

# **KNOX COUNTY HIGH SCHOOL**



**STUDENT HANDBOOK  
2020-2021**

# KNOX COUNTY HIGH SCHOOL

I have read and understand the Knox County High School parent-student handbook.

---

Parent signature

---

Student signature

---

Date

I understand that during the course of the year, my child may take part in educational surveys, including the Safe and Drug Free Schools and Communities Survey. No personally identifiable information will be collected or shared, as part of this process. My child may also be using the internet for career education. I also understand that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, unless a parent requests not to disclose such information.

---

Parent signature

---

Student signature

---

Date

Please detach, sign, and return to the office.

**Knox County High School Students:**

On behalf of our faculty and staff, I would like to welcome you to the 2020-2021 school year at Knox County High School.

Knox County High School has a long-standing tradition of excellence in the classroom in addition to its proud reputation in extra-curricular activities. I expect each of you to meet the standards this school has set, and to carry forward the proud tradition of this school along with the county and communities it represents. Our goal is to make your high school years a positive experience, but as educationally challenging as possible. If you encounter difficulties throughout the year, I encourage you to seek out a member of our professionally trained staff so that we may do our best to assist you.

Knox County High School has a wide variety of programs available to you. You can take advantage of these numerous opportunities by being an active learner in the classroom as well as a positive participant in our extra-curricular activities.

I look forward to working with you in order to accomplish your educational goals.

Go Eagles!

## **TABLE OF CONTENTS**

EQUAL EDUCATIONAL OPPORTUNITIES/BELL SCHEDULE	7
ENROLLMENT POLICIES/CLASS STATUS	8
GRADUATION REQUIREMENTS	8-10
PLACEMENT, CREDIT, AND VARIANCES FOR TRANSFER STUDENTS	12
ONLINE HIGH SCHOOL CREDIT/EARLY GRADUATION	13-14
HONOR ROLL	14
ACADEMIC LETTER/GRADE POINT	15
ARTICULATION CREDIT/DUAL ENROLLMENT	16
SCHEDULE CHANGE/A+ PROGRAM	17
REPORTS TO PARENTS/ACADEMIC INTEGRITY/TARDIES	18
ATTENDANCE/WITHDRAWAL FROM SCHOOL	19-20
ABSENCES	21
ANNOUNCEMENTS/STUDENT USE OF THE OFFICE	22
USE OF THE TELEPHONE/TRANSCRIPTS	22
LOCKERS/PARKING/SEARCHES/HALL REGULATIONS	22-23
LIBRARY/CAFETERIA	24
TRANSPORTATION GUIDELINES	24-26
EMERGENCY PROCEDURES/WEATHER OR EMERGENCY DISMISSAL	27
TEXTBOOKS/STUDENT ID/STUDENT INSURANCE	27
VENDING MACHINES/PICTURES/LOST AND FOUND/INITIATION	28
BULLYING AND HARASSMENT	28-29
ATHLETICS AND ACTIVITIES/GOOD CITIZENSHIP	29
TRANSPORTATION/SCHOOL TRIPS	29
PEP ASSEMBLIES/ASSEMBLIES/SCHOOL SPONSORED ACTIVITIES	30
CLASS MEETINGS	30
VOCATIONAL TECHNICAL STUDENTS/STUDENT COUNCIL	31
USE OF CELLPHONES/APPROPRIATE DRESS	32
DISPLAY OF AFFECTION/DIRECTORY INFORMATION	33

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL	34
SATURDAY DETENTION/AFTER-SCHOOL DETENTION	34-35
IN-SCHOOL SUSPENSION/OUT-OF-SCHOOL SUSPENSION	35
BOARD POLICIES	36-43
EARTHQUAKE SAFETY	44-46
COMPLAINT RESOLUTION PROCEDURE	47-49
SERVICES PROVIDED FOR SPECIAL NEEDS	49-51
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	52-53
NOTICE OF DISCRIMINATION	54

# **KNOX COUNTY HIGH SCHOOL**

Knox County R-1 School District is classified as accredited by the Department of Elementary and Secondary Education of Missouri. It offers a four-year program for Missouri residents. Non-residents may apply for admission by contacting the school administration; tuition payments are required for non-resident students. The local Board of Education has set a graduation requirement of twenty-four (24) units of credit.

## **SCHOOL SPIRIT**

Official School Colors	Red, White & Black
Mascot	Eagle
Conference	Lewis & Clark

The school seal displays an interlocked "KC" for Knox County on a crescent-shaped base, the numeral "1" symbolic of the first county in the state of Missouri to be recognized as an entire county school unit, the four emblems which represent the fields of music, art, victory, and knowledge--above which shines the torch of truth and achievement.

A standard design has been adopted for the class ring of Knox County High School. The ring embodies the use of our seal on one shank and the emblem of the Eagle on the other, together with the words "Knox County High School" encircling a stone crest

## **MISSION STATEMENT**

“We the Knox County R-I Board of Education, administration, and staff believe that all students can learn and can achieve mastery of basic skills. We believe that our purpose is to educate all students to high levels of academic performance while fostering positive growth in social/emotional behaviors and attitudes. We believe that all other aspects of the school program are secondary to this purpose.

Equipped with this focus we are committed to developing the characteristics of an effective school, which is a clear school mission, strong instructional leadership, safe and orderly environment, high expectations and a system to measure achievement impact. We are life-long learners.”

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Each student, being limited only by individual differences; should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students. Education programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status or disability.

## **SCHOOL HOURS**

Classes begin at 8:15 a.m. and continue until 3:10 p.m. A student will take seven classes per day. Students will be assigned to a teacher. After gaining permission, students may use this time to meet with a teacher to answer questions about homework. Lunch periods are scheduled from 12:30 p.m. to 1:16 p.m. Busses will depart at 3:15 p.m.

## **BELL SCHEDULE**

8:10		Warning bell
8:15	9:09	First period
9:12	10:06	Second Period
10:09	11:03	Third Period
11:06	12:00	Fourth Period
12:03	1:16	Fifth Period
1:19	2:13	Sixth Period
2:16	3:10	Seventh Period

## **VISITORS**

The only visitors welcome during the school day are parents and other Knox County residents. A student not in school here is not welcome during the day. Visitors should check in at the principal's office. They will be required to sign in and provide positive identification and wear a visitor's pass while in the building. Anyone not checking in will be asked to leave and may have trespass charges filed against them. If dropping off an item for a student, visitors are asked to leave the item in the front entrance to be picked up by the student at a later time.

## ENROLLMENT POLICIES

Students are required to enroll in seven periods of classes each day, except as noted on succeeding pages under “Early Graduation.” The counselor and/or principal conduct all scheduling of students. The administration reserves the right to adjust student schedules in order to balance educational opportunities.

## CLASS STATUS

To qualify for specific grade status, students must meet the following criteria:

Freshman Status – Promotion from the 8<sup>th</sup> grade.

Sophomore Status – Minimum of 6 units of credit prior to the beginning of the school year.

Junior Status – Minimum of 11 units of credit prior to the beginning of the school year.

Senior Status – Minimum of 17 units of credit prior to the beginning of the school year.

## GRADUATION REQUIREMENTS

**The Board of Education has established the following guidelines for graduation from the Knox County R-1 High School:**

1. All non-handicapped students graduating will be required to have completed at least 24 units of credit. Specific subject area requirements are listed below. Graduation requirements for educationally handicapped students will be addressed in the student’s Individualized Educational Program (IEP).
2. Transfer students who are unable to meet these requirements for graduation will be permitted to graduate if:
  - a. they have done satisfactory work since the date of transfer, and
  - b. they have been unable to meet these requirements due to conditions beyond their control, and
  - c. they would have graduated from their former school if they had not transferred.
3. One unit of correspondence credit will be applicable toward units required for graduation. This must be from an accredited public institution of higher education, designed for the secondary level, and approved in advance by the high school principal.



4. In addition to the program of study for graduation, a student must pass proficiency examinations concerning the Missouri and United States Constitutions, and United States Civics as well as receiving 30 minutes of CPR/Heimlich maneuver training to qualify for graduation.
5. Only students meeting the criteria for graduation will participate in the graduation ceremony.

## GRADUATION HONORS

**Beginning with the class of 2022, KCHS will begin recognizing honor graduates instead of valedictorian and salutatorian during the graduation ceremony. Those levels are:**

**1. *Summa Cum Laude***

- a. GPA 3.95-4.00+
- b. Minimum 22 ACT
- c. Rigorous Course of

Study

**2. *Magna Cum Laude***

- a. GPA 3.75-3.94
- b. Minimum 22 ACT
- c. Rigorous Course of

Study

**3. *Cum Laude***

- a. GPA 3.50-3.74
- b. Minimum 22 ACT
- c. Rigorous Course of Study

Students who receive graduation honors will be designated by special cords during the ceremony. With the new honors system in place, Knox County High School will be selecting the graduation speakers through a faculty/student committee process. The following steps will be taken to select the speakers:

**March:** Seniors who are interested in being the graduation speaker will submit a written speech to the principal for approval. A committee of teachers and seniors (selected from senior student council members) will read the anonymous speeches and narrow down the pool.

**April:** Seniors who had their written speeches selected by the committee will perform their speech for the committee and the final graduation speakers will be selected.

**May:** Graduation speakers will work with appropriate faculty members to

## **SPECIFIC SUBJECT AREA REQUIREMENTS**

*(The grade level indicated in parentheses is the customary placement in the high school program.  
The counselor and/or principal do the scheduling.)*

### **ENGLISH: 4 UNITS (GRADES 9, 10, 11, 12)**

Four units of work in generalized Language Arts, which emphasize oral and written expression, diversified reading and appreciation of literature. Introductory courses and work in grades 9 to 11 will prepare the student for additional courses offered in the curriculum.

### **SOCIAL STUDIES: 2 UNITS (GRADES 9, 10)**

Two units, including one unit of American History to be fulfilled by completing two semester courses in specific areas of the history of the American people.

### **GOVERNMENT/CIVICS: 1.0 UNIT (GRADES 11)**

A course in government at the federal, state and local levels. Examinations on the provisions and principles of the United States and Missouri Constitutions, as required by state law to graduate.

### **MATHEMATICS: 3 UNITS (GRADES 9, 10, 11)**

Three units from algebra, geometry, transitional, or applied math to meet needs and interest of the pupil.

### **SCIENCE: 3 UNITS (GRADES 9, 10, 11)**

One unit in Biology and 2 choices from other science offerings which can include science credit embedded into other disciplines.

### **FINE ARTS: 1 UNIT (GRADES 9, 10, 11, 12)**

One unit in the fields of music and/or art to meet needs/interest of pupil.

### **HEALTH: .5 UNIT (GRADE 9)**

One semester of health education is required.

### **PRACTICAL ARTS: 1 UNIT (GRADES 9, 10, 11, 12)**

Vocational Agriculture	Industrial Technology
Vocational Business (Business Technology)	Business
Vocational Education (Kirksville Vo-Tech)	

### **PHYSICAL EDUCATION: 1 UNIT (GRADES 9, 10)**

Two semesters of credit being earned in comprehensive physical education classes. A pupil with physical disabilities may be excused from those activities, which will be detrimental to his/her health. (A

medical excuse from a doctor must be on file with the permanent record of the pupil, and the school will contact the physician to determine the student's abilities and limitations).

**PERSONAL FINANCE: .5 UNIT (GRADE 11)**

One half credit as required by the state of Missouri. Information on personal finance as it applies to the real world will be covered. Students will be required to take a state exam at the end of the course.

**ELECTIVES: 7 UNITS**

Placement in courses to meet the needs and interest of the pupil. Every elective should be chosen because the knowledge and skills taught in the course will strengthen a student's vocational or technical preparation or because it will increase the student's probability of succeeding in college or other postsecondary training. Students should not be permitted to select electives randomly or simply to accumulate the required number of units of credit.

Prior to graduation all students must participate in statewide assessments known as End-of-Course Examination (EOC) for high school level courses as required by the Department of Elementary and Secondary Education. Students will take these exams at the end of the course. The results will be used by the state for our Annual Performance Report (APR), and at the federal level for the Adequate Yearly Progress (AYP) as mandated by No Child Left Behind.

During a student's 11<sup>th</sup> grade year they will be provided with an opportunity to take the ACT exam, administered at KCHS, at no cost to the student. Students who forgo this opportunity to take the ACT exam during their junior year will be required to take the ACT WorkKeys assessment during their senior year

## PLACEMENT, CREDIT, AND VARIANCES FOR TRANSFER STUDENTS

The following guidelines may be used for determining grade placement of transfer students and recognizing credit from their prior schools.

<b>Transferring from</b>	<b>Board Policy</b>
<ul style="list-style-type: none"> <li>● Another public high school in a school district accredited by the Missouri State Board of Education</li> </ul>	<ul style="list-style-type: none"> <li>● Accept credit, pursuant to 171.171, RSMo, and grade placement as stated on transcript.</li> </ul>
<ul style="list-style-type: none"> <li>● A nonpublic high school or charter school in a school district accredited by the North Central Association (NCA), Independent Schools Association of Central States (ISACS), or the University of Missouri Committee on Accredited Schools</li> <li>● Private agency placement by public school district for students with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>● Accept grade placement and credit as stated on transcript and equated to the Carnegie unit as defined in Missouri.</li> </ul>
<ul style="list-style-type: none"> <li>● A public or nonpublic high school in another state accredited by that state's department of education, NCA or its equivalent, or ISACS or its equivalent agency.</li> </ul>	<ul style="list-style-type: none"> <li>● Accept grade placement and credit as stated on transcript and equated to the Carnegie Unit as defined in Missouri.</li> </ul>
<ul style="list-style-type: none"> <li>● An unaccredited public or nonpublic high school in Missouri or another state.</li> <li>● A charter public high school that is not accredited by the NCA or its equivalent</li> <li>● Home school</li> <li>● Private agency placement by parents/guardians of students with disabilities</li> </ul>	<ul style="list-style-type: none"> <li>● Review reported courses and any available achievement test or other performance data.</li> <li>● Interview student and parents.</li> <li>● Administer formal and informal assessments if records are inadequate.</li> <li>● Make a tentative placement decision based on available information.</li> <li>● If placement is ninth grade, students should be required to meet all state and local graduation requirements.</li> <li>● Parents/guardians of home-schooled children must provide documentation as required in 167.031, RSMo.</li> </ul>

## **EMBEDDED CREDIT**

Students may earn credit toward graduation from a class whose competencies are embedded in another subject. School districts who offer embedded credit must notify the Department of Elementary and Secondary Education. The notification must include assurances that the embedded content is closely aligned to the subject in which that content will be taught. The embedded content must also align closely to the Missouri Show-Me Standards and Grade Level Expectations.

## **ONLINE HIGH SCHOOL CREDIT**

The district may recognize and assign credit for courses that are taught through Mizzou K-12 online or other approved programs. Online classes allow the student an opportunity to take classes which are not be offered in the KCHS Career Pathways Guide. Therefore, if a class is offered at KCHS, the students may not take the same course online. The District will ensure that courses are aligned with the Show-Me standards and comply with state requirements. The following regulations will apply to students who choose to take a High School Online course during the school year.

1. Students who are of junior or senior standing are eligible to enroll in online courses.
2. High school students must meet with the guidance counselor in order to enroll in high school online courses.
3. Online courses will not be offered during 1<sup>st</sup> or 7<sup>th</sup> hour.
4. Students will be assigned a specific supervisor, who will be a member of the Knox County R-1 staff. Students will report to their direct supervisor's classroom during the period in which the online course takes place.
5. Once students have been enrolled in the online class, they may not choose to "drop" the course.
6. Online courses run on a semester basis. Most online courses begin later and end later than our local school calendar. It is the duty of the student to report their final semester grade to the high school office or guidance counselor. Students should present proof from the instructor (email, final grade sheet) that they have completed the course. Until a final grade has been recorded, students will receive an "Incomplete" for the online course on their grade card. After a reasonable amount of time, with no proof of completion, the student will receive an "F" as a final grade.
7. If a student fails to complete an online course or fails the semester by not completing the work, under normal circumstances, that student will not be allowed to enroll in any subsequent online course.
8. **No** online classes for high school credit only will be "weighted" for the purposes of calculating GPA or class rank. Dual-credit or dual enrollment online classes will be weighted.
9. The school district will not pay for online classes in which student receives "dual" credit from a postsecondary community college or 4-year college or university.

## **OPTIONS TO FULL-TIME STUDENT EARLY GRADUATION**

A student who has earned the minimum required credits for graduation by the end of the seventh (7) semester may discontinue his/her attendance at Knox County R-I High School. Students who wish to graduate early will be required to meet with the guidance counselor and submit written notification to the principal by June 15 following completion of six (6) semesters. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent.

For students graduating early, the following guidelines apply:

1. Students will receive a diploma upon the attainment of all requirements as set by the state and the local School Board and will not participate in spring graduation ceremonies or other end of the year senior activities and will be considered an alumni for all other purposes.

2. Students are not eligible for competitive recognitions that are based on GPA and class rank. These include:

A. Valedictorian and salutatorian

B. Local scholarships and awards presented to graduating seniors who have completed eight (8) semesters of course work.

3. Students will need to check with colleges to which they are applying as to their eligibility for college-based scholarships, awards and aids.

After an application has been submitted, the principal shall rule on the request and report to the Superintendent the names of all students who are approved for early graduation. This same report shall be transmitted to the Board of Education. In the event the principal denies the request, the student may appeal to the Superintendent who will respond in a reasonable time. If the student is not satisfied with the decision of the Superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board.

## **HONOR ROLL**

Quarter honor rolls will be published, including pupils who have earned an average "B" or 3.0-3.62 grade point average for the "B" honor roll, and "A" or 3.63-4.0 for the "A" honor roll. A regular or standard point value will be used for all classes not designated as weighted. Weighted classes are noted on the courses offered by department list.

## REGULAR & WEIGHTED GRADE POINT VALUES

LETTER GRADE	Point Value Regular Classes	Point Value Weighted Classes
A-Excellent	4	5
B-Superior	3	4
C-Average	2	3
D-Inferior	1	2
F-Failing (No Credit)	0	0

### ACADEMIC LETTER

The Board of Education has established the following guidelines for academic letters for Knox County High School students in grades 9 through 12. Letters will be awarded in September of each year and will be given to students not previously receiving the letter and who have earned a grade point average of 3.0 or better in three of the four quarters in the preceding year. Students already possessing a letter will receive the appropriate bar. A gold bar will be given to students on the A honor roll three of four quarters and a silver bar to those on the B honor roll three of four quarters.

### GRADE POINT AVERAGE

Knox County High School uses a weighted 4 point scale in calculating honor rolls and student grade point averages. All semester and full year classes are included in the calculation, except classes on a pass/fail grade. A pass grade does not affect grade point average, but a fail grade is calculated in the student grade point average.

At graduation, the senior with the highest grade point average is declared the valedictorian, the student ranking next highest is declared the salutatorian. See Board Policy 2523.

### GRADE SCALE

<b>A</b> .....	<b>96-100</b>
<b>A-</b> .....	<b>91-95</b>
<b>B+</b> .....	<b>88-90</b>
<b>B</b> .....	<b>85-87</b>
<b>B-</b> .....	<b>81-84</b>
<b>C+</b> .....	<b>78-80</b>
<b>C</b> .....	<b>74-77</b>
<b>C-</b> .....	<b>70-73</b>
<b>D+</b> .....	<b>67-69</b>
<b>D</b> .....	<b>63-66</b>
<b>D-</b> .....	<b>60-62</b>

**Below 60 percent is failing.**

## **ARTICULATION CREDIT**

Articulation is a process that allows the linkage of two or more educational institutions in order to provide a smooth transition for the student going from one level to the next without delays, duplication, or loss of credit. Earning articulation credit benefits the student by granting them advanced standing at college due to credits earned in high school, thus the student spends less time (and money) in college. It also reduces duplication of classes, as the student doesn't need to spend time on the areas he or she has already earned credit.

Knox County High School students who attend the Kirksville Area Vo-Tech are given the opportunity to earn articulation credits prior to enrolling in specific post-secondary programs of study through articulation agreements.

Students who complete a program of study at the Vo-Tech and wish to further their education in that field after graduation may apply their Vo-Tech coursework toward specific programs of study at these schools. The Counseling & Career Center and the Vo-Tech have more information available pertaining to these articulation programs.

Students enrolled in vocational programs in business and agriculture at Knox County High School may also earn college credit through articulation agreements with some community colleges in the state. Specific courses and requirements are available from the vocational instructor or from the counselor. Articulation agreements are in place with:

- Moberly Area Community College (Moberly, MO)
- Linn State Technical College (Linn, MO)
- North Central Missouri Community College (Trenton, MO)
- Indian Hills Community College (Ottumwa, IA)
- American Institute of Business (Des Moines, IA)
- State Fair Community College (Sedalia, MO)

## **DUAL ENROLLMENT/CREDIT**

### **(Juniors/Seniors only)**

Dual credit is a process, which allows Knox County High School students the opportunity to earn college credit from Hannibal-LaGrange College and/or Moberly Community College while completing specific courses at our high school. By enrolling in specifically approved classes taught at our school during normal school hours, students can earn credits that apply directly toward high school graduation and college. Before enrolling, a student must have a 3.0 (8.25) grade point average (individual courses/colleges may have additional enrollment requirements) and they must pay a nominal fee (about one-fourth what a college student pays) for these classes. Upon earning a grade of A, B, or C (and D from MACC) they receive college credit. Dual credit is an excellent way for high school students to become familiar with college courses and to get an extra boost of confidence before enrolling in college full-time.



## SCHEDULE CHANGE

Students select courses, with the help of the counselor, for each academic year during the spring or summer of the previous school year. Before the start of school or before second semester, students are allowed to make changes to their schedule of classes. **Once the semester has begun, there will be no schedule changes, with the exception of actual errors. There will be no “I changed my mind” changes.**

## A+ SCHOOLS PROGRAM

Knox County R-I High School has been designated by the Missouri Department of Elementary and Secondary Education as an A+ High School. The A+ vision for the Knox County R-1 School District is to provide all students the necessary knowledge and skills to be successful in their endeavors beyond high school.

The three goals of the A+ Schools Program are to ensure that all students graduate from high school, to ensure that all students complete a selection of high school studies that is challenging and has identified learning expectations, and to ensure that all students proceed from high school graduation to a college, post-secondary vocational or technical school or a high wage job with workplace skill development opportunities. Graduates of Knox County R-I High School may be eligible for two years of paid tuition and fees to attend any Missouri public community college, vocational school, or technical school for a period of four years from the date of graduation.

To be eligible, students must meet the following requirements:

- Sign an A+ Participation Agreement.
- Attend three consecutive years and graduate from a designated A+ School.
- Graduate with a 2.5 (6.875) cumulative GPA on a 4.0 (11.0) GPA scale.
- Graduate with an attendance record of 95% for the four years of high school.
- Complete fifty hours of unpaid tutoring/mentoring.
- Maintain a record of good citizenship and avoid the unlawful use of drugs/alcohol.
- Make a good faith effort to first secure all available post-secondary funds that do not require repayment by submitting the FAFSA to receive funds.
- Register with Selective Service, if applicable.
- Must score proficient or advanced on the Algebra I EOC.

Students interested in the A+ Schools program may obtain information from the A+ coordinator located in the Counseling and Career Center.

\* The A+ Handbook is available on the Knox County R-1 Website \*

## REPORTS TO PARENTS

Report cards will be issued at Parent Teacher Conferences, and mailed to the student's home address after each semester. The marking scale will be A, Excellent; B, Superior, C, Medium or Average; D, Inferior; and F, Failure. A - or + may be used to denote work below or above the letter grade. Each teacher will inform students of his/her grading system early in the quarter or semester's work. Work that is not completed will result in a grade of Incomplete. Students will be given a deadline for work to be completed. If the work is not completed during this time it will be counted as zeros.

## PROGRESS REPORTS

**Progress reports will be available at any time during the grading period by using our school's information system, Tyler SIS K-12: Tyler SIS Student 360 Parent Portal**

To begin using the Parent Portal, follow these steps:

1. Fill out the Parent Portal registration form and return it to the school.
2. Your password will be emailed to the address you provided on the registration form.
3. Go to the Tyler SIS Student 360 web page [SIS K-12 Parent Portal](#)
4. Click on the Parents tab and log in. You must be on the **Parents** tab in order for your login to work.

## ACADEMIC INTEGRITY

**Cheating** is defined as copying from another student or willingly allowing another student to copy work, using or possessing a "crib sheet", or looking in a book during a closed-book test. Also included in this violation would be plagiarizing an assignment or project.

In the event a student is caught cheating, the consequences will be as follows:

First Offense:	Zero for test or assignment
Second Offense:	Zero for test or assignment and Saturday Detention
Third Offense :	Zero for test or assignment and a 3 day Suspension

## TARDIES

We must insist that students be on time for school and class. If you are late to class, you are tardy. The office considers all tardies to be unexcused, with the exception of a late bus. Tardies are recorded on a daily basis, and start over every quarter. Following the fifth tardy the student will be assigned to a detention for each additional tardy during the current quarter. A student who is tardy to school must first sign in at the office to assure their attendance is recorded accurately.

## TARDY SWEEP

Teachers are to shut their doors once the bell rings for class. Any students found in the hall will be “swept” to the office. Teachers who have conference periods will be responsible for escorting these students to the office to fill out a tardy form. The teacher will then escort the student back to class.

## ATTENDANCE

**Parents need to inform the school as soon as possible the day that their child is absent by calling 397-2231. Absences not reported by 10:00 AM will be recorded as unexcused and will not be allowed to be appealed at the end of the semester without doctor excuses. If the school is not notified by 10:00 AM, a good faith effort will be made to contact parents of students who are absent.**

The frequent absences of pupils from classroom learning experiences disrupt the continuity of the learning process. The benefit of regular classroom is lost and cannot be regained. Teachers cannot teach pupils who are not present. The total process of education requires continuity of instruction, classroom participation, learning experiences and study in order to obtain the maximum educational benefit for each individual student. The regular contact of pupils with each other in the classroom and their participation in a well planned instructional program under the direction of a competent teacher are vital to this purpose.

Regular attendance is one of the main responsibilities of the pupil and communication with the school when your child is absent is crucial. If physically able, the pupil should attend school every day that school is in session. Absences due to minor causes are inexcusable.

***Attendance guidelines-*** Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents/guardians are asked to contact the school the day of the student’s absence to report the nature of the absence. An absence will be recorded UNEXCUSED unless and/or until the parent/guardian contacts the school. The student must also provide documentation at this time if none has been provided beforehand. This requirement is the responsibility of the student. If the student does not provide documentation, the teacher(s) will record the absence as UNEXCUSED. Nothing in this policy is intended to be, nor should it be construed as, disciplinary or punitive in purpose or result.

Accordingly, provisions, which comprise our academic attendance policy, are:

- Students are expected to maintain a 90% attendance in each class. Knox County High School feels that attendance is the mainstay of developing a good work ethic, both as a student, future employee and contributing member of society.
- Students who do not maintain a 90% attendance in each class will be put on an attendance factor for that particular class. This attendance factor will equal the student’s average daily attendance/class for the semester and will be deducted from their final semester grades. An example would be that if a student earned a 95% semester grade but fell below 90% attendance with an 85%. The student would only

receive 85% of 95 for the semester ( $95 \times .85 = 80.75\%$ ). The student would receive a B- as opposed to an A for the semester.

- Students are not allowed to make up time.
- The student's semester grade cannot fall below 60% as a result of an applied attendance factor.
- Each student's average daily attendance will be printed on all quarter & semester grade reports for parents to monitor.
- A good faith effort will be made by the high school office to communicate with parents and students when their attendance is close to falling below the 90% level for the semester.
- A student may appeal to the attendance committee if they fall below the 90% attendance/class for reasons that they feel are beyond their control. The attendance committee reserves the right to waive the attendance factor.

### **APPEALING ATTENDANCE**

A student and parent may appeal this policy, in writing within ten school days of official notification from the HS Principal, to the attendance committee, which will be comprised of the HS principal and three staff members selected by the principal. This decision may be appealed to the superintendent and then to the Knox County R-I Board of Education. Students, who miss six or more days of school due to extended illness (confirmed by a doctor), serious accidents, or any other extenuating circumstances, are examples of cases suitable for appeal. Appeal decisions will be reviewed within the last two weeks of the semester.

### **WITHDRAWAL FROM SCHOOL**

In the event a student withdraws from school, they must notify the principal of their intent to leave school, return all books and equipment owned by the school, pay all fees, fines or dues that are due and request that his official records be forwarded to the new school. Failure to take these steps may result in the transcript not being released. A student will be dropped from enrollment after their tenth consecutive absence from school without communication from parent or a medical professional.

## EXCUSED OR UNEXCUSED ABSENCES

Absences are excused for the purpose of makeup work only. Students who fall below the 90% attendance rate for a semester will be assigned an attendance factor which will affect their semester grade(s) for the class(es) in which they have the factor applied .

1. The office will record absences by excused or unexcused.
2. Students whose absences are unexcused will receive no credit for makeup work.
3. Students whose absences are excused will be allowed to make up class work for credit. Students must arrange for make-up work by the next class following the absence. Make-up assignments must be completed within the time designated by each teacher (not more than one day for each day absent). Absences that the student knows about in advance the homework should be asked for before the absence.
4. Making up work that was missed during a prolonged absence due to illness may be handled on an individual basis between the teacher and student.

## EXCUSED ABSENCES

1. Illness **reported the day of the absence** by 10:00 AM.
2. Doctor's certified excuse (any illness for which student misses more than five consecutive days or an appointment during the school day).
3. Military duty.
4. Funerals.
5. Religious observances requested by parents in advance.
6. Travel, which has been approved by the principal prior to departure.

Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents or legal guardians are asked to **call the school the day of the student's absence** to report the nature of the absence. Following an absence, the student is to report to the principal's office for an excuse/unexcused slip. This is the responsibility of the student. If the student does not provide an excuse, the teacher(s) will record the absence as "unexcused."

## **ANNOUNCEMENTS**

Announcements of importance will be given over the public address system. A digital bulletin will be issued daily. Announcements for the bulletin should be brought or emailed to the principal's office before school. A link to the virtual bulletin will be posted on our website [knox.k12.mo.us](http://knox.k12.mo.us) and school Facebook page. It is updated daily.

### **STUDENT'S USE OF THE OFFICE**

Students are welcome to come to the office when the secretary or principal can be of service. However, students should have a specific purpose for being in the office. Before students conduct any business in the office, they must obtain a pass from their current teacher stating a valid reason or purpose for the student's office visit. Students are expected to complete lunch balance purchases, bus passes, and any other transactions before the regular school day starts at 8:15 a.m.

### **USE OF THE TELEPHONE**

The telephone is for school business, not for pleasure. Students will be called from classes to the telephone **ONLY IN CASES OF EMERGENCY**. Messages will be accepted in the office and will be delivered to students between classes or at the lunch period. If a student needs to make a phone call on their cellphone, they need to do so in the office.

### **TRANSCRIPTS**

Seniors expecting to attend college should leave a request at the counselor's office early in the summer after graduation for a transcript to be sent to the school they will attend. Transcripts will be made available directly to eligible pupils or former pupils as required by law.

### **LOCKERS**

Lockers are provided as a service to the Knox CO. R-I students. The students will be required to care and maintain their locker and in some cases they will be required to make a security deposit in order to have access to a locker. Lockers are school property and students are required to pay for damages they cause to that property. Students should keep possessions in their lockers. Student lockers shall remain closed except for when being used directly by the student who is assigned to the locker. Combination locks are available upon request in the office. The school district is not responsible for any items stolen out of lockers.

Each student will be assigned a locker, and he or she will be responsible for its care, contents and condition. Periodic inspections will be made by the principal to see that lockers are kept neat and orderly. No permanent markings are to be put on the lockers, and inappropriate pictures and markings

are not to be hung inside or outside lockers. Students who abuse locker privileges may be deprived of use of the locker. Lockers are the property of the school and may be searched at any time.

Students are cautioned not to bring large amounts of money, radios or cameras to school, and if they wear glasses or watches, to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safekeeping. Do not leave it in your locker.

## **PARKING/ PARKING LOT**

Parking is available for students in designated areas. Parking spots will not be assigned, but will be first come, first serve. Students must abide by all school and traffic rules and directives. If rules are not followed, parking privileges will be revoked. Students entering the school parking lot may use the far-east driveway. When leaving the parking lot at the commencement of the school day, students also must use the far-east driveway. As busses begin to exit the parking lot, students must wait to exit until all of the busses have left. Once busses have left, students may proceed to their destination. Students found to not abide by these regulations may have driving privileges revoked in addition to other disciplinary action deemed necessary by the principal. Student drivers are asked to register their vehicle with the High School office at beginning year or as they become licensed drivers throughout the school year.

## **SEARCHES**

Students have no expectation of privacy in cars, lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced searches of lockers, computers and other district equipment. The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, cars, and other personal property may be conducted if there is reasonable suspicion that the student may be in possession of alcohol, tobacco, drugs, weapons, or any other prohibited substance.

## **HALL REGULATIONS**

Before school students may assemble by their lockers. Students may go to individual classrooms at 8:10 a.m. Students should only be in the classroom before 8:10 if they are getting help from a teacher.

Between classes, students will pass promptly and orderly to their next period classes. There is to be no congregating in the corridors or doorways at this time. Noise and confusion are to be kept to a minimum.

High School students are not to use the elementary and middle school hallways, except while going to a class in that part of the building, during the school day. During class periods any pupil in the hall must have a written pass authorizing them to be out of class.

Remember that the conduct of the student body in the corridor reflects to a large degree the character of the school. Try to make it all that it should be.

## LIBRARY

You are invited to visit the library frequently. Library rules and regulations are posted in the room and are to be followed while you are there.

## CAFETERIA

The school breakfast period will be from 7:50 a.m. to approximately 8:15 a.m. Students who consume food are to do so in the cafeteria area only. High school students will not be served breakfast after 8:10 unless permission is granted by the principal.

The noon lunch period is closed--students do not have the liberty of leaving the school building. The lunch schedule is arranged so that students will eat between 12:27 and 1:16 P.M. with the teacher dismissing his/her class to eat at a designated time.

Students are expected to eat their lunches in the cafeteria. They may bring sack lunches; however, all eating is to be done in the cafeteria. **NO FOOD OR DRINK IS TO BE TAKEN OUT OF THE CAFETERIA. NO STUDENT IS TO BE OUT OF THE CAFETERIA AREA DURING THE NOON LUNCH PERIOD.**

Extra milk may be purchased in the lunch line. Students should walk in an orderly manner to the lunch line and join the end of the line. Remain in single file and orderly while waiting in the lunch line. Silverware and napkins may be picked up at the end of the food line. Students are responsible for returning all of the silverware and placing it in the receptacles provided. Napkins and milk cartons are to be deposited in trashcans.

Leave the table and floor area clean. Be pleasant and orderly; observe good table manners. Please extend teachers the courtesy of cutting in ahead of you in the lunch line.

**Classes are in session while groups are eating. For this reason, confusion or movement in corridors must be kept to a minimum. Remain in the cafeteria area, going no further down the corridors than the first water fountain area.**

## TRANSPORTATION GUIDELINES

### General Guidelines:

1. Students should be at the bus stop five minutes prior to the set pick-up time.
2. Students should wait 50 feet from the intersection at any bus stop.
3. Please do not ask the driver to change pick-up or drop-off times or locations. If you have questions or concerns please contact the school. These concerns will be evaluated and changes made that follow the guidelines established by the State.
4. If your child will need to ride a bus other than the one to which he/she is assigned to take part in a special activity, you must provide your child a note for his/her principal at least one day in



advance of your request. The principal will initial the note and notify the driver. Following this procedure helps school staff members to know where your child is in case of emergency and determine if there is enough room on the bus for your request.

5. Take time periodically to go over the bus conduct rules as found in the student handbook.
6. When you see a school bus turn on the red overhead flashing lights as it stops, remember that you must stop your vehicle. Please help us keep our students safe.
7. Students living one mile or more from the school will be entitled to free bus transportation to and from school. Free transportation will not be provided for children living closer than one mile except for those who qualify on the basis of disability.

### **Student Responsibilities at The Bus Stop:**

1. Be at the bus stop five minutes before the designated pick-time. Wait 10 minutes after pick-up time before reporting a late bus.
2. Stay off the roadway while waiting for the bus. Maintain proper behavior at the stop (no pushing, shoving, fighting or inappropriate language).
3. Show respect for private property and public property at the bus stop.
4. **Always** cross in front of the bus and **only** at the driver's signal.
5. Go directly home from the bus stop at the end of school.

### **Student Responsibilities On The Bus:**

1. Follow the instruction from the driver.
2. Bus drivers **will** assign seats.
3. **Remained seated until the bus comes to a stop.**
4. Follow rules for courteous and correct classroom behavior.
5. Do not put any part of the body out an open window.
6. Refrain from using profane, vulgar or abusive language. Do not shout at passing persons or vehicles.
7. Spitting on, in or out of a school bus is prohibited.
8. Avoid unnecessary noise.
9. Eating, drinking, smoking or use of an illegal substance is prohibited on the bus.
10. Littering or throwing anything in or out of the bus is prohibited
11. Weapons and unsafe-items are prohibited on the bus, as is use of any item as a weapon.
12. Do not damage the bus. Report any damage you observe to the driver.
13. Fighting, pushing and shoving are prohibited on the bus

## **Responsibilities Of Parents/Guardians:**

1. Review and discuss the above student responsibilities with your child(ren).
2. **Teach your child(ren) that the driver is the person of authority on the bus and is to be respected.**
3. Make sure that your child(ren) arrives at the bus stop five minutes before the designated time. Make sure that your child(ren) is not at the bus stop too early.
4. Provide supervision for your child(ren) going to and from the bus stop and at the stop as necessary.
5. Make sure your child(ren) are dressed appropriately for the weather conditions.
6. **Provide transportation for your child(ren) if the privilege of riding the bus is withdrawn.**
7. Accept responsibility for the proper conduct of your child(ren).

### **Behaviors Which Are Not Acceptable**

1. Refusing to obey the driver.
2. Failure to remain seated.
3. Eating or drinking on the bus.
4. Physical and/or verbal abuse of the driver or another student.
5. Head, hands and or feet out of the bus.
6. Fighting, pushing, shoving, littering and spitting.
7. Destruction of school property.
8. Weapons on bus (a weapon is defined as anything commonly thought of as a weapon or being used as a weapon).
9. Throwing things in or out of the bus.
10. Other dangerous or inappropriate behaviors.

## **The process for maintaining order on the buses:**

**First Violation:** Driver gives the student a Verbal Warning.

**Second Violation:** Driver will fill out a Bus Misconduct Report and turn it in to the Principal of your student. The Building Principal will have a conference with the student and contact the parents.

**Third Violation:** Driver will fill out a second Bus Misconduct Report and turn it in to Building Principal who recommends student suspension from the bus pending conference with student, parents and Transportation Director.

**Fourth Violation:** Driver will fill out a third Bus Misconduct Report and the students' bus riding privilege may be suspended for the balance of the school year.

The number of disciplinary steps may be modified for elementary students or severe violations.

## **EMERGENCY PROCEDURES**

In case of a fire, tornado, earthquake, or any other emergency, we will make an announcement over the intercom advising the students as to the appropriate action to take. It is imperative that the students adhere to the emergency procedure that are posted in each classroom or given over the intercom.

## **WEATHER OR EMERGENCY DISMISSAL**

In the event that school might need to be called off because of bad weather, listen to KIRX (Kirksville), KRES (Moberly), or KMEM (Memphis). Also, parents/guardians will be contacted in the event of school cancellation through our School Messenger system. Information about school cancellations will be sent to parents/guardians via phone, through the Knox Co. R-1 School District mobile app, and email.

## **TEXTBOOKS**

The school district provides textbooks for all students in the district at no cost. Every student is obligated to give their books the best of care. Textbooks will be checked out to the student as needed in the class and will be checked back in to the teacher at the end of the year. **Loss, unnecessary marking or damage beyond reasonable wear is chargeable to the student at the end of the year.**

## **STUDENT I. D's.**

When students get their school picture taken, they will receive a student I. D. The I. D. will be used as their lunch card and library card.

## **STUDENT INSURANCE**

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, they will be given a Claim Form at the health office. This form must be completed by their parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

The blanket policy covers the pupil coming to school, while at school, on their way home from school, and while participating in any school activity, including field trips and athletics, with the exception of high school football, which must be covered under a separate policy. Pupils participating in interscholastic sports should avail themselves of the insurance or have an adequate family policy.

## VENDING MACHINES

Soda or candy may not be purchased by students during the school day. Students may purchase soda and/or candy bars after school. Water may be purchased before and after school and during the lunch period.

## PICTURES

Photographers have been contracted to take student pictures. These pictures will be used for permanent records and yearbook preparation. Picture taking will be scheduled; by this arrangement, classes will have to be interrupted very little. Pictures for the freshmen, sophomores, juniors, and seniors will be taken during the school year and may be purchased. Seniors are required to pay a \$15 sitting fee that day, which also pays for their senior composite.

## LOST AND FOUND

Articles that are found should be brought to the principal's office immediately. Money, jewelry, keys or items of unusual value should be given directly to the secretary or principal. Be sure to come to the office to make inquiry about anything you may have lost. Clothing that is unclaimed after one month will be turned over to charitable organizations.

## INITIATION

There shall be NO class initiations in the Knox County High School. Initiations for members in FFA, FBLA or other student organizations may be held as recommended by the by-laws of these organizations.

## BULLYING AND STUDENT TO STUDENT HARASSMENT

**Bullying and any form of harassment will not be tolerated.** In addition, related behaviors such as hazing, teasing, clique formation, exclusion, name calling or anything that is hurtful to others will not be tolerated. School should be a safe haven for students where they can experience support and acceptance from fellow students as well as the normal expectation of receiving support from faculty and staff. High school is a challenging period of time for young adults. Part of the learning process for students is to develop social and communication skills that focus on how to treat others and in a manner that does not include putting down or exalting oneself at the expense of others.

Bullying is a continuum of **ABUSE**, ranging from verbal taunts to physical threats to dangerous actions. Bullying is not playful behavior. In bullying, one student assumes power by word or deed over another in a mean-spirited and/or harmful manner. Knox County Schools will continually strive to

provide a climate of safety and respect to help sustain a safe school climate. Students and parents are on notice that bullying will not be tolerated and will include consequences.

Knox County High School will also endeavor to provide preventative programs enabling students to deal with conflict and differences. In addition, parents will be provided with information to better enable them to combat the problems associated with bullying and abuse.

## **ACTIVITIES AND ATHLETICS - CITIZENSHIP**

Because students are representatives of their school district and their community, the District requires that all students maintain themselves as good and creditable citizens.

Good and creditable citizenship requires that students agree to accept their obligations to attend school on a regular basis and to comply with the District's discipline code as set forth in Policy 2610 and Regulation 2610.

Good and creditable citizenship also requires that students accept their responsibility to contribute to providing a safe and positive school environment and community; that students fulfill their responsibilities at school and in the community in an honorable and trustworthy manner; and that students comply with standards of good discipline so as not to bring discredit to themselves, their school, or their community.

Standards of good discipline include, but not limited to: orderly, lawful conduct; self-control; honesty; integrity; and accountability. Behavior that would not conform to the standards of good discipline includes, but is not limited to; possession or use of tobacco products; possession or use of alcohol; possession or presence under the influence of a controlled substance; sale of a controlled substance or substance to be a represented controlled substance; use of physical force with the intent to do bodily harm; possession of a weapon; intentionally causing or attempting to cause a fire or explosion; unwanted physical touching of others; intimidation of others; disruptive behavior; theft; vandalism; truancy; use of obscene or vulgar language; and defiance of authority.

## **TRANSPORTATION OF STUDENTS ON SCHOOL TRIPS**

Pupils being transported for a school activity will travel in school busses. The principal must approve any exception to this rule. Each group must have a faculty member in charge. A pupil injured or ill could be an exception.

## **PEP ASSEMBLIES AND ASSEMBLIES**

The principal must approve pep assemblies. These assemblies will be held toward the latter part of the school day, on the day of an athletic activity. The cheerleading squad will see that a suitable program is planned to assure a "peppy" and "win-inspiring" assembly.

## **SCHOOL-SPONSORED ACTIVITIES**

School-sponsored activities shall be held in the cafeteria or gym under the supervision of sponsors, administrators, and other adults deemed necessary for proper chaperonage of the function. Members of the student body in good standing may bring guests, on this basis:

1. The student may invite one guest only.
2. The student must sign up a guest in the principal's office by the designated date prior to the event. Students who invite a guest from another school to a dance must fill out a dance request form. The form will be faxed to the guest's school for approval by the guest school's administration.
3. The guest must accompany the student who issued the invitation.
4. Students and guests at school-sponsored affairs will observe the "once-in, once-out" rule.
5. Guests at a school-sponsored affair will be required to comply with Knox County High School regulations.
6. The student himself/herself shall be responsible for the proper conduct of his/her guest and shall bear the consequences with school officials for misbehavior on the part of the guest.
7. Infraction of rule, or rules, will result in the privilege for invited guests to be withdrawn, or the complete cancellation of the social function.
8. All guest must be under the age of 21 years old to attend a school sponsored event.
9. Students wanting to attend a school dance must not have a failing grade (F).

## **CLASS MEETINGS**

Class meetings will be scheduled when needed. Classes will elect officers as follows: President, Vice-President, Secretary, Treasurer, and Reporter. Times and places of class meetings will be announced.

## **VOCATIONAL TECHNICAL STUDENTS**

All students enrolled in the Vocational-Technical programs and being bussed to Kirksville will comply with all policies in this handbook and in the Vocational-Technical School handbook. Students are required to ride the bus to and from Kirksville. Any student who misses the bus to Kirksville will need permission from the principal or his designee in order to be admitted at the Vocational school. The principal must specifically approve exception to this rule. Any student in violation of the transportation rule for Vocational school will be subject to disciplinary action. Repeat violators may be kept out of the Vocational school the following semester.

All Vo-Tech students will be in attendance at KATC on days the vocational school is in session. This includes days that Knox County does not have session. For example, if KCHS has no school due to professional development but KATC is in session, students will be expected to attend Vo-Tech that day. On days when Knox County is in session and Kirksville is not, Vo-Tech students will attend their regularly scheduled classes in the morning and then be dismissed to go home. Students will not attend Vo-Tech for the following reasons:

1. Early dismissals due to inclement weather.
2. School not in session due to inclement weather
3. Student is absent from school due to an illness or other verified legitimate excuse.
4. Prior notification from the Principal not to attend on a specific day(s).

Failure to adhere to these attendance expectations could result in student disciplinary actions including: Warnings, After-School or Saturday Detentions, Suspensions, and ultimately Expulsion from the Vocational-Technical School.

5. Vo-Tech allows students an opportunity to take classes which are not be offered in the KCHS Career Pathways Guide. Therefore, if a class is offered at KCHS, the students may not take the same at class at KATC.

## **STUDENT COUNCIL**

The student council is an important student organization in our school. Council members must carry a great responsibility. They will meet with teachers to solve various problems. They cooperate with the faculty in sponsoring various school activities. They are the voice of the student body at council meetings where they express the desires of the students. This organization provides an opportunity for democracy in action and is, therefore, entitled to your cooperation and respect.

## USE OF CELL PHONES

Developments in technology in recent years have resulted in enhanced communication opportunities. However, the use of electronic devices in schools could pose an increasing risk of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, the use of cell phones will be banned during the instructional day, as well as in dressing areas during extracurricular activities.

**First offense:** Parents/guardians will be contacted and student may pick up the phone from the office at the end of the school day.

**Second & Subsequent Offense:** Parents/Guardians will be contacted and arrangements will be made for them to pick up the cell phone at the office.

## APPROPRIATE DRESS

Students should dress appropriately for school. It is inappropriate to wear clothing or accessory items, which may disrupt the educational environment. Clothing which depict alcohol, tobacco, illegal substances, offensive, and/or obscene pictures or words, or could contribute to health and safety problems. Examples of other inappropriate clothing would be shirts that reveal undergarments or midriffs (at any time), shirts with large cutout arm openings, extremely sagging pants, and shorts that are less than 4 inches long in length, and any other clothing item that is determined to be in violation of the spirit of the dress code.

Students are not allowed to wear heavy chain accessories (chains that hang down from their billfolds, chains that are normally used for dogs, or heavy metal beaded type chains). Their clothing should be modest in nature and follow the following:

1. No spaghetti straps;
2. Muscle shirts with sides split down.
3. Low rider baggie pants.
4. Shorts must have at least a 4-inch rise or be considered appropriate per administration.
5. No bare midriffs. (Tops must cover the stomach sitting or standing)
6. No low-cut tops that reveal cleavage (should be modest in nature).
7. NO HATS worn in the building unless approved for special occasions.

This list is not all-inclusive. The administration reserves the right to restrict students from wearing any apparel, jewelry, or other personal items which does or are likely to substantially create a disruption, be a safety concern for the student or others, or be prejudicial to maintaining order.



## **DISPLAY OF AFFECTION**

The display of affection to or for another person on school grounds and/or during school-sponsored activities is inappropriate. Anything more than handholding is inappropriate during the instructional and non-instructional time. Failure to abide by this policy will result in disciplinary action.

## **DIRECTORY INFORMATION**

Directory information will be released for purposes of student mailings (Photographers, newspapers, scholarships, etc.), newspaper stories, athletic rosters, student honors, etc. Directory information includes, but is not limited to: name, address, school activities, school honors, photographs, future plans as submitted by seniors. If you do not wish for this information to be released, the school needs to be contacted in writing by parents.

## **When to Keep Your Sick Child Out of School**

If your child has a moderate fever, greater than 100.0 degrees, keep the child out of school. He/She will need rest, plenty of fluids, and possibly medications.

Your child needs to be **fever-free 72 hours without the use of fever-reducing medications** before returning to school. Due to concerns about the spread of influenza and other viral/bacterial illnesses, this will be strictly enforced.

If your child has a persistent, uncontrolled cough, please keep your child home and seek medical attention.

If your child is vomiting or has uncontrolled diarrhea within the last 48 hours, keep him/her out of school.

If child has a fever with a rash, talk to your child's doctor before you take him/her to school.

If your child has strep throat, pink eye with drainage, impetigo, or other bacterial infection, have your child seen by a doctor and keep your child **out of school for 24 hours after the antibiotic treatment has been started.**

Ear infections are not contagious: your child may attend school while he or she is taking medication.

If your child has the chicken pox, your child can not attend until all the blisters/lesions are healed or scabbed over. You also need to notify the school and the Knox County Health Department to report chicken pox cases.

## **AFTER-SCHOOL DETENTION**

Detention begins at 3:15 p.m. on Wednesdays throughout the school year. The location will rotate between classrooms and therefore will be announced at the end of the day on Wednesdays. Detention will last 60 minutes and end at 4:15 p.m. Students are expected to serve the detention the week after it is assigned. Students who neglect to serve an after-school detention will be assigned a Saturday detention.

## **SATURDAY DETENTION**

1. Saturday Detention will be held every Saturday unless otherwise notified.
2. Saturday detention will be held from 8:00 a.m. to 12:00 p.m. sharp.
3. The doors for Saturday detention will be closed at 8:00 a.m.
4. Saturday detention is a consequence for inappropriate behavior; therefore only appropriate behavior will be tolerated. Any student who does not behave appropriately will be immediately dismissed and thus fail to serve the detention.
5. If a student is issued a Saturday detention, he/she will have two opportunities to serve it. This will be considered the approaching Saturday and the Saturday following that.
  - a) Students assigned to a Saturday detention will be issued a reminder during school hours on the Friday preceding their assigned detention.
6. Failure to serve a Saturday detention by being dismissed or not showing up will result in the following actions:
  - a) First missed Saturday detention per semester – 3 days out-of-school suspension and the detention will be considered served.
  - b) Second missed Saturday detention per semester will result in that student being suspended until the detention has been served. Thus, the student will have a minimum of 5 days out-of-school suspension until the next available Saturday.

## **IN-SCHOOL SUSPENSION**

Students on in-school suspension will be placed in a secluded area for 1-3 school days or part of a school day. Students will not be allowed to associate with other students during class, passing time, or lunch. During in-school suspension, students will not be allowed to participate in student activities; however, students may attend practice sessions. Teachers will provide assignments and instructions during their preparation period or earlier in the day if possible.

## **OUT-OF-SCHOOL SUSPENSION**

While on out-of-school suspension, students will not be allowed on school property or at school-sponsored events. Students may turn in completed assignments, for 100% credit, if turned in when, or before the student returns to school.

**Discipline**

**Misconduct and Disciplinary Consequences**

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

**Violations Against Public Decency and Good Order**

Use of language That is Disparaging or Demeaning – Use of words or actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person/s race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, corporal punishment, after-school detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension.	In school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student’s discipline record.
Disrespectful Conduct or Speech – Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings directed at a staff member.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, corporal punishment, after-school detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension.	In school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student’s discipline record.
Disruptive Speech or Conduct – Conduct or verbal, written or symbolic language, which materially or substantially disrupts classroom work, school activities or school functions.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, corporal punishment, after-school detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension.	In school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student’s discipline record.
Public Display of Affection – Physical contact which is inappropriate for the school setting.	

<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension, and possible documentation in student's discipline record.	In school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.

Out of assigned area – Any instance in which a student is out of class, lunchroom, or other supervised area without permission from their supervising teacher.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, after-school detention, Saturday detention, in-school suspension, or 1-10 days out-of-school suspension, and possible documentation in student's discipline record.	In school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in the student's discipline record.

Bus Conduct – Any offense committed by a student on district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.
--

Dress code – Clothing or accessory which may disrupt the educational environment; i.e., items which depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures or words.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference; change of clothing.	1-3 days in-school suspension

### **Violations Against Public Health and Safety**

Tobacco – Possession of any tobacco products on school grounds, bus or any school activity.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, confiscation, Saturday detention, in-school suspension.	1-3 days in-school suspension, 1-3 days out-of-school suspension.

Tobacco Use – Use of any tobacco products on school property, bus or at any school activity.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, corporal punishment, Saturday detention, 1-3 days in-school suspension.	1-9 days out-of-school suspension.

Possession or Use of Drugs – Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs and drug-related paraphernalia.
--

<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
5-10 days suspension; notification to law enforcement officials, and documentation in student's discipline record.	10-180 days suspension; expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Sale, Purchase or Distribution of Drugs – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or related paraphernalia.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Expulsion, notification to law enforcement officials, and documentation in student's discipline record.	Expulsion, notification to law enforcement officials, and documentation to student's discipline record.

### **Violations Against Persons**

Assault – Against Another Student – Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, corporal punishment, 1-5 days in-school suspension, 1-5 days out-of-school suspension, notice to law enforcement officials, and documentation in the student's discipline record.	6-180 days out-of-school suspension, or expulsion, notification to law enforcement, and documentation in student's discipline record.

Assault – Against Staff – Attempting to cause injury to a staff member; intentionally placing a staff member in reasonable apprehension of imminent physical injury.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
10-180 days suspension, notice to law enforcement officials, and documentation in the student's discipline record.	Expulsion; notice to law enforcement officials, and documentation in the student's discipline record.

Assault – Attempting to Kill – Attempting to kill or cause serious physical injury to another.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.	Expulsion, notification to law enforcement officials, and documentation in the student's discipline record.

Weapons (other than firearms) See Policy 2620 – Possession or use of any instrument or service, other than those defined in 18 U.S.C. 921 or § 571..010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Confiscation, Principal/Student conference, in-school suspension, 1-10 days out-of-school suspension, and possible documentation in the student’s discipline record.	10-180 days out-of-school suspension, expulsion, and documentation in the student’s discipline record.

Weapons –Possession or Use of Firearms – As defined in 18 U.S. C. 921 or any instrument or device defined in § 571.010. RSMo.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
1 calendar year suspension, notification to law enforcement officials, and documentation in the student’s discipline record.	Expulsion, notification to law enforcement officials, and documentation in the student’s discipline record.

Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or physically action.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/student conference, corporal punishment, in-school suspension, or 1-10 days out-of-school suspension and possible documentation in the student’s discipline record.	In school suspension, 1-180 days out of school suspension, expulsion, and documentation in the student’s discipline record.

Extortion-Threatening or intimidating any student for the purpose of obtaining money or anything of value.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/student conference, in-school suspension.	In school suspension, 1-180 days out of school suspension, expulsion, and documentation in the student’s discipline record.

Theft-Theft, attempted theft or willful possession of stolen property.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Reimbursement, principal/student conference, corporal punishment, in-school suspension, possible notification to law enforcement officials, possible documentation in student’s discipline record.	11-180 days out of school suspension, expulsion, notification to law enforcement officials, and possible documentation in the student’s discipline record.

Sexual Harassment- (see Policy 2130) Use of verbal, written or symbolic language that is sexually harassing.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/student conference, in-school suspension, out of school suspension, possible documentation in the student’s discipline record.	In school suspension, 10-180 days out of school suspension, expulsion, and possible documentation in the student’s discipline record.

Bullying-Communication with another by any means including telephone, writing, cyber bullying or via electronic communications, intention to intimidate, or inflict physical, emotional or mental harm without legitimate purpose or physical contact with another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require touching, although touching may be included.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
In-school suspension or 1-10 days out-of-school suspension.	10-180 days out of school suspension, possible expulsion.

### Violations Against Property

False Alarms – Tampering with emergency equipment, setting off false alarms, making false reports.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, in-school suspension, and possible documentation in student’s discipline record.*	In school suspension, 1-180 days out-of-school suspension, expulsion, and possible documentation in the student’s discipline record.

Vandalism – Willful damage or the attempt to cause damage to real property or person property belonging to the school, staff or students.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Restitution, Principal/Student conference, corporal punishment, in-school suspension, out-of-school suspension possible notification to law enforcement officials, and possible documentation in students discipline record.	11-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

Arson – Starting a fire or causing an explosion with the intention to damage property or buildings.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
11-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student’s discipline record.	Expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

Technology Misuse- Attempting, <b>regardless of success</b> , to gain unauthorized access to a technology system or information, to copy district files without authorization, to interfere with the ability of others to utilize district technology, to introduce computer viruses, hacking tools or other disruptive or destructive programs onto district technology, to access inappropriate internet sites or to attempt to utilize district technology with inappropriate or by unapproved methods.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
After school detention, Saturday detention, 1-180 days of OSS, loss of technology privileges and restitution	1-180 days of OSS, loss of technology privileges and restitution

### Violations Against School Standards



Gangs – Gang activities, whether verbal, written or symbolic which substantially disrupt the educational environment.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, 1-10 days in-school suspension, 1-10 days out-of-school suspension.	11-180 days out-of-school suspension, expulsion.

Careless Driving – Driving on school property in such a way as to endanger a person’s property.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Warning, after-school detention, Saturday detention, parking on school property revoked for one week.	Parking on school property revoked for one semester; parking on school property revoked permanently.

Truancy – Absence from school without knowledge and consent of parents/guardian and/or school administration.	
<b>Minimum Consequences</b>	<b>Maximum Consequences</b>
Principal/Student conference, 1-3 days in-school suspension.	3-10 days in-school suspension, out-of-school suspension.

Knox County R-I School District, Edina, Missouri

Adopted: May 17, 2011

**Discipline****Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyber bullying, or via electronic communications intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: In-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

Knox County R-I School District, Edina, Missouri

Adopted: July 20, 2010

## Meal Charges

## Policy 5550

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

### Administration

#### 1. Student Groups:

- Elementary students who have a negative balance will be sent a letter asking for payment.
- Middle School and High School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, the student will be given a designated menu alternate. These will meet all Federal guidelines. The alternate lunch does not apply for students who are free.

#### 2. No charges will be allowed for ala carte foods and beverages.

#### 3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, or by phone call.

#### 4. End of the year balances:

- Parents/guardians will be sent a written request for "payment in full."
- All charges not paid before the end of the school year will be carried forward into the next school year.
- Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

#### 5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

#### 6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

## **Earthquake Safety For Missouri's Schools**

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

#### Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

#### Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

#### Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

#### Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

#### Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

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

## **STANDARD COMPLAINT RESOLUTION PROCEDURE FOR IMPROVING AMERICA'S SCHOOL ACT PROGRAM**

This complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education under the goals 2000: Educate America Act and the Improving America's Schools Act (IASA).

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 the Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administration, 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 on 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:

### **Public Complaints**

### **Policy 1480**

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator, e.g. Assistant Superintendent or Director of Student Services, Assistant Superintendent or Director of Personnel, Assistant Superintendent or Director of Curriculum and Instruction.
4. Superintendent.
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

### **What is a Complaint?**

A complaint is a signed, written statement that includes:

1. An allegation that a requirement applicable to the LEA's Title I Program has been violated and;
2. Information that supports the allegation.

### **Who may complain?**

Any parent, teacher, or other concerned individual or organization may file a complaint.

### **Other Related Policies**

**Policy 1310 Civil Rights, Title IX, Section 504**

**Policy 1480 Public Complaints**

**Policy 2100 Nondiscrimination and Student Rights**

## **Standard Complaint Resolution Procedure For No Child Left Behind Programs**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by the 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 initially with the Federal Programs' administrator and the resolution pursued in accordance with local policy 1621 which states the following: If the administrator is unable to resolve the complaint within five (5) school days, unresolved complaints will be forwarded to the Superintendent who will meet with the complainant upon request. Within five (5) school days of this meeting or within five (5) days of rejection of such meeting, the Superintendent will prepare and forward a written decision. Thereafter, the complainant may appeal to the Board of Education within five (5) school days of receipt of the Superintendent's decision. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact the Federal Programs' administrator at Knox County R-I at 660-397-2228 or Department of Elementary and Secondary Education personnel.

## **SERVICES PROVIDED FOR SPECIAL NEEDS**

The Knox County R-I School provides special services for the special problem areas:

Specific disability in learning.

Specific disability related to health that impedes learning.

Specific disability related to speech and sound system disorder.

Specific disabilities as so stated in the Missouri Regulations and Compliance Plan.

Other specific needs are provided for at the nearest facility in compliance with PL-94-152, Missouri Department of Elementary and Secondary Education, Special Education Division.

## **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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, 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 Knox County R-I School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, 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 Knox County R-I School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

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

The Knox County R-I School 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 in the office of the Special Education Process Coordinator.

This notice will be provided in native languages as appropriate.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual

means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

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

## **PARENTAL INFORMATION AND RESOURCE CENTER**

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

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

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

Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the

data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

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

Missouri had two PIRCs – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

## **NOTICE OF NONDISCRIMINATION**

The Knox County R-I school board does not discriminate on the basis of race, color, national origin, gender, age or disability. This policy pertains to admission/access to, or treatment/employment in its programs and activities. This notice is made to: applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and unions or professional organizations.

Any person having inquiries concerning the Knox County R-I School District's compliance the regulation implementing Title VI, Title IX, or Section 504, is directed to contact:

Superintendent of Schools, Mr. Andy Turgeon  
Knox County R-I Schools  
55701 State Highway 6  
Edina MO 63537  
660-397-2228

Interested persons may also contact:

Assistant Secretary for Rights  
US Department of Education  
330 "C" Street  
Washington DC 20202-1242