft and/or Vandalism**

Students are expected to refrain from acts of theft or vandalism. A student will violate the school district's citizenship standards if he or she engages in the following conduct:

1. Direct acts of theft or vandalism at school or elsewhere which are verified to the satisfaction of the administration
2. Attempts to engage in theft of another person's property which are verified to the satisfaction of the administration
3. Aiding or abetting another person who engages in acts of theft or vandalism at school or elsewhere, which are verified to the satisfaction of the administration
4. A violation, or alleged violation, of federal, state, or local criminal law which results in a summons being issued to the student, charges being filed in adult or juvenile court against the student, or conduct which is verified to the satisfaction of the administration

Violation of the theft/vandalism rules shall cause the student to receive the following citizenship penalty:

#### **MSHSAA Activities:**

**FIRST OFFENSE:** \*Suspension for 1/3 of contests/performances in participant's current or next activity season (or a combination). The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in contests/performances.

**SECOND OFFENSE:** \*365-day suspension from the activity program.

\*Where the violation of the theft/vandalism rules constitute or allege to involve the theft of items or damage valued by the administration at less than five hundred dollars (\$500.00), the student may have the suspension reduced by half with completion of 10 hours of approved community service.

\*Where the violation of the theft/vandalism rules constitute or allege to involve the theft of items, or damage valued by the administration at five hundred dollars (\$500.00) or more, the student may have the suspension reduced by half with completion of 20 hours of approved community service.

**THIRD OFFENSE:** Permanent removal from extracurricular program.

#### **Non-MSHSAA Activities and general student activities:**

**FIRST OFFENSE:** \*The student will be prohibited from participating in or attending any school activities for the next 60 school days. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to 30 school days.

**SECOND OFFENSE:** \*The student will be prohibited from participating in or attending any school activities for the next 180 school days. The student may, at his or her own expense, participate in an approved counseling program and have the suspension reduced to 90 school days.

**THIRD OFFENSE:** The student will be permanently prohibited from participating in or attending any school activities.

\*Where the violation of the theft/vandalism rules constitute or allege to involve the theft of items or damage valued by the administration at less than five hundred dollars (\$500.00), the student may have the suspension reduced by half with completion of 10 hours of approved community service.



\*Where the violation of the theft/vandalism rules constitute or allege to involve the theft of items, or damage valued by the administration at five hundred dollars (\$500.00) or more, the student may have the suspension reduced by half with completion of 20 hours of approved community service.

These rules are considered by the sponsors to be twelve (12) month rules and will be treated as such. The rules in this handbook will apply to off-campus and on-campus incidents. The rules are set forth to help students participating in or attending school-sponsored activities be responsible citizens who are accountable for their actions at all times.

MSHSAA activities affected are academic team, all sports, band, choir, dance team, winter guard, and speech/debate.

Non-MSHSAA activities affected include, but are not limited to: Art Club, FFA, FCCLA, FBLA, FTA, Key Club, M-Club, NFL, Student Senate, Multicultural Leadership Club, Science Club, Thespians, VICA, all school dances, etc.

### **Team or Activity Standards**

Students are expected to observe and obey the rules established by the coach or sponsor of the activity. The specific rules shall be communicated by each coach or sponsor to the student participants at the beginning of the activity. Violation of the team or activity rules shall constitute a violation of the school district's citizenship standards with the penalty to be determined by the coach or sponsor, athletic director, and principal.

In addition, any student who leaves a sports team after the two-week tryout period without the advance permission of the head coach, athletic director, and Principal shall be subject to the following citizenship suspension:

**FIRST OCCASION:** Citizenship suspension for one-third (1/3) of the contests in the student's next sports season

**SECOND OCCASION:** Citizenship suspension for three hundred sixty-five (365) days

The above specific citizenship standards and consequences listed under section B are in place for the four (4) years a student is in high school. For example, if a student violated the specific citizenship standards as a freshman and again as a senior, the violation would be considered a second offense or occasion.

## **Public Notices of the Monett R-1 School District**

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## **MONETT R-1 SCHOOL DISTRICT**

### **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.

MONETT R-1 SCHOOL DISTRICT

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

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

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

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

If you do not want the Monett R-1 School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by August 20, 2016. Monett R-1 School District has designated the following information as directory information:

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

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

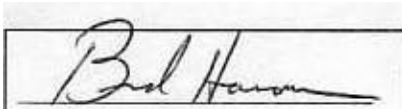
## Notice of Nondiscrimination

As per Board of Education policy adopted 12/21/00, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Monett R-1 Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admissions/access to, or treatment/employment in its programs and activities.

Any persons having inquiries concerning Monett R-1 Schools compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact:

Teena Fare  
Director of Special Services and Compliance Director of Title VI, Title IX and  
Section 504  
800 East Scott Street  
Monett, Missouri 65708  
[tfare@monettschools.org](mailto:tfare@monettschools.org)

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, with the institution's compliance with the regulations implementing Title VI, Title IX, and Section 504

A rectangular box containing a handwritten signature in black ink. The signature appears to read "Bud Harrow".

Superintendent, Monett R-1 Schools

## MONETT R-1 SCHOOL DISTRICT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## MONETT R-1 SCHOOL DISTRICT

### PUBLIC NOTICE

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

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

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

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

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

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

This notice will be provided in native languages as appropriate.

## **FEDERAL PROGRAM REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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