

# **Knob Noster High School**

## **Student Handbook**

### **2022 - 2023**

504 S Washington  
Knob Noster, MO 65336

Phone (660) 563-2283  
Central Office Phone (660) 563-3186

**Team Name:** Panthers  
**School Colors:** Orange & Black  
**Web Address:** <http://hs.knobnoster.k12.mo.us/>  
**Student Information System Address:** <https://sdm.sisk12.com/KN/>

#### **DISTRICT MISSION STATEMENT**

Knob Noster Public Schools is committed to ACADEMIC EXCELLENCE for every student, every day. In our classrooms and on our courts, fields, and stages we promote quality character, citizenship, and patriotism as we prepare our students for a future of positive impact in the United States of America and beyond.

#### **HIGH SCHOOL MISSION STATEMENT**

Discover your passion  
Create your success  
Own your future

#### **HIGH SCHOOL VISION**

To foster a community that supports and prepares  
productive citizens of tomorrow, we will strive for  
excellence in everything we do.

#### **Administration**

Principal: Leslie Brown  
Assistant Principal: Adam Easterwood  
Activities Director: Mark Carey

#### **Counseling Office**

Hailee Wickham  
Leslie Lambkin

#### **Building Technology**

Brandon Steele

#### **Secretaries**

Beth Boyd  
Nancy Stoecklin

#### **Support Staff**

Custodial: Rich Lange  
Food Service: Jaynee Sader  
Library Media Center: Becky Wood  
Nurse: Lakin Miller

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Below is a brief listing of policies that might be helpful. As with any policy manual or handbook it is impossible to include all the information that is pertinent to everyone. Additional information and policies can be accessed through our district web site <http://hs.knobnoster.k12.mo.us>. Please note that School Board Policy supersedes any procedures within this handbook.

[Policy AC Non-Discrimination](#)  
[Policy ECD Traffic & Parking Controls](#)  
[Policy EBAB Hazardous Materials](#)  
[Policy EBC-1 Emergency Drills](#)  
[Policy EF Food Service Management](#)  
[Policy EHB Technology Usage](#)  
[Policy GBEB Drug-Free Workplace](#)  
[Policy GBH Staff/Student Relations \(including electronic communications\)](#)  
[Policy IGAEB Sexual Health Instruction](#)  
[Policy IGBA-1 Special Education](#)  
[Policy IGBCA Programs for Homeless Students](#)  
[Policy IGBCB Programs for Migratory Students](#)  
[Policy IGBH Programs for English Learners](#)  
[Policy IGCD Virtual Courses](#)  
[Policy IKF Graduation Requirements](#)  
[Policy IKFA Early Graduation](#)  
[Policy IL Assessment Program](#)  
[Policy GBL Personnel Records](#)  
[Policy IGDBA Distribution of Noncurricular Student Publications](#)  
[Policy JEA Compulsory & Part Time Attendance](#)  
[Policy JEC School Admissions](#)  
[Policy JED Student Absences and Excuses](#)  
[Policy JEDB Student Dismissal Precautions](#)  
[Policy JFCA Student Dress Code](#)  
[Policy JFCC Student Conduct on School Transportation](#)  
[Policy JFCF Bullying](#)  
[Policy JFCH Student Alcohol/Drug Abuse](#)  
[Policy JFG Interrogations, Interviews, & Searches](#)  
[Policy JHC Student Health Service and Requirements](#)  
[Policy JHCD Administration of Medications to Students](#)  
[Policy JHDA Surveying, Analyzing or Evaluating Students](#)  
[Policy JHDF Suicide Awareness and Prevention](#)  
[Policy JO-1 Student Records](#)  
[Policy KI Public Solicitations/Advertising In District Facilities](#)  
[Policy KKB Audio and Visual Recording](#)  
[Policy KL Public Concerns and Complaints](#)  
[Policy KLA Concerns and Complaints Regarding Federal Programs](#)

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## SECTION I - GENERAL INFORMATION & BUILDING PROCEDURES

### **Admissions Policy**

In order to attend the Knob Noster Public Schools, a child's legal residence must be within the Knob Noster R-VIII School District during the entire time of their attendance. Unless otherwise required by law, the district does not accept nonresident students. The district may make exceptions for children of regular employees. In some instances, the district may also provide a basic tuition waiver for active duty military families. All exceptions must be approved in writing by the Superintendent of Schools. A nonresident student shall be defined as a student who does not meet the requirements to be a resident student of the Knob Noster R-VIII School District, as defined in Board policies and the law.

Parents enrolling children for the first time in Knob Noster R-VIII Schools must present a copy of the child's birth certificate, immunization records, social security number, and evidence of enrollment or records of previous school attendance. All children must meet age and attendance requirements as outlined in School Board Policy. Children enrolled in school are required to be immunized against Diphtheria, Polio, Measles, and Rubella. **All immunization requirements must be met before the child can attend school. Parents must provide current emergency contact telephone numbers to the office.**

### **Assemblies**

From time to time, All-School Assemblies will be held in the gym. Good conduct and common courtesy will be observed by all students at all times. At the beginning of each assembly, all students will stand for the Pledge of Allegiance. Students misbehaving may have assembly privileges suspended in addition to having disciplinary action assessed.

### **Attendance**

Regular and punctual patterns of attendance will be expected of each student enrolled in our school district. Students should strive to maintain a good attendance record, since there is a direct relationship between school attendance and grades, citizenship, and success in school.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The entire process of education requires regular instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose. We value you, as parents, and we appreciate your support of us in our efforts to educate your child.

It is recognized that an occasional absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers, and administrators to keep absences and tardiness to a minimum. There are no excused or unexcused absences. An absence is an absence. If the absences are in excess of five (5) absences per semester with accompanying low grades, the following actions may be taken:

1. Letter to parent or guardian indicating the number of absences
2. Action Plan conference with administrator to assign seat time make-up. (Seat time make-up includes Detentions, Friday Schools, and other pre approved arrangements with building administration)
3. Credit withheld

### **Audio and Video Recording Equipment**

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under [Board Policy KKB](#), will be prohibited if the activity creates a disruption to the educational process.

### **Building Hours**

Supervision of students will be provided from 7:00 am until 3:10 pm. Students are not to arrive before 7:00 a.m. or stay after 3:10 p.m. unless special arrangements have been made. Students will be released to their lockers at 7:40 a.m. School starts at 7:55 a.m. and releases at 3:04 p.m. To remain in the building past 3:10 p.m., a student must be under the direct supervision of a faculty member. The high school offices are open during regular school days from 7:30 a.m. to 4:00 p.m. The district will not be responsible for supervising students outside the stated times. Parents are not to drop off or leave children at school during unsupervised periods.

### **Building Use**

Anyone desiring to use the building after school hours and/or on weekends must obtain permission according to district policy.

### **Bulletins**

The daily bulletin is emailed to students and parents. Information placed in the bulletin must be approved by the class or club sponsor and be in the principal's office by 2:30 p.m. the preceding day. General information and special announcements will appear from time to time on the bulletin board in the hallway. All announcements, posters, etc. must be approved by the administration and removed immediately after the event.

### **College Campus Visits**

Each student will be allowed two (2) excused absences per year to visit a college, university, or other post-secondary institution. See [Course Description Guide](#) to view college visit procedures.

### **Computer/Internet Use Policy**

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#### **Acceptable Use Policy - Students**

##### **Section 1. Purpose of Technology Use**

The Knob Noster R-VIII School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

##### **Section 2. The Opportunities and Risks of Technology Use**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District.

In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering hardware/software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- 1) Any information that may be lost, damaged, or unavailable due to technical, or other, difficulties;
- 2) The accuracy or suitability of any information that is retrieved through technology;
- 3) Breaches of confidentiality;
- 4) Defamatory material; or
- 5) The consequences that may come from failure to follow District policy and procedures governing the use of technology.

##### **Section 3. Privileges and Responsibilities**

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

Use or access District technology only for educational purposes

Comply with copyright laws and software licensing agreements

Understand that email and network files are not private. Network administrators may review files and communications to maintain

system integrity and monitor responsible student use.

Respect the privacy rights of others.

Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.

Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.

Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

Access, download, create, send or display offensive messages or pictures.

Use harassing, offensive, obscene or defamatory language.

Harass or attack others;

Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;

Knowingly spread computer viruses;

Violate copyright laws or software licensing agreements;

Use others' passwords or accounts;

Misrepresent themselves or others;

Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;

Reveal their personal address or phone number, or those of other users;

Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and

Use technology for any illegal purpose or activity.

Granting of Access:

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

#### Section 4. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of electronic device, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

#### Section 5. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor files server space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

#### Section 6. Additional Rules/Actions

The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

# MOBILE DEVICE AGREEMENT & ACCEPTABLE USE OF TECHNOLOGY CONSENT FORMS

## 1: Anytime, Anywhere Learning Mobile Device Agreement Form

PLEASE PRINT

Student's Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Full Name \_\_\_\_\_

Parent Email Address(es) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent Phone Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

By signing below, you are agreeing to the terms and conditions outlined in the Mobile Device Student/Parent Handbook ([www.knobnoster.k12.mo.us](http://www.knobnoster.k12.mo.us) on the Technology page).

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT ACCEPTABLE USE OF TECHNOLOGY CONSENT FORM

The District's electronic network is part of the curriculum and is not a public forum for general use. Please carefully read the Acceptable Use Policy ([www.knobnoster.k12.mo.us](http://www.knobnoster.k12.mo.us) on the Technology page). Violations may result in disciplinary action. To gain access to email and the Internet, all students must sign and return this form. Students under the age of 18 must obtain parental consent.

Student Consent I understand that my computer use is not private and that the school district will monitor my activity on the computer system. I have read the District's Acceptable Student Use of Technology policy and regulations and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, or expulsion.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parental Consent I have read and understand the District's Acceptable Student Use of Technology policy and regulations. In consideration for my child being able to use the District's electronic communications system and have access to the public networks, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school district's policy and administrative regulations.

\_\_\_\_\_ I give, or \_\_\_\_\_ I do not give, permission for my child to participate in the school district's electronic communications system and certify that the information contained on this form is correct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



### **Discrimination**

The Knob Noster R-VIII School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts of America, the Girl Scouts of America, and other designated youth groups. The district's nondiscrimination policy ([Policy AC](#)) and grievance forms are located on the district's website at [www.knobnoster.k12.mo.us](http://www.knobnoster.k12.mo.us) or at any district office. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent of Schools  
401 E. Wimer  
Knob Noster, MO 65336  
(660) 563-3186

For further information on discrimination on the basis of race, color, national origin, sex, disability, or age, visit <https://www2.ed.gov/about/offices/list/ocr/index.html> for the address and phone number of the U.S. Department of Education, Office for Civil Rights enforcement office that serves your area, or call 1-800-268-0550.

### **Early Dismissal**

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Any person requesting release of a student must present proper identification prior to release of the student.

### **Emergency Closing/Early Dismissal/Late Start**

In the event of severely inclement weather or mechanical breakdown, classes may be suspended or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over radio stations KXXK (105.7 FM), KOKO (1450 AM), KDRO (1490 AM), KSIS (1050 AM), and television stations KCTV (Ch. 5), KMBC (Ch. 9), and WDAF (Ch. 4). You are urged to monitor these stations for information. Please do not call the school. Telephone lines must be kept open for emergencies.

School Messenger Offers Instant Notification of Cancellations Due to Inclement Weather — KNSD R-VIII is proud to continue to offer School Messenger. Visit our website to learn more about the text message/email alert system offered to all district patrons.

### **Emergency Drills**

Student safety and wellness is of paramount importance at Knob Noster R-VIII Schools. Emergency preparedness drills (fire, severe weather, bus evacuation, lockdown, shelter-in-place, earthquake and evacuation) will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year, and drills shall be held regularly throughout the year. **Any concerns with safety should be reported immediately to an administrator or counselor.**

### **ESSA**

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

For example, today, high school graduation rates are at all-time highs. Dropout rates are at historic lows. And more students are going to college than ever before. These achievements provide a firm foundation for further work to expand educational opportunity and improve student outcomes under ESSA.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

Part of the requirement is for school districts to inform parents they may request professional qualifications of classroom teachers and paraprofessionals. The district strives to attain highly qualified staff in all positions. The district employs individuals who are

properly certified by the Missouri Department of Elementary and Secondary Education. If you have question, please call the Superintendent's office at [\(660\) 563-3186](tel:660-563-3186) for additional information.

### **Field Trips/School-Sponsored Activities**

Field trips/school-sponsored activities are a privilege for students. Students must abide by all school policies during transportation and during field trips/school-sponsored activities, and shall treat all trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a trip may subject the student to disciplinary consequences. All students who wish to attend a field trip/school-sponsored activity must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips/school-sponsored activities for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian
- Failure to receive appropriate permission from teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

### **Fines, Fees, and Fundraising**

Any fines, fees, or monies from fund-raising projects must be paid during the quarter they are incurred. All fund-raising activities must be approved in advance by the administration. All money raised by high school students must be deposited in high school accounts and used for high school activities.

### **Food Services**

Students may purchase breakfast at school between 7:00 and 7:50. Breakfast and lunch prices are announced in August. Free and reduced-price meals shall be granted in accordance with federal free meal guidelines and school board policy and affect both breakfast and lunch. Applications are available at the principal's office in each school. To apply, fill out a Free and Reduced Price School Meals Family Application and return it to the school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted any time during the school year.

The Student Information System is designed to work with our computer software and make the lunch process faster.

Students/parents pay for breakfast/lunch in advance. Each student's account is debited at the lunch register through use of their student identification card. No money is exchanged in the lunch line. ~~Students will be allowed to charge two meals. Once two charges are accrued, a student will not be served meals after that until their account is brought up to date.~~

Identification card rules: 1) If you do not have your I.D. card with you, you must go to the end of the line. 2) You may replace one card free. After that it will cost you \$1.00. Bent or damaged cards must be replaced. 3) If you want a second lunch or extras, you must already have the extra money in the account. 4) Students may not share cards. 5) Meals must be purchased before school in the office.

### **Guidance**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, study helps, help with home, school and/or social concerns, or any question the student would like to discuss with the counselor. You may also view the Guidance Office website from the KNHS homepage.

### **Health Services**

We have an equipped health room and personnel in each building, ready to assist students as needed. School health personnel will provide temporary first aid for injuries and sudden illnesses occurring at school. If a student becomes ill at school and needs to go home, a parent/guardian will be notified promptly. Please ensure that you have provided current, local emergency contact numbers. If your student is running a fever or has vomited within the last 24 hours please keep them home and notify the office that your student will be not attending school and the reason.

**Immunizations:** All students must present current proof of compliance with the Missouri state immunization law at the time of enrollment. If immunizations are not in compliance, registration will be denied. Please see this link for the updated school immunization requirements: <https://health.mo.gov/living/wellness/immunizations/pdf/2021schoolrequirements.pdf>

Students must be:

- 1) properly immunized

- 2) have immunization currently in progress, or
- 3) have an exemption form filed in the health office.

**Medication Administration:** Giving of medicine to children during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternate schedule. When medication is to be administered by school officials, the medicine must be in the original container with a label affixed by a pharmacy, with the prescriber's name, student's name, and name and dosage of medication. In addition, a Form JHCD-AF2 must be filled out and signed by the parent with the possible side effects included. Nonprescription drugs may only be given with written orders from a parent or physician detailing the name of the student, the name of the drug, dosage, and time interval that the drug is to be given, as well as stating the medical condition for which it is given. The parents of the child must assume responsibility for informing school personnel of any change in the child's health or change in medication. School personnel will not administer the first dose of any medication. Form JHCD-AF2 must be completed before administration of any medication. This form may be requested from the nurse's office.

It is the student's responsibility to come to the office for his/her medication at the proper time. A physician may recommend a student with certain chronic diseases assume responsibility for his/her own medication as part of accepting self-care (example: Bronchodilators for asthma). In such instances, the district will not be responsible for the medication. Parents and Physician must complete the two appropriate medication forms. These forms must be renewed annually. It is suggested that the amount of medication be limited to a 1-day or 1-week supply when possible.

*Students are not allowed to carry prescription or over the counter medications unless authorized by physician and district nurse. Students found with prescription or over-the-counter medications may be in violation of inappropriate use of medicine.*

**Special Health Care Needs:** The school nurse is available to assist students in case of illness or emergency. The parent/guardian of a student with special health care needs should meet with the school nurse prior to the student's first day of attendance.

**Communicable Disease:** Missouri law requires that students with a contagious disease be excluded from school until medical clearance is received. Students must be without fever (100.2 F or above) or other flu like symptoms for 24 hours before returning to school.

#### **Identification Cards**

All students will be issued a photo I.D. card which is required for meals and may be required for dances and other activities, as well as to check-out library materials. You may replace one card free. Additional cards cost \$1.00 each.

#### **Part-Time Attendance**

A part-time student is a student not enrolled full-time. Part-time students must take courses consecutively and be on school grounds only during times of those classes or during approved activities. Part-time status will be approved by the superintendent or designee for those with legitimate reasons. Consult the [Career & Education/Course Description Guide](#) for further information on part-time attendance.

#### **Student Records/Directory Information**

All information contained in a student's educational record, except information designated as directory information by KNHS, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. This is notice to parents/guardians or eligible students regarding the categories of information it has designated as directory. Parents/guardians or eligible students who wish to inform KNHS that designated directory information should not be released without the parent's or eligible student's prior consent should advise the school in writing within 10 school days from the start date of school. KNHS directory information includes the following: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy. The district will release the names, addresses, and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise.

#### **Withdrawal from School**

Students leaving the Knob Noster Schools prior to the official end of the school term will be given withdrawal grades only.

Withdrawal grades do not constitute credit for semester coursework. Exception: Students under military orders which specify a transfer date prior to the end of the school term may be excused within ten school days of the end of the term provided they have completed all assignments specified by the teacher and/or taken a comprehensive final exam. All grades on assignments and/or the final exam will be used in calculating the final course grade. A copy of the orders must be on file in the office and the principal must approve any early dismissal. Students who fail to complete assignments or the final exam will be given an incomplete and no credit for the semester. Students not under military orders are required to complete the school term as scheduled, including the final exam. Failure to complete the final exam as scheduled may result in an incomplete grade and no credit for the semester.

## **SECTION II - ACADEMIC INFORMATION**

### **A+ Program**

Knob Noster's A+ Schools Program provides for students who meet the following requirements to be eligible for state reimbursement for the cost of tuition while attending any Missouri public community college or post-secondary vocational or technical school as a full-time student. These costs will be reimbursable only after secured federal post-secondary financial assistance funds that do not require repayment have been applied. The incentive will be available for up to two years of attendance during the four-year period following graduation. This funding is dependent upon Knob Noster High School being designated as an A+ School prior to the applicant's graduation and state appropriations from the Missouri General Assembly.

**Requirement 1:** Attend a designated A+ School for three consecutive years prior to high school graduation.

**Requirement 2:** Graduate from high school with a grade point average (GPA) of 2.5 or higher on a 4.0 scale. This grade point average will represent the applicant's cumulative GPA, which includes the freshman through senior year. A student with a GPA of 2.4999 at the time of graduation will NOT be eligible for the reimbursement program.

**Requirement 3:** Have at least a 95 percent attendance record for the four-year period. The applicant must have a 95 percent or better average attendance record for their freshman through senior years. A student with a 94.9 percent attendance will NOT be eligible. In the event that an applicant is not able to meet the attendance requirement and becomes ineligible for the A+ financial incentive, the student and/or parent have the right to appeal. In cases of appeal, the student must notify the A+ Coordinator in writing of his/her intent to appeal.

The A+ Coordinator will consider the appeal and return a decision to the student within five days. The decision of the coordinator may be appealed to the Principal, then the Superintendent, and ultimately to the School Board for final decision.

**Requirement 4:** Perform and document 50 hours of unpaid tutoring or mentoring to younger students during high school. The following guidelines should be followed in the completion of this requirement. Should questions concerning tutoring or mentoring arise, please contact the A+ Coordinator.

- \* Tutoring and mentoring activities will provide, as an ultimate goal, encouragement for all students to get turned on to school, stay in school, and strive for good grades.
- \* Tutoring and mentoring activities will be school-based, academic in nature, and under the auspices of the school (not private or public sector programs in which the school has no input into the activity.)
- \* The tutoring and mentoring activities can be before, after, or during the school day.
- \* All tutoring and mentoring must be supervised and verified by a teacher, principal, counselor, or the A+ Coordinator.
- \* The A+ applicant is responsible for maintaining a monthly time sheet indicating all tutoring or mentoring activities. Exact time should be indicated. Only activities that have been verified with a timesheet signature by the tutoring supervisor will be counted toward the 50 hour requirement. At the end of each month the timesheet will be submitted by the applicant to the A+ Coordinator.

**Requirement 5:** Maintain a record of good citizenship and avoidance of the unlawful use of drugs (including alcohol). Students' eligibility for the A+ Program is based on their ability to meet several requirements during a four year period prior to graduation with one of those requirements being: "a student must maintain a record of good citizenship and avoidance of the unlawful use of drugs." In an effort to set forth the parameters of good citizenship, Knob Noster High School A+ Program participants should understand that the following guidelines will be followed in establishing good standing: Students who represent Knob Noster High School as an A+ student must be creditable citizens and judged so by the proper school authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditable citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

\* Any student given an In School Suspension will be placed on a probationary status. If no other suspensions occur during the 180 days after the suspension is enforced the student will be removed from probationary status. If another infraction occurs in that 180 day probation period, the student will be removed from the A+ Program.

\* Any student given Out of School Suspension or expelled from school will be withdrawn from the A+ Schools Program. If you have any questions about Knob Noster's A+ Program, be sure to contact the A+ Coordinator.

What Career Paths are Available?

### **Arts and Communications**

Occupations related to the humanities and the performing, visual, literary, and media arts. These may include architecture, creative writing, film, fine arts, radio, television, and languages.

### **Business, Management, and Technology**

Occupations related to the business environment such as sales, marketing, computer/information systems, finance, and

management

#### Health Services

Jobs related to the promotion of health and the treatment of disease. This includes research, prevention and treatment.

#### Human Services

Careers related to economic, political, and social systems including education, government, law, the military, religion, child care, and others.

#### Industrial and Engineering Technology

Occupations related to the technologies necessary to design, develop and maintain physical systems. These include manufacturing, construction, and related technologies.

#### Natural Resources

Jobs related to agriculture, the environment, and natural resources. Areas include ag sciences, earth sciences, fisheries, forestry, horticulture and wildlife.

### **Assessments**

The Knob Noster R-VIII Board recognizes the importance of student achievement. Students will take state assessments as required by the Missouri Department of Elementary and Secondary Education.

### **Awards/Honors**

**Diploma:** A high school diploma is issued to those students who satisfactorily complete the prescribed course of study.

**Honor Roll:** Students who qualify for the "A" Honor Roll must have at least a 3.67 (A-) grade point average (GPA) in all subjects for the semester grading period. Those who accumulate a 2.67 or above GPA shall be included on the "B" Honor Roll. No student taking more than two classes on a pass-fail basis shall qualify. All classes will be used in figuring Honor Roll.

**Academic Letter:** An Academic Letter "K" will be awarded to students who have obtained a 3.34 GPA or above for an academic school year, provided they have not received a semester grade of "F" in any subject. All academic letters for the previous academic year will be awarded during the fall semester of the following academic year as follows: 1st year - Chenille letter, Scholastic pin, and Service bar; each additional year - Service bars.

**Graduating with Honors:** Candidates for recognition for academic excellence upon graduation will include students meeting the following criteria:

Summa Cum Laude	4.0 GPA and above
Magna Cum Laude	3.83 to 3.99 GPA
Cum Laude	3.67 to 3.82 GPA

### **Commencement Exercises**

Graduates must wear caps and gowns to participate in commencement. According to board policy, graduation, with all attendant privileges, will be allowed any time after seven semesters of high school attendance, beginning with grade nine, and attainment of all requirements as set by the state and local school boards. Students must have completed all requirements in order to participate in the commencement exercise. Additional guidelines and expectations for participation in the commencement exercise will be distributed prior to graduation. The official deadline to meet all requirements for graduates will be the Wednesday before commencement at 3:04 p.m. See [District Calendar](#) for commencement date.

### **Course Scheduling and Changes**

Any student wanting to change a schedule must have a significant academic reason to do so within the first five days after the beginning of the semester. Requests to change a schedule will be made through a guidance counselor and approved by the principal and the parents. Guarantee of schedule change is not automatic. Refer to [Course Description Guide](#) for further information.

### **Credit Guidelines/Graduation Requirements**

KNHS publishes a detailed [Career & Education/Course Description Guide](#) which details the specific requirements for graduation and course descriptions. Students/parents receive this information each year prior to enrollment in the spring. Students and parents should contact guidance counselors for specific information as it pertains to individuals.

### **Early Graduation**

See [Career & Education/Course Description Guide](#).

### **Grading Information**

The following grading scale will be used throughout the Knob Noster School District:

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	Below 60

KNHS teachers use a standardized scale for grading. Each semester grade (1/2 credit) includes a final exam, which may not exceed 10% of the total points for the semester. University requirements may alter the weight of the final for dual credit courses. Grade reports are issued at the end of each semester. Parents have access to student grades through the Student Information System website. The web address for the Student Information System is: <https://sdm.sisk12.com/KN/>. The access codes for individual students are available through any office.

### **Home Schooling Information**

Should a student present records and/or credit from an unaccredited school or home instructional program, the building principal shall place the student according to an evaluation based upon the student's chronological age and other educational data pertinent to the assignment of the student. See [Career & Education/Course Description Guide](#) for further information.

### **Trauma-Informed Developmentally Appropriate Sexual Abuse Training Requirement**

In school year 2020-21 and in each school year thereafter, each school district shall provide trauma-informed, developmentally appropriate sexual abuse training to students in all grades not lower than sixth grade. School districts must include in the training the following:

- (1) Instruction providing students with the knowledge and tools to recognize sexual abuse;
- (2) Instruction providing students with the knowledge and tools to report an incident of sexual abuse;
- (3) Actions that a student who is a victim of sexual abuse could take to obtain assistance and intervention; and
- (4) Available resources for students affected by sexual abuse.

### **Trauma Informed Schools Initiative**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. "Trauma-informed school" - a school that:
  - a. realizes the widespread impact of trauma and understands potential paths for recovery
  - b. recognizes the signs and symptoms of trauma in students, teachers and staff
  - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
  - d. seeks to actively resist re-traumatization

For additional information go to <https://dese.mo.gov/traumainformed>

## **SECTION III - STUDENT CODE OF CONDUCT**

### **Foreword & Penalty Listing**

All of the adult employees of the Knob Noster High School have certain responsibilities to the school, and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or substitute, the student is expected to abide by such correction. The staff respects students, and students are to treat all staff with respect.

No discipline code can be expected to list every offense which will result in the imposition of a specific penalty, nor can a discipline code anticipate all the conditions, attitudes, and circumstances involved in individual disciplinary infractions. Consequently, the following list of violations and disciplinary actions or penalties is not all inclusive. In addition, note that disciplinary problems not corrected at lower levels may require unlisted responses. The building administration may choose to deviate from the discipline code if it is felt to be warranted in the administration's judgment. Also, multiple infractions may lead to a school suspension. Additionally, with regard to any misconduct which constitutes a violation of local, state or federal law, school officials may, at their discretion, choose to notify appropriate law enforcement agencies. Off-campus misconduct that

adversely affects the educational climate will also be subject to these policies, regulations and procedures. The code is applied to all students in the Knob Noster R-VIII School District, grades K-12.

Disciplinary guidance and supervision shall be the responsibility of all faculty and staff members, not only in their own rooms but throughout the school halls, rest rooms and grounds. The primary responsibilities of the students according to the district discipline code policy are to:

1. Take advantage of the academic opportunities offered at school.
2. Support and participate in school activities.
3. Attend school regularly and punctually.
4. Be self-controlled, reasonably quiet and non-disruptive both in and out of the classroom, going to and from school and at all school activities.
5. Be clean and dress in compliance with school rules concerning sanitation and safety and in a fashion that will not disrupt classroom procedures.
6. Be reasonable, modest, self-controlled and considerate in relationships with other students.
7. Strive for mutually respectful relationships with teachers.
8. Keep language and gestures respectful and free of profanity or obscenities.
9. Respect private, public and school property.
10. Become informed regarding student rules, regulations and responsibilities.
11. Use the proper channels in the establishment of rules and regulations regarding student behavior.
12. Holding of hands will be the only expression of affection that will be tolerated.

Disciplinary actions or penalties for violations will be governed by the school district discipline code policy adopted by the Knob Noster R-VIII Board of Education.

### **Specific Expectations and Guidelines**

#### **ARRIVING AT SCHOOL/AFTERNOON DISMISSAL:**

Students arriving at school in the morning prior to 7:40 a.m. are to enter through the front gym doors and remain in the lobby or stay on the patio. Students driving to school are not allowed to remain in their vehicle, but must go directly to the patio or building. Supervision of students will be provided from 7:00 a.m. until 3:10 p.m. Students are not to arrive before 7:00 a.m. or stay after 3:10 p.m. unless special arrangements have been made, and they are under the direct supervision of a faculty member. After the 7:40 bell, students may go to their lockers or classrooms but must remain in the building. Skateboards are not to be brought to school. Students are to park only in designated areas. No parking on Washington Street. Vehicles on school property are subject to inspection.

Once students arrive at school, they are to remain on the patio, in the lobby or cafeteria. Students leaving the designated areas will be subject to disciplinary action. Under no circumstances are students to leave campus and return for the bus. Students in a sport or activity are to report directly to their coach/sponsor at the end of school. Leaving campus prior to reporting is not allowed. At the end of the school day, students who are not under the direct supervision of a staff member (clubs, sports activities, tutoring) should be off campus by 3:10 p.m.

Students are considered on campus when they step on the school bus or on to school property. Students coming on campus in the morning are to remain in school for the rest of the school day. Permission from the attendance secretary and parents must be obtained before a student may leave the school grounds during the school day. Any student that does not check out through the office will be considered truant. Students who know they will leave during the day should bring a note from their parents to the office before classes begin in order to secure a pass. Anyone who leaves the school building, including to and from Warrensburg Area Career Center, State Fair Career and Technical Center, physical education or other classes, should use the most direct route. Without the proper authorization, they will be considered truant. If a student becomes ill during the day, he/she should report to the nurse. Parents must be contacted before the student may leave the building.

#### **ATTENDANCE:**

Good school attendance is an important part of each student's high school record and has a direct relationship to success in school. Expectation of regular and punctual attendance is necessary for students to develop self-discipline and responsibility. Students who have good attendance generally achieve higher grades, enjoy school more and are considered more desirable employees after leaving high school. Therefore, the following guidelines will be used to encourage good attendance and discourage chronic absenteeism:

1. If a student is going to be absent from school, parents are asked to notify the principal's office before 9:00 a.m. to inform the office of the absence. Parents of those students whose absence has not been reported will be called as a safety precaution in case of accidents, etc.
2. All students must be in school all day in order to attend after school and night activities that day. Additionally, in order to attend activities scheduled on a weekend or break, students must be in school all day the day previous to



- that weekend or break. The principal or designee may authorize an exception. This request must be pre-arranged. Students arriving after 8:15 am will be considered absent and will be ineligible.
3. Students will be allowed to be absent five (5) school days or 35 hours per semester with a parent/guardian excuse. If a student exceeds the five-day limit, he/she will have credit withheld. Full credit can be issued after the student attends one semester of summer school or credit recovery for the hours during the semester in which the student missed more than the allotted time. Students who habitually miss one class within a day, but not the whole day, will be allowed to be absent five (5) class periods per semester with a parent/guardian excuse. If a student exceeds the five-hour limit, he/she will have credit withheld for that period. Full credit can be issued after the student attends one semester of summer school or credit recovery for the hours during the semester in which the student missed more than the allotted time.
  4. Days that do not count toward the five-day limit are as follows:
    - a. School-sponsored or sanctioned activities
    - b. Doctor or dental excuses presented to the attendance secretary within three (3) school days of the actual visit. It is requested that appointments be scheduled during various periods so as not to continually miss the same class period.
    - c. An unusual hardship as approved by the principal

Students who must leave the building during the school day must bring a note from the parent or guardian or have them call the school ahead of time. The student must get a permit-to-leave-building slip before school and sign out at the office when leaving. If the student returns during the day, he or she must sign back in at the office and obtain an admit slip.

### **EXCESSIVE ABSENCE POLICY & APPEAL PROCEDURES:**

After three (3) and five (5) days of absence in any class, the student and the parent will be given notification. Upon reaching the sixth (6<sup>th</sup>) absence in a semester, the principal shall notify parents with a letter stating that the student has missed six (6) days and credit will be withheld. A summary of the attendance policy shall be included. Students/parents may appeal loss of credit to the KNHS attendance committee. Absences beyond the five-day limit must be approved by the attendance committee or credit will be withheld unless the student attends summer school or credit recovery as stated above. The student will be given five (5) school days after notification of the sixth absence in which to schedule an appeal hearing before the attendance committee. In order to appeal for additional days, students must submit a signed appeal letter to the high school principal. The student should also provide medical records, written documents or other evidence as requested by the principal. The attendance committee may decide to extend the number of allowable days beyond five (5), set restrictions upon the student, or withhold credit.

Parents and students should understand that normal illness and other absences must be handled through the five (5) day allotment that is extended to the student each semester. The waiver appeals process is designated for severe, unusual and exceptional cases. School-sponsored or authorized activities are exempt and will not count toward the total five absences.

In accordance with the Johnson County Education Court, when a student's attendance rate reaches 92%, a referral may be made to the Johnson County Juvenile office and the Johnson County Prosecuting Attorney. Further action may be taken through the Johnson County Court system if attendance continues to decline. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (167.031 RSMo.).

### **BULLYING/HARASSMENT/INTIMIDATION:**

Knob Noster High School believes that all students are entitled to work and study in school-related environments that are free of harassment, intimidation and bullying. A safe and civil environment in school is necessary for our students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and our ability to educate students in a safe environment and therefore will not be tolerated. If you have been the victim of bullying or have witnessed the bullying of a District student, complete the form towards the end of this handbook.

### **BUS INFORMATION:**

The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Classroom conduct is to be observed by students while on school property. The driver is in charge of students riding to and from school. Students must obey the driver promptly and courteously. Students misbehaving on a school bus will be reported to the principal and may result in disciplinary action including suspension of transportation privileges and/or suspension from school. Any damage to a school bus caused by a student(s) will be paid for by the student(s) causing the damage before they will be allowed to ride the bus again.



### **CARS & PARKING LOT:**

Driving to school is not a right, but a privilege. All students who desire to drive to school must follow regulations outlined below or their driving privileges may be suspended.

1. Students will operate their vehicle in a safe and prudent manner.
2. Parking lot speed will not exceed 10 MPH. Pedestrians always have the right of way on school grounds.
3. Students will park on the asphalt surface only. Students are not to park on the east, west, or south side of the building, or on Washington Street.
4. After a student parks his/her vehicle, no student will enter the vehicle during the school day without permission from school authorities.
5. Students will park in an orderly manner within the parking stripes.
6. After a student parks the vehicle, he/she must report immediately to the school building; no loitering in the lot.

### **CHAIN OF COMMAND FOR RESOLVING DIFFERENCES:**

To resolve differences that may occur, when making contact with school officials, students and parents will use the following chain of command. Those in the chain of command will direct the order to the proper level if it has not been followed.

#### **For Academic Issues**

1. Teacher
2. Counselor
3. Principal
4. Superintendent
5. School Board

#### **For Athletic Issues**

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School Board

Every effort will be made to return all telephone calls or answer requests within forty-eight (48) hours from the time of initial contact.

While the following procedure is acceptable as students learn how to effectively advocate for themselves, parents are encouraged to work with their child to teach them how to progressively work through the chain of command themselves in order to prepare them for successful post-secondary transition.

#### **Recommended procedure for resolving differences:**

- Step 1 – Student and Teacher/Coach
- Step 2 – Student, Teacher/Coach, and Parent
- Step 3 – Student, Teacher/Coach, Parent, and Counselor/Athletic Director
- Step 4 – Student, Teacher/Coach, Parent, and Administrator
- Step 5 – Meeting with Superintendent of Schools
- Step 6 – Hearing with School Board

### **DANCES:**

1. Dances at KNHS are for students in regular attendance at KNHS.
2. Students may not attend a dance if he/she was absent for any part of the day of the dance. If the dance is on a non-school day, students may not attend a dance if he/she was absent for any part of the last day school was in session. In extenuating circumstances, prior approval for absences may be made with the high school principal or his/her designee.
3. Students who are suspended on or off campus, or are expelled are not permitted at dances.
4. Students who have outstanding discipline which was assigned to be served before the dance but was not served, are not permitted at the dance.
5. Students with outstanding fines, or fees will not be allowed to attend dances.
6. Dance entrance will be closed to all latecomers one hour after the dance begins. Individual students with special circumstances can request, from the administration one day prior to the dance, permission to gain entrance after this time.
7. Students, upon entering a dance, shall remain inside until the dance is over or they decide to leave. **Anyone leaving the dance will not be permitted to return.**
8. School rules and policies concerning student behavior will be enforced at dances.
9. Students are required to make prior arrangements for transportation immediately following a dance.
10. Dress code for dances is similar to the KNHS code and in all cases dresses should be respectful and appropriate. Semi-formal dances require long pants, and/or appropriate dress. No jeans or T-shirts.
11. Dancing which implies sexual activities or is considered offensive, including extensive physical contact, will not be allowed.

### **DANCE GUEST PASSES**

All dances are primarily for KNHS students. For specific dances that allow KNHS students to bring a guest, the following rules apply:

- Each KNHS student is allowed one guest only and must accompany that guest to the dance. Guests must have a current, valid picture I.D. in order to be admitted to the dance if asked to present one. KNHS students must have all detentions served before a guest pass will be approved and/or before a guest pass to attend another dance is signed.
- Guests must be signed in and approved by the Assistant Principal's office no later than the Thursday prior to the date of the dance. It is the responsibility of the KNHS student to get the guest approved by the AP office by the deadline. Special deadlines and guest applications apply for formal dances. The Guest Permission Form can be found on the [KNHS webpage](#) under Our School/Publications.
- At all dances, the host student is responsible for the behavior of his/her guest. Guests are expected to follow KNHS's code of conduct and must be accompanied by their host student. Any disciplinary problems caused by a guest will result in termination of all future guest privileges for the KNHS student.
- Guests who are not currently attending high school (or are older than high school age) are required to gain approval from the assistant principal before the date of the dance. These requests will be considered on an individual basis.
- The guest age limit for all dances is under 21 years of age (cannot have reached his or her 21<sup>st</sup> birthday) and must be at least high school grade level (no middle school students).

#### **DISCIPLINARY TRANSFER POLICY:**

No student may enroll in a school in the district during a suspension or expulsion from another school district without the principal's permission, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district.

#### **DISCRIMINATION:**

Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

#### **DRESS CODE:**

All students should at all times during school hours be dressed and groomed in a manner that is in keeping with community attitudes and compatible with modern styles which do not bring good judgment of the individual into question. Students should dress appropriately for the occasion for activities outside school hours.- KNHS is a career focused school. We expect our students to dress in attire and accessories that adhere to professional workplace standards. Dress that materially disrupts the educational environment will be prohibited. Recognizing that a huge majority of students are aware of these facts and dress appropriately, but also aware of the fact that some do need guidance, the following dress guidelines are set forth:

1. When, in the judgment of the principal, a student's appearance or mode of dress is deemed inappropriate, the student will be required to make modifications.
2. Shoes, boots or other types of footwear must be worn at all times. House Shoes will not be worn.
3. Caps, hats or bandanas covering the head will not be worn in the school building during the day.
4. Altered tops, revealing garments, halter tops, spaghetti straps or see-through shirts will not be worn. Bare midsections and low cut tops are inappropriate. Shirts, sweaters and blouses must be of sufficient length so that the midriff remains covered during normal school activities such as sitting, bending and reaching.
5. T-shirts or shirts bearing or annotating obscene slogans or gestures or advertising drugs or alcohol or tobacco will not be worn on school grounds.
6. Shirts shall be buttoned (top two buttons optional) at all times.
7. Dresses, skirts and shorts must be long enough to prevent undue exposure during normal school activity. All the above mentioned must be approximately fingertip length when arm is held by side of leg. Jeans with holes above the allowable length for shorts are inappropriate.
8. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
9. Pajama style attire will not be allowed unless approved by the administration.
10. Long belt chains are not to be worn.
11. Any gang-related dress, sagging pants, symbols or jewelry will not be tolerated.
12. Class time missed due to wearing inappropriate clothing will be unexcused.

#### **DRUGS and ALCOHOL:**

Use or possession of drugs or alcohol on school grounds or being under the influence of such is strictly prohibited. Violators will be suspended from school and may be subject to expulsion. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

#### **ELECTRONICS:**

Electronic devices may not be used in class without the permission of the classroom teacher. Electronics may be used in

the morning before class begins, between classes, during lunch, after school releases, and during class at the discretion of the individual classroom teachers. If at any time, use of an electronic device is deemed unsafe to self or others by staff or administration, a student's privilege to use electronic devices may be revoked. If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.

**LIBRARY MEDIA CENTER:**

The Library Media Center regularly opens at 7:40 a.m. and closes at 3:15 p.m. On occasion, these hours may be changed to accommodate classes or other activities.

**LOCKERS:**

Lockers are available to all students at no cost. Lockers are the property of the district. The district will conduct periodic and unannounced administrative searches of lockers. There will be two students to each locker. Lockers are obtained through the principal's office. Locker combinations have three numbers. (Turn the dial to the right three times to clear the lock and stop on the first number of your combination. Then turn the dial to the left past the first number and one complete turn to the second number. Now, turn the dial to the right to the last number.) All students are required to follow the following rules concerning their lockers:

1. Keep locker locked. If the locker is ever jammed, contact the office at once; do not try to force open the locker in any way.
2. Keep locker clean and neat.
3. If lock fails to work--report it to the office.
4. Students are not to change lockers without office approval.
5. Students found using lockers other than their own will be subject to disciplinary action.
6. Do not put personal items of value in your locker.

**LUNCH/BREAKFAST:**

Students will not be allowed to leave the school campus for lunch or have visitors (other than parents) bring lunch to them. The staff and administration will devise a method to recognize students and groups that will be allowed to eat lunch on the patio. Keeping the patio clean and orderly behavior will be essential. Students found away from the designated area during their lunch period may be considered truant and be subject to disciplinary action.

Students are not to go to lockers or be in hallways until the end of the lunch period. Please be courteous and quiet while waiting for the lunch period to be over. Students returning to class from lunch are to be quiet in the halls.

**MAKE-UP WORK:**

1. Upon returning to school after an absence, it is the student's responsibility to ask teachers for work missed. Make-up work will be due one day for each corresponding day missed. Example: if you were absent 3 days you will have 3 days to turn in work missed on those days. Work previously assigned and due on the days missed is due the first day upon return. Students are responsible for tests that are announced in advance. If a student is absent one day before an announced test, that student is responsible to take the test the day he/she returns to school. If possible, students should access Google Classroom to complete work in order to avoid feeling overwhelmed.
2. Students missing class due to field trips or extracurricular activities must make arrangements with their teachers, prior to being absent, for completing any and all course work they will miss. Students can access homework assignments through the [Student Information System](#).

**SEARCHES:**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The district may use dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.

The district may perform additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.

The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has

consumed prohibited substances.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

#### **SMOKING & TOBACCO:**

Students are not to use or have possession of tobacco in any form on school property. This includes vapor cigarettes, electronic cigarettes, etc. Violation of these policies will result in confiscation of tobacco and disciplinary action according to discipline code.

#### **TARDINESS:**

As a general rule, tardiness to class is inexcusable. Any student not in his/her designated seat when the tardy bell rings is tardy. Unexcused tardiness includes getting a drink, getting a book, going to the rest room, getting a permit to leave the building during class time, etc. Consequences will be assigned to students who are tardy. Students who drive to school and show a pattern of chronic tardiness to class will be subject to having parking privileges suspended.

#### **TEXTBOOK INFORMATION:**

If a textbook (or other educational material) is lost, stolen or damaged, the student is responsible for paying the replacement cost – amount to be determined by school official. Students will not receive their diploma or transcripts upon graduation until all bills have been paid.

#### **TRUANCY:**

A student who is truant may expect strong disciplinary action. Truancy is a willful absence from school or class without the parent/guardian or principal's permission/knowledge, or being in an unauthorized area without permission. Forged notes and faked phone calls will be considered acts of truancy and assessed at the appropriate disciplinary level. NOTE: Skip days will be classified as truancy regardless of parental awareness. Students are not to leave school without permission. They must check out and sign back in through the office. Students not following this procedure may be classified as truant.

#### **VISITORS:**

Because of the academic nature of school, students are not allowed to bring visitors to school. Visitors work a hardship on both teachers and students. The school accepts only those adult visitors who have legitimate business at school. However, parents are always welcome, but are encouraged to make an appointment to see a teacher or the principal. Parents wishing to observe their child's classroom must complete an Observation Request form in advance which can be obtained from the office. All visitors must report to the office upon arrival and departure.

#### **WEAPONS:**

All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zones, except for educational purposes as authorized in advance by the building principal or his/her designee. These environments include but are not limited to district-owned buildings, leased or rented facilities, school-sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during, and after school.

A weapon is any firearm whether loaded or unloaded; any chemical substance, device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike horror, or cause bodily harm or death.

Category I Weapons: All firearms including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others, etc.; knives, switchblades or automatically opening blades, daggers, swords, razors, etc.; artificial knuckles or other objects designed to be worn over the fist or knuckle, etc.; blackjacks, clubs, bows and arrows, slingshots, etc.; any other device or instrument used to intimidate, threaten or inflict harm.

Category II Weapons: Numchucks, throwing stars (shurikuns), explosives, poisons, chemicals, or other devices that could be used as a weapon to threaten others.

Category III Weapons: Fireworks, firecrackers and smoke bombs, throwing darts, nuisance items and toys, unauthorized tools, laser pointers (use only), and mace (no use on school grounds).

Administrative Discretion:

1. Discretion may be used in interpreting use and intent of Category II weapons.
2. A student who finds a weapon on the way to school, on school property or in the school building and takes the weapon to the principal's office immediately shall not be considered in possession of a weapon.
3. Exceptions, pursuant to Missouri Statutes, are granted to:
  - Law enforcement or military officials performing official duties.
  - School district approved firearm safety courses.
  - School district approved possession by ceremonial color guard.

- School district approved gun or knife shows.
- School district approved possession and use of starter guns for athletic contests.
- Possession of a dangerous weapon with prior written permission from the principal.

## **PROCEDURES AND CONSEQUENCES**

In Missouri a principal has the authority to suspend for up to 10 school days. A superintendent may suspend a student for up to 180 days. The Board of Education may determine the need for expulsion for a student.

This codebook outlines several offenses with the possible consequences, depending on the grade level and number of times that offense has been committed. Please refer to the following definitions and the explanation of abbreviations to assist in the understanding of the consequences.

**CONFERENCES:** Conferences may be held between students, parents, teacher, and/or administrators. A conference is scheduled in order to explain and/or discuss past, present, or possible future concerns. In this way, all persons concerned will have a better understanding of what is expected, and be able to clear up any misunderstandings. Parents are encouraged to telephone or come to school any time there are questions or concerns.

**DETENTION:** Students serving detention are expected to stay after school in a supervised setting or with the teacher assigning the detention. The students must have school assignments with necessary materials to stay busy during the detention.

The teacher is responsible to initially resolve problems within the classroom by use of interventions and classroom behavior management. If the offense occurs elsewhere in the school setting the teacher may, depending on severity of the offense, issue a warning or refer for administrative action.

Students arriving to detention after the 3:08 pm bell will not be admitted unless authorized by the principal. Talking will not be allowed. Students are to be out of the building by 4:20 pm following detention period. If a student fails to serve their detention(s) on the days assigned, additional consequences will be assigned. The number of detentions depends upon the offense and previous misconduct occurrences. Detentions not served by the end of the school year will be served during the summer or assigned at the beginning of the next school year.

Detention period is from 3:08 – 4:08 pm. When assigned a detention, students have the option of serving that same day or the next school day. If students cannot serve at that time, there must be contact from a parent or guardian to set another day for detention.

Teacher-assigned detentions may be assigned before or after school by individual classroom teachers for minor infractions. Unless other arrangements are made, a minimum one day advance notice will be given to students assigned to serve a teacher-assigned detention.

Friday School detention may be assigned by the principal for third level offenses in the discipline code book or for excessive tardies. Friday School detention runs from 3:08 until 6:08 on selected Fridays. Parents will be notified. Failure to attend Friday School detention, or to follow guidelines during the detention, may result in In-School suspension. Students are expected to study and complete assignments during Friday School Detention.

The following policies apply regarding detentions:

1. Students will be treated alike, regardless of their means of transportation to and from school.
2. Arrangements for transportation after the detention is the responsibility of the student and his/her parents/guardian.
3. IT IS THE STUDENT'S RESPONSIBILITY TO COMMUNICATE WITH HIS/HER PARENTS/GUARDIAN ABOUT ANY DETENTION.
4. If a detention is assigned, the student will serve the detention on a day determined by the administrator or teacher who assigned it.
5. It is the responsibility of the student to serve the detention on the day assigned.
6. If a student cannot stay on a given day because of a family or home situation, the parents must notify the teacher or administrator who assigned the detention.
7. If a student does not show up for a detention, the parents will be notified and additional consequences will be assigned.
8. All detentions will be supervised and will be held in the teacher's classroom or assigned location.
9. During the detention period, a student should be prepared with books, etc., for schoolwork. The student begins his/her detention time when he/she starts doing schoolwork.

**INTERVENTIONS:** When appropriate, administration will use interventions as a means of remediation for inappropriate behavior. Interventions could include, but are not limited to: parent notification, loss of privileges, lunch detentions, detentions, conflict mediations, behavior contracts, and restorative justice opportunities. Administration reserves the right to use any or all interventions on a given offense.

**LOSS OF PRIVILEGES (LOP):** Loss of privileges (LOP) may be used as a primary disciplinary measure as well as being used in conjunction with other disciplinary measures. LOP might include, but not limited to: attendance to school activities, i.e. dances, games, field trips, etc. parking, hall passes, assemblies, vending machines, etc. LOP may also include a lunch detention setting. *Any student receiving Out of School Suspension may also receive LOP in addition to their suspension.*

**RESTITUTION:** This is the act on the part of the student of restoring and/or replacing something damaged or taken. For example, a student who writes on a locker may be required to remove the writing on several lockers or pay for a new locker if the writing cannot be removed.

**IN-SCHOOL SUSPENSION (ISS):** Students serving In-School Suspension are assigned to a room where they are isolated from peers in a supervised setting. ISS students are required to work on assignments from their regular teachers and will be given full credit for completed assignments. Students will also be required to complete any additional work assigned by their teachers as well as tasks that are designed to help develop skills to improve behavior. A student in ISS cannot attend any extracurricular activities. **The school district utilizes one ISS room located at Knob Noster Middle School.**

A student will not be eligible to participate in any school sponsored activities until he/she has fulfilled all of the disciplinary requirements set forth in the ISS assignment. A student may not participate in practice sessions or contests during the ISS period. A student will be required to attend all contests and activities in which he/she is involved during the ISS period as a non-participating member unless directed otherwise by the coach/sponsor or principal. Alternative Methods of Instruction (AMI) days will not be credited ISS days. Any AMI instruction days that occur during an ISS suspension will lead to the suspension being extended.

**OUT-OF-SCHOOL SUSPENSION (OSS):** (up to ten days at the building level) may be assigned for serious misconduct or multiple offenses. A student on Out-of-School Suspension cannot be within 1,000 feet of school property at any time during suspension. Students may complete school work during OSS, but may be required to complete community service prior to accepting this work for a grade.

**EXPULSION:** Expulsion refers to exclusion from school for an indefinite period. Only the Board may expel a student or suspend a student for more than 180 school days.

#### **CONDITIONS OF SUSPENSION, EXPULSION, AND OTHER DISCIPLINARY CONSEQUENCES**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being within 1000 feet of district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

**RESTORATIVE JUSTICE:** A restorative approach to discipline that focuses on righting wrongs and rehabilitating relationships between offenders and victims. This approach often uses mediation, apology notes or engaging in tasks to right the wrong. For example, a student might choose to clean the cafeteria after being involved in a disturbance that occurred in the cafeteria.

#### **ABBREVIATIONS:**

Conf.=Conference  
CWP=Conference with Parent  
CWS=Conference with Student

LA=Legal Authorities  
LT=Long-Term Suspension  
ISS=In-School Suspension

OSS=Out-of-School Suspension  
PC=Parent Contact  
Prin.=Principal

### **DISCIPLINE CODE POLICY**

#### **I. Introduction**

The Discipline Codebook is designed to foster student responsibility, respect for others, and to provide for the orderly operation

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

It is the objective and policy of the Knob Noster R-VIII District to recognize, preserve and protect the individual rights of all students yet encourage and enforce these rights within the necessary framework of an orderly, efficient and continuing school program. The quality of discipline in a school is a blend of values and attitudes of everyone concerned—students, parents, teachers, school administrators, board members and community residents.

Discipline and academic achievement are closely related. The educational program of Knob Noster RVIII Schools is designed to meet the developmental needs and interests of the students, kindergarten through grade twelve. The curriculum along with social interaction allows the students to experience realistic planning for their futures as responsible citizens.

Because discipline, order and cooperation are essential for any group of people to meet and work together effectively, all individuals involved with the school must share the responsibility for creating and supporting a positive school environment. So that parents, students, teachers, administrators and board members may know what is required of each to maintain fair, firm and consistent discipline, we must first define the term.

- A. Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and rights of others.
- B. Ideal discipline is self-directed and self-controlled; however, self-discipline, the ultimate goal, must be taught. Schools, the community and parents share the responsibility of helping students develop self-discipline.
- C. Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.
- D. When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others.
- E. In the Knob Noster R-VIII Schools, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood. The rules and procedures are basically the same from kindergarten through grade twelve. Parents, teachers and others responsible for the welfare and education of these students must cooperate to interpret and enforce established rules.

### **III. Responsibilities**

In order to clarify the fundamental guidelines for maintaining proper student behavior in the Knob Noster R-VIII School District, the Board of Education acknowledges that the following responsibilities must be shared:

#### **A. Responsibilities of the Board of Education, Superintendent and Central Administrators**

1. Give support to the staff charged with the responsibility of enforcing discipline.
2. Design and develop programs which provide for students with special needs.
3. Be fair and consistent in final decisions where appeals from individual school are made to the superintendent and/or board of education.
4. Become acquainted with the schools, the staff and the students by visiting buildings regularly and by attending school activities.
5. Inform the community of what is expected of the principal, the teacher, the student and the parents in regard to discipline.

#### **B. Responsibilities of the Principal**

1. Be firm, fair and consistent in decisions affecting students, parents and staff.
2. Demonstrate, by word and example, respect for law and order, self-discipline and concern for all persons under his/her supervision.
3. Become acquainted with students by regularly visiting classrooms and attending school activities.
4. Maintain open lines of communication between school and home.
5. Create the best teaching/learning situation possible, exercising all authority assigned by the superintendent and board of education.
6. Organize school schedules and teaching assignments; require effective classroom management and instruction.
7. Take the lead in establishing reasonable rules and regulations for the well-ordered operation of the school.
8. Make rules and regulations known to and understood by students, parents and the school staff.
9. Receive teacher referrals of students, communicate with parents and set up cooperative procedures for bringing about modification of the students' behavior.
10. Establish, on a regular basis, a teachers meeting in which student discipline may be discussed.

#### **C. Responsibilities of the Staff**

1. Give positive reinforcement for acceptable behavior.
2. Demonstrate, by word and example, self-discipline and respect for law and order.
3. Refer to a counselor or administrator any student whose behavior requires special attention beyond teacher counseling.
4. Inform parents regarding student achievement and behavior; consult with parents whenever necessary.
5. Participate in the establishment of school rules and regulations regarding student behavior, explain these rules to students and require observance of them.
6. Reflect a personal enthusiasm for teaching and learning and a genuine concern for the individual student.
7. Guide learning activities so that students learn to analyze and reason, to assume responsibility for their own actions and to respect the rights of others.
8. Be fair, firm and consistent in enforcing school rules both in and outside the classroom and at all school-sponsored activities.
9. Support school activities.

#### **D. Responsibilities of the Student**

1. Take advantage of the academic opportunities offered at school.
2. Support and participate in school activities.
3. Attend school regularly and punctually.
4. Be self-controlled, reasonably quiet and non-disruptive both in and out of the classroom, going to and from school and at all school activities.
5. Be clean and dress in compliance with school rules concerning sanitation and safety and in a fashion that will not disrupt classroom procedures.
6. Be reasonable, modest, self-controlled and considerate in relationships with other students.
7. Strive for mutually respectful relationships with teachers.
8. Keep language and gestures respectful and free of profanity or obscenities.
9. Respect private, public and school property.
10. Become informed regarding student rules, regulations and responsibilities.
11. Use the proper channels in the establishment of rules and regulations regarding student behavior.

#### **E. Responsibilities of the Parents**

1. Teach your child, by word and example, respect for the law, the authority of the school and the rights and



- property of others.
2. Make certain your child's attendance, as required by Missouri School law, is regular, punctual and that all absences are properly excused.
  3. Insist that your child be clean, dressed in compliance with school rules of sanitation and safety and in fashion that will not disrupt classroom procedures.
  4. Be sure your child is in as good health as possible.
  5. Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
  6. Know and understand the rules your child is expected to observe at school, be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.
  7. Instill in your child a desire to learn; encourage a respect for honest work and an interest in exploring broader fields of knowledge.
  8. Become acquainted with your child's school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.

In summary, schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, teachers and students. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of the student's self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, teachers, students and administrators to the maintenance of an effective learning environment.

#### **IV. Consequences of Failure to Obey Appropriate Standards of Conduct**

The student discipline code is designed to develop student responsibility, respect for the rights of others and to insure the orderly operations of district schools. All school district employees are authorized to hold every student accountable for any disorderly conduct in school or on school property, on any school bus going to or returning from school and during school-sponsored activities or field trips. In keeping with the educational mission of the schools, the following list of disciplinary responses is designed to discourage and correct inappropriate behaviors. All school personnel are authorized to take actions listed under the first Level. Teachers may take actions listed in Levels One and Two. Levels Three and Four require administrative credentials and Level Five is reserved for the superintendent of schools. Level Six is reserved for the Board of Education. For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Knob Noster R-VIII School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

##### **A. First Level**

Disciplinary actions include:

1. Direct instructions and orders.
2. Verbal reprimands and disciplinary conferences.
3. Physical restraint appropriate to the situation.
4. Contact with parent/guardian.
5. Detention

##### **B. Second Level**

Disciplinary actions include:

1. Parental conference.
2. Isolation from others.
3. Restricted privilege.
4. Contact with parent/guardian.
5. Detention

##### **C. Third Level**

Disciplinary actions include:

1. Friday school.
2. In-school suspension. (Community service may be required to receive full credit for work done while in ISS.)

##### **D. Fourth Level**

Disciplinary actions include:

1. Suspension from school—up to 10 school days (Suspensions require a satisfactory re-admittance conference with parent/guardian and the principal. In order to receive credit for course work while assigned OSS, the student must complete 6 hours of community service per day of OSS. (i.e. 5 days OSS would require 30 hours community service) The location of a student's community service must be approved by administration in order to count towards the completion of the community service requirement. Upon completion of community service, teachers will be notified that the student may receive credit for course work during that period.

##### **E. Fifth Level**

Disciplinary actions include:

1. Suspension by the principal and referral to the superintendent of schools for further action. This includes long-term

suspension (up to 180 school days) and/or recommended expulsion.

#### **F. Sixth Level**

Disciplinary actions include:

1. Expulsion from school. Expulsion from school requires an affirmative vote by a majority of the Knob Noster R-VIII Board of Education.

No discipline code can be expected to list every offense which will result in the imposition of a specific penalty. Nor can a discipline code anticipate all the conditions, attitudes and circumstances involved in individual disciplinary infractions. Consequently, the following list of violations and disciplinary actions or penalties is not all inclusive. In addition, note that disciplinary problems not corrected at lower levels may require unlisted responses. The building principal may choose to deviate from the discipline code if it is felt to be warranted in the principal's judgment. **Multiple Infractions will be cumulative and may lead to more serious consequences.** Additionally, with regard to any misconduct which constitutes a violation of local, state or federal law, school officials may, at their discretion, choose to notify appropriate law enforcement agencies. The code is applied to all students in the Knob Noster R-VIII School District, grades K-12. (See table of Violations and Penalties following).

The Juvenile Justice Act of 1995 allows a school to suspend a student up to 180 days if he/she is charged for certain offenses.

#### **V. Due Process**

The Knob Noster R-VIII Board of Education believes that students have rights which should be recognized and respected. As part of the educational process, students should be made aware of their legal rights with respect to due process of law. Students and their parents/guardians will be notified of their rights and responsibilities, including standards of conduct, through handbooks distributed annually. When the rights and responsibilities of individuals are clearly understood, the element of respect and cooperation will result in the harmonious and constructive education of the student.

##### **A. The Right to Due Process of Law with Respect to Student Suspension**

The Board of Education believes that the right of a student to attend the Knob Noster R-VIII Schools carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential to permit others to learn at school. Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education. The Board of Education authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days. A student may be suspended by the principal for insubordination, irregular attendance, tardiness, truancy, habitual idleness, viciousness or habitually failing to give proper observance to the requirements of the school. Notice of such suspension shall be given immediately to the parent or guardian and to the superintendent. The student and/or parents/guardians may appeal the principal's decision to suspend the student to the superintendent.

In the case of a suspension of a student by the superintendent for a period of more than ten (10) days, the student and/or parents/guardians may appeal the decision of the superintendent to the Board of Education. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board of Education renders its decision, unless in the judgment of the superintendent, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardian, and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall report to such action. The Board of Education, upon request, shall grant a hearing to the appealing party.

##### **B. The Right to Due Process of Law with Respect to Student Expulsion**

If a student consistently refuses to conform to school policies, rules, and/or regulations, the principal and superintendent may recommend to the Board of Education that the student be expelled from school. The Board of Education will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as guideposts for the proceedings.

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parents/guardians or others having custodial care shall have the right to attend the hearing and to be represented by counsel. The hearing will be

closed unless the student, parents/guardians or others having custodial care request an open hearing. At said hearing, the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board of Education will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.

2. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student from school for a specified time or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel, if applicable. Re-admittance of an expelled student at the beginning of a school semester may be possible only through consent of the Board of Education.

### **C. The Right to Due Process of Law with Respect to Interrogations and Searches**

The Knob Noster R-VIII Schools has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. Parents must be notified; students must be informed of their constitutional rights by the law officials; students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials. Students may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the principal.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons—but not limited to these reasons—are suspicion of concealing drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

### **D. The Right to Due Process of Law with Respect to Privacy Rights of Students and Parents**

It is the intention of the Knob Noster R-VIII School District to protect the privacy rights of students and parents in carrying out the Discipline Code Policy. Each building principal will be responsible for adhering to correct procedure in maintaining records concerning student discipline.

#### **Reporting to Law Enforcement**

It is the policy of the district to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with the law. A list of crimes the district is required to report is included in the board policies.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriated division of the juvenile or family court upon suspension of more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

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

## **INFRACTIONS**

### **Academic Dishonesty**

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

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third &amp; Subsequent Offenses</b>
<b>Grades K-5</b>	Replacement assignment ; & warning from teacher; PC	Replacement assignment and a warning from the principal; PC	Replacement assignment and 1-3 days ISS;PC
<b>Grades 6-8</b>	Replacement assignment for full credit; & warning from principal; possible PC	Replacement assignment for full credit and 1-3 days ISS; PC	Replacement assignment for full credit and 3-5 days ISS;PC
<b>Grades 9-12</b>	Replacement assignment for full credit; Interventions	Replacement assignment for full credit and 1-5 days ISS; PC	Replacement assignment for full credit and 1-10 days ISS;PC

### **Acts or Threats of Terrorism**

**Definition:** Recklessly engaging in conduct that creates a grave risk of death or serious physical injury to another person. This conduct includes but is not limited to bomb threats and threats of widespread violence.

	<b>First Offense</b>	<b>Second Offense</b>
<b>All Grades All Buildings</b>	1-10 days OSS; possible LT or expulsion; contact LA; CWP required	10 days OSS; possible LT or expulsion; contact LA; CWP required

### **Arson**

**Definition:** Starting or attempting a fire or causing or attempting to cause an explosion with the intention to damage property or buildings.

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third &amp; subsequent Offense</b>
<b>All Grades All Buildings</b>	Detention, up to 10 days of ISS/OSS; 1 - 180 days OSS; CWP; possible expulsion; restitution if appropriate; possible referral to LA	1 - 180 OSS; CWP; contact LA; restitution if appropriate; possible expulsion	1 - 180 OSS; CWP; contact LA; restitution if appropriate; possible expulsion

### **Assault**

**Definition:** A person commits the offense of assault and battery if he/she: (1) attempts to cause or recklessly causes physical injury to another person; (2) with criminal negligence, causes physical injury to another person by means of a deadly weapon; (3) purposely places another person in apprehension of immediate physical injury; (4) recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; (5) knowingly causes physical contact with another person knowing the other person will regard the contact as offensive or provocative; (6) states verbal threats to another person that create a reasonable fear of injury.

NOTE: In the school setting, school officials may determine that an act of “horseplay” in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than assault. THE SAFE SCHOOLS ACT OF 1996 stipulates that 1) A person commits the crime of assault while on school property if the person: (1) knowingly causes physical injury to another person; or (2) with criminal negligence, causes physical injury to another person; or (3) recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act described under subsection (1), (2) or (3) of this subsection occurs on school or school district property, or in a vehicle that at the time of the act was in the service of the school or school district, or arose as a result of a school or school district-sponsored activity.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	LOP; CWP and student; possible counseling; possible ISS; possible contact LA	ISS or OSS w/maximum of 10 days; CWP & student; possible counseling; contact LA	Up to 10 days ISS/OSS/expulsion; contact LA;LT
<b>Grades 6-8</b>	Up to 5 days ISS/OSS; PC;CWP required; possible contact LA	Up to 10 days ISS/OSS expulsion; may recommend LT; contact LA	Up to 10 days OSS/expulsion; contact LA; LT
<b>Grades 9-12</b>	Detention; Up to 10 days ISS/OSS; CWP; CWS; may recommend LT; contact LA	Up to 10 days OSS/expulsion; may recommend LT; contact LA	Up to 10 days OSS/expulsion; contact LA; LT

**AUTOMOBILE/VEHICLE MISUSE** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades 9-12</b>	Suspension or revocation of parking privileges, detention, or ISS	Revocation of parking privileges, detention, up to 10 days ISS/OSS	Revocation of parking privileges, detention, up to 10 days ISS/Oss, possible expulsion, contact LA; LT

### **Bullying, Hazing, & Cyberbullying** (see board policy JFCF)

**“Bullying”** is defined as: “The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted (including texting or internet) or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, **bullying** is not acceptable behavior in the District, and is prohibited.

**“Hazing”** means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is predominately other students from the District.

	First Offense	Second Offense	Third & subsequent Offenses
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<b>Grades K-5</b>	Conf. w/teacher & Prin.; PC; possible loss of privileges; possible ISS	Conf. w/Prin.; PC; loss of privileges; may contact LA; possible ISS	CWP; Loss of privileges and/or contact LA; up to 10 days ISS/OSS; possible LT
<b>Grades 6-8</b>	PC; CWS; Up to 5 days ISS/OSS	PC; CWS; Up to 10 days ISS/OSS; may contact LA	Up to 10 days OSS; recommend for LT; contact LA; CWP
<b>Grades 9-12</b>	-school or 1-180 days suspension.	Up to 10 days ISS/ OSS; CWP; contact LA	Up to 10 days OSS; recommend for LT; contact LA; CWP

### **Bus Misconduct**

**Definition:** (See Board Policy JFCC) Any offense committed by a student on a district-owned or contracted bus. *The district administration reserves the right to use video cameras installed on the buses for discipline purposes. Assigned seat will be used where appropriate.*

#### **Safe Schools Act of 1996**

*Note: Bus ridership is a privilege, not a right. All provisions of the Safe Schools Act of 1996 apply to bus transportation. Students and their families will be responsible for restitution for property damage caused by the student.*

The following rules and consequences apply to all grade levels. Consequences for building offenses may apply in addition to bus suspension.

<b>Level 1 Offenses</b>	<b>First Consequence</b>	<b>Second Consequence</b>	<b>Third Consequence</b>
a) Leaving seat/ standing while bus is in motion b) Placing body parts outside windows c) Loud talking/ excessive noise d) Littering	The student will be verbally warned; possible parent contact Given an Assigned seat	<u>Parent will be contacted:</u> Administration may suspend bus privileges up to 10 days	The student will be referred to the building principal, the principal may suspend the student for up to 30 days from bus privileges, and PC.
<b>Level 2 Offenses</b>	<b>First Consequence</b>	<b>Second Consequence</b>	<b>Third Consequence</b>

Throwing objects windows obscene language vandalism solicitation of drug, alcohol, weapons, or sexual harassment policies fighting or scuffling disrespectful/defiant to the driver	The student will be referred to the building principal, the principal may suspend the student for 10 days and the parents will be contacted.	The student will be referred to the building principal, the principal may suspend the student for up to 30 days, and a parent conference will be held before the student returns to the bus.	The student will be referred to the building principal, the principal may suspend the student for up to 180 days, and the parent conference will be held before the student returns to the bus.
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### **Dishonesty**

**Definition:** Any act of lying, whether verbal or written, including forgery.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>			
<b>Grades 6-8</b>	Nullification of forged document, CWS, detention, up to 5 days of ISS	Nullification of forged document, detention, up to 10 days of ISS	Nullification of forged document. Detention, up to 10 days ISS/OSS, or 1-180 days out-of-school suspension.
<b>Grades 9-12</b>	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.	Nullification of forged document. Detention, up to 10 days ISS/OSS	Nullification of forged document. Detention, up to 10 days ISS/OSS, or 1-180 days out-of-school suspension.

### **Disrespectful, Defiance of Authority or Insubordination Verbal Abuse to Staff**

(see Board policy AC if illegal harassment or discrimination is involved)

The teacher is responsible to initially resolve this type of problem within the classroom by use of intervention, such as warnings, time-out, parent contacts or detentions. If the offense occurs elsewhere in the school setting, the teacher may, depending on the severity of the offense, issue a warning or refer for administrative action.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	Conf. w/Prin.; PC; loss of privileges; up to 1 day in ISS	CWP; staffing for development of behavior plan; loss of privileges; up to 3 days ISS/OSS; counseling initiated	Student/Teacher conf. w/Prin.; CWP; loss of privileges; counseling initiated; up to 5 days ISS or OSS
<b>Grades 6-8</b>	1-3 days ISS/OSS; PC	3-5 days ISS/OSS; interventions; CWP	Up to 10 days ISS/OSS; CWP
<b>Grades 9-12</b>	PC; appropriate measures taken according to the severity of the case; intervention(s); 1-5 days ISS/OSS	PC; 3-10 days ISS/OSS	Up to 10 days ISS/OSS; CWP

### **Disruptive Speech or Conduct, Use of Obscene or Disparaging Language**

The teacher is responsible to initially resolve this type of problem within the classroom by use of intervention, such as warnings, time-out, parent contacts or detentions. If the offense occurs elsewhere in the school setting, the teacher may, depending on the severity of the offense, issue a warning or refer for administrative action. Offensive personal hygiene may be considered disruptive to the learning environment.

**Definition:** Possession of inflammatory material, speech or conduct on school property or during school activities which detracts from or disrupts the learning environment sufficiently to cause a referral to be made to an administrator. Offensive personal hygiene may be considered disruptive to the learning environment.

	First Offense	Second Offense	Third & subsequent offenses
<b>Grades K-5</b>	Conf. w/Prin.; loss of privileges and or 1 day of ISS; PC;	Intervention(s); 1-3 days ISS/OSS; possible loss of privileges	Student/Teacher Conf. w/Prin.; loss of privilege; up to 5 days of ISS/OSS
<b>Grades 6-8</b>	Conf. w/Prin.; PC; detention; isolation of student; loss of privileges; 1-3 days of ISS/OSS; CWP	Intervention(s); 1-5 days ISS/OSS; PC	Up to 3-10 days ISS/OSS; PC
<b>Grades 9-12</b>	Conf. w/Prin.; PC; 1-5 days ISS/OSS; possible loss of privileges	Intervention(s); 1-5 days ISS/OSS; possible loss of privileges; PC	Up to 3-10 days ISS/OSS; PC

### **Drugs and Alcohol**

**Definition:** A violation against health, safety and/or welfare may include the illegal use, sale, purchase, transfer, possession of or being under the influence of intoxicants, alcohol, physical or mind-altering chemicals (including inhalants, such as solvents, aerosols or chemicals containing nitric acid or butane). Controlled substances and drugs, including prescription or over-the-counter or drug-like substances, including any represented to be drugs and any paraphernalia used for such purposes, are prohibited on or in school property or at school activities or events, or in any vehicle while being used to transport students for the school district. If in violation of this while involved in co-curricular activities, one may be under the jurisdiction on the “Good Citizenship” policy of the district.

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

**Note:** Behavior support plans for students with disabilities may be included in their individualized education plans, and consequences may vary from those stated in the Knob Noster n School District’s discipline code. The provisions for changes in placement for students with disabilities who are found to carry a weapon to school or who knowingly possess, use, sell or solicit illegal drugs or controlled substances at school or at a school function are outlined in the Procedural Safeguards for Children and Parents. These safeguards are available from the Special Services Office. **The district reserves the right to use breath testing equipment for testing students suspected to be under the influence.**

### **Distribution of Drugs, Controlled Substances, Alcoholic Beverages or Substances Represented to be Controlled or Alcoholic**

	First Offense
<b>All Grades All Buildings</b>	For sale, purchase or distribution 1 - 10 days OSS and recommendation for LT; report to LA

### **Use, possession, or being under the influence of Drugs, Controlled Substances, Alcoholic Beverages or Substances Represented to be Controlled or Alcoholic**



	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	CWP; possible counseling intervention & possible contact LA; possible ISS and or loss of privileges	Possible PC; possible counselor intervention; possibly notify LA; up to 10 days of ISS/OSS;	Review of appropriate educational placement will for student will be made. Suspension up to 10 days; possible LT
<b>Grades 6-8</b>	Up to 10 days OSS; report to LA; possible LT; student may lose extracurricular eligibility	10 days OSS; LT and/or expulsion; report to LA	10 days OSS; LT and/or expulsion; report to LA
<b>Grades 9-12</b>	Up to 10 days OSS; report to LA; possible LT; student may lose some extracurricular eligibility	10 days OSS; LT and/or expulsion; report to LA	10 days OSS; LT and/or expulsion; report to LA

### **Failure to Follow Office Procedures**

**Definition:** Including, but not limited to, leaving campus without checking out properly, failure to report to the office after an absence, not signing in and out for cadet teaching/tutoring/mentoring, etc.

	First Offense	Second Offense	Third & Subsequent Offense
<b>6-12 Grades</b>	Conf. w Prin.	Intervention(s); possible ISS	Intervention(s); 1-3 days ISS

### **Failure to Meet, Expulsion or Other Disciplinary Consequences**

Violating conditions of suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending district-sponsored activities or being on or near district property or the location where a district activity is held (page 10).

	First Offense	Second Offense & Subsequent Offenses
<b>All Grades All Buildings</b>	Verbal warning, detention, ISS, 1-180 days OSS or Expulsion	Verbal warning, detention, ISS, 1-180 days OSS or expulsion

### **Failure to Serve Detention**

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades 6-8</b>	detention, Friday school, 1-3 days ISS	Friday school, up to 5 days ISS	Friday school, up to 10 days ISS
<b>Grades 9-12</b>	Detention, Friday school, 1-3 days ISS	Friday school, 1-3 days ISS	Friday school, up to 10 days ISS

### **False Alarm**

**Definition:** Setting off alarm when there is no cause to do so, including fire alarms, 911 calls, bomb threats or other acts causing evacuation of the building which endangers the welfare of students.

	First Offense	Second Offense & Subsequent Offenses
<b>All Grades All Buildings</b>	CWP; up to 10 days ISS/ OSS; possible recommend for LT; report to LA	10 days OSS/LT; recommend expulsion

**Fighting**

**Definition:** (legally defined as Public Affray) occurs when two or more persons, voluntarily or by agreement, engage in any fight or use any blows or violence toward each other, in any angry or quarrelsome manner or do each other any willful mischief, or if any person shall assault another and strike him in any public place to the terror or disturbance of others, the person or persons shall be deemed guilty of a misdemeanor, NOTE: Within the school setting, school officials may determine that an act of “horseplay” in which one individual strikes, pushes, shoves or verbally confronts another may be considered as a lesser category than fighting.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	Conf. w/Prin.; loss of privileges, up to 3 days of ISS; PC	Conf. w/Prin.; loss of privileges; PC up to 5 days of ISS	Conf. w/Prin.; loss of privileges; CWP w/student; possible counseling; up to 10 days of ISS/OSS
<b>Grades 6-8</b>	Up to 5 days ISS/OSS; CWP required; notification of LA	Up to 10 days ISS/OSS; CWP required to re-enter; notification of LA	Up to 10 days of OSS; possible recommend for LT; notification of LA
<b>Grades 9-12</b>	PC; 1-10 days OSS; notification of LA	5-10 days OSS; CWP required to re-enter; notification of LA	10 days OSS; recommend for LT; notification of LA

**Fireworks or Other Incendiary Devices**

**Definition:** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	3 to 10 days ISS or OSS; PC	10 days OSS; PC	PC; Up to 10 days OSS; possible recommend for counseling; notify LA
<b>Grades 6-12</b>	Detention, 5 to 10 days ISS or OSS; CWP; PC	Detention, up to 10 days ISS/ OSS w/recommendation for LT; CWP; PC	PC; 10 days OSS with recommend LT; LA; CWP

**Gambling**

**Definition:** Wagering of money or items to include dice.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>All Grades All Buildings</b>	Conf.; Intervention; confiscation of gaming item	Intervention, possible ISS/OSS	Up to 10 days ISS/OSS

**Gang-Related Activities**

**Definition:** Any suspicious activity involving three or more persons or by an individual which is considered “gang” activity. Such activity may be characterized or identified by the individual’s admission to gang membership or by the exhibiting of a combination of: clothing which is common to gang members, display of mannerisms which identify the subject as a gang member, has tattoos that indicate gang membership, admits to detailed knowledge of gang activity, admits to or is known by the use of a moniker, displays hairstyles, and jewelry or other paraphernalia common to gang members. Writing graffiti or gang symbols on notebooks or other items, wearing pant legs with one side rolled up and gang signing also indicate potential gang activity.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>All Grades All Buildings</b>	CWP and student w/Prin.; removal of gang identifying items, notify LA	ISS pending CWP and student w/Prin.; notify LA	5-10 days OSS; possible recommend LT; notify LA

## **Harassment**

### **Extortion/Intimidation**

**Definition:** (see Board policy AC) 1.) Threatening or intimidating any student, including for the purpose or intent of obtaining money or anything of value from that student.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	Return item of value; conf. w/teacher; loss of privilege; possible ISS	PC; return items or make restitution; loss of privileges; counseling initiated; possible ISS	PC; return items or make restitution; loss of privileges; counseling initiated; possible ISS
<b>Grades 6-8</b>	Up to 10 days ISS/OSS and PC	5 to 10 days OSS; CWP possible recommend for LT, contact LA	Up to 10 days OSS; CWP; possible recommend for LT
<b>Grades 9-12</b>	Up to 10 days ISS/OSS and PC	5 to 10 days OSS; CWP possible recommend for LT, contact LA	Up to 10 days OSS; possible recommend for LT

### **Inappropriate Apparel**

**Definition:** Extremes in apparel or personal appearance which disrupts the learning process. The administration retains the right to make decisions on student dress which is not considered conducive to a positive educational atmosphere.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	change of apparel; PC	Intervention; change of apparel; PC;	CWP; loss of privileges; possible ISS
<b>Grades 6-8</b>	Conf. w/student intervention; change of apparel; PC	Intervention; change of apparel; PC; possible 1-3 days of ISS	1-5 days of ISS; change of apparel; CWP
<b>Grades 9-12</b>	Conf. w/student.; intervention; change of apparel; PC	Intervention; change of apparel; PC; possible 1-3 ISS	1-5 days of ISS; change of apparel; CWP

### **Misuse of Technology**

**Definition:** (see Board policies EHB and KKB and procedure EHB-AP) -

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

	First Offense	Second Offense & Subsequent Offenses
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<b>Grades K-5</b>		
<b>Grades 6-12</b>	Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Electronic device misuse

	<b>First Offense</b>	<b>Second Offense &amp; Subsequent Offenses</b>
<b>Grades K-5</b>		
<b>Grades 6-12</b>	Confiscation, principal/student conference, detention, or in-school suspension. Parent will pick up device.	Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Parent will pick up device.

3. Violations of [Board Policy EHB and Procedure EHB-AP](#) other than those listed in (1) or (2) above.

	<b>First Offense</b>	<b>Second Offense &amp; Subsequent Offenses</b>
<b>Grades 6-12</b>	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of [Board Policy KKB](#).

<b>Grades K-5</b>	<b>First Offense</b>	<b>Second Offense &amp; Subsequent Offenses</b>
<b>Grades 6-12</b>	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection**

**Definition:** The school halls and classrooms are not appropriate for the mutual display of affections. It causes embarrassment for other students, staff members, and guests in our building.

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third &amp; Subsequent Offenses</b>
<b>Grades K-5</b>	Conf. w student; interventions	Conf. w student and Parent; interventions; possible ISS	CWP; up to 5 days of ISS
<b>Grades 6-8</b>	CWS; Interventions; detention/or up to 3 days of ISS	CWP; up to 5 days of ISS	CWP; up to 5 days ISS/OSS
<b>Grades 9-12</b>	Conf.; Intervention; detention up to 3 days ISS	Interventions; Up to 5 days ISS/OSS	Up to 10 days ISS/OSS

## **School Personnel**

### **Physical Assault of School Personnel**

**Definition:** Any aggressive physical contact with a staff member, including, but not limited to, pushing, striking, biting, clawing, and kicking.

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third &amp; Subsequent Offenses</b>
<b>Grades K-5</b>	CWP; up to 10 days ISS or OSS; recommend for LT or expulsion; contact LA	CWP; 10 days OSS	10 days/OSS recommend LT; CWP; contact LA
<b>Grades 6-8</b>	CWP; up to 10 days OSS/recommend for LT or expulsion; contact LA	CWP; 10 days OSS/recommend expulsion; contact LA	Recommend expulsion; CWP; contact LA
<b>Grades 9-12</b>	CWP; 10 days OSS/recommend LT or expulsion; contact LA	CWP; 10 days OSS/recommend expulsion; contact LA	

### **Threats, Intimidation, & Verbal Abuse of School Personnel**

**Definition:** Any aggressive verbal or written contact with a staff member that intentionally harms that person's sense of mental or physical well-being. This includes the use of electronic media such as computers and cell phones.

	<b>First Offense</b>	<b>Second &amp; Subsequent Offenses</b>
<b>Grades K-5</b>	Up to 10 days ISS/OSS; recommend for LT or expulsion; contact LA; CWP	Up to 10 days ISS/OSS, recommend LT or expulsion; contact LA; CWP
<b>Grades 6-8</b>	Up to 10 days OSS; recommend for LT or expulsion; contact LA; CWP	Up to 10 days ISS/OSS; recommended LT or expulsion; contact LA; CWP
<b>Grades 9-12</b>	Conf. w/Prin.; up to 10 days OSS; recommend for LT or expulsion; contact LA; CWP required	Up to 10 days OSS recommend LT or expulsion; contact LA; CWP required

### **Sexting and/or Possession of Sexually Explicit or Violent Material**

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

	<b>All Offenses</b>
<b>All Grades All Buildings</b>	Confiscation; CWS.; PC; Interventions; Up to 10 days ISS/OSS; LT

**SEXUAL ACTIVITY** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

	<b>First Offense</b>	<b>Second Offense &amp; Subsequent Offenses</b>
<b>All Grades All Buildings</b>	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Sexual Harassment**

**Definition:** Inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards. Words, spoken or written, touching or other physical contact of a sexual nature violates this guideline.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	Conf. w/teacher Prin. notified; possible loss of privileges; CWP; possible ISS	Conf. w/ teacher & Prin. loss of privileges; initiate counseling; possible CWP; possible ISS	CWP; loss of privileges; develop counseling plan; possible ISS/OSS
<b>Grades 6-8</b>	CWS; interventions; up to 10 days ISS/OSS	PC; Up to 10 days ISS/OSS	Up to 10 days OSS; possible recommend for LT; contact LA; CWP
<b>Grades 9-12</b>	CWS; intervention; up to 10 days ISS/OSS	PC; Up to 10 days OSS	Third/subsequent offenses: up to 10 days OSS; possible LT; LA

### **Stealing - Larceny**

**Definition:** Stealing or attempting to steal private or school property including possession of stolen property. If arrangements cannot be made for return or replacement, the case will be turned over to law enforcement officials.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	CWP; restitution; counselor contact for intervention plan; loss of privileges; up to 5 days of ISS	CWP; restitution; 1 contact counselor & LA; loss of privileges; up to 5-10 days of ISS	CW; restitution; contact counselor and LA; up to 10 days of ISS
<b>Grades 6-8</b>	Conf. w/counselor; restitution; PC; up to 5 days ISS/OSS; contact LA	CWP; restitution; up to 5 days ISS/OSS; contact LA; possible recommend for LT	CWP; restitution; up to 10 days of ISS/OSS; contact LA; possible recommend for LT
<b>Grades 9-12</b>	CWP; restitution; up to 5 days ISS/OSS; contact LA	CWP; restitution; 5 to 10 days ISS/OSS; possible recommend for LT; contact LA	CWP; restitution; 10 days OSS/ possible recommend for LT; contact LA

**Definition of Restitution:** Student/Parent assumes cost and/or labor of repair.

### **Tardies**

**Definition:** Tardies occur when a student misses up to half of 1<sup>st</sup> period or is late to other periods; otherwise it is considered an absence or truancy (classification will depend upon parental knowledge). All tardies are recorded in SIS. Tardy counts will reset each quarter.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	PC	PC, Conf. w student; interventions	CWP; interventions; possible loss of privileges or detentions
<b>Grades 6-8</b>	<b>5th-8th Offense:</b> Office assigned detentions	<b>9th-10th Offense:</b> Friday school and or loss of hallway privileges	<b>all subsequent offenses:</b> 1 day of ISS, loss of hallway privileges

<b>Grades 9-12</b> Each quarter students will be allowed four (4) tardies without a penalty. Students who have accumulated over four tardies for the quarter will receive at least one office-assigned detention for each subsequent tardy. (See Detention.) Additional consequences may be used for chronic tardiness.	<b>5th-8th Offense:</b> Office assigned detentions	<b>9th-10th Offense:</b> Friday school and or loss of hallway privileges	<b>Subsequent Offenses:</b> Up to 10 days of ISS, loss of hallway privileges, Students who drive to school and show a pattern of chronic tardiness to class will be subject to having parking privileges suspended.
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### **Tobacco Use or Possession**

**Definition:** 1. Possession of any tobacco products or imitation tobacco products, such as electronic cigarettes, on district property, district transportation or at any district activity.

2. Use of any tobacco products or imitation tobacco products, such as electronic cigarettes, on district property, district transportation or at any district activity.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	Product taken from student; CWP; loss of privileges; possible ISS	Product taken away from student; 1 CWP; loss of privileges; Up to 2 days of ISS	Product taken from student; -CWP; up to 5 days ISS/OSS
<b>Grades 6-8</b>	1-3 days of ISS; CWP; product taken from student	Up to 5 days of ISS; CWP	Up to 10 days of OSS; CWP
<b>Grades 9-12</b>	<ol style="list-style-type: none"> <li>Confiscation of product. Principal/Student conference, detention, or in-school suspension</li> <li>Confiscation of product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.</li> </ol>	<ol style="list-style-type: none"> <li>Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.</li> <li>Confiscation of product. In-school suspension or 1-10 days out-of-school suspension.</li> </ol>	Up to 10 days OSS; CWP; contact LA, possible LT

### **Truancy**

School attendance is compulsory up to age 17. Parents are responsible for students' attendance according to RSMO 167.031 and RSMO 167.061, and it is a Class C misdemeanor if they do not attend. **Definition: A willful absence from school without the principal's/parents' permission/knowledge** or being in an unauthorized area without permission. This includes leaving the lunchroom.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	PC; loss of privileges; possible ISS; possible referral to LA	PC; loss of privileges; possible ISS	PC; loss of privileges; Up to 5 days of ISS; contact LA
<b>Grades 6-8</b>	PC, 1-3 days of ISS; Possible referral to LA	PC; Up to 5 days of ISS; referral to LA	Up to 10 days of ISS; CWP; referral to LA
<b>Grades 9-12</b>	CWP, 1-3 days ISS, Possible referral to LA; PC	3-5 days ISS; PC; referral to LA	Up to 10 days ISS; CWP required; referral to LA

### **Vandalism**

**Definition:** (see [Board Policy ECA](#)) – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

	First Offense	Second Offense	Third & Subsequent Offenses
<b>Grades K-5</b>	Restitution; Conf. w/ teacher & Prin. PC; loss of privileges; possible ISS	Conf. w/teacher and Prin. CWP; loss of privileges; restitution; 5 days of ISS	Up to 3-5 days of ISS; CWP; restitution
<b>Grades 6-8</b>	CWP; up to 10 days of ISS/OSS; restitution; possible LT; possible LA	CWP; 5-10 days of ISS/OSS; restitution; 1 possible LT; possible LA	Up to 10 days of OSS; restitution; possible LT or expulsion; possible LA
<b>Grades 9-12</b>	PC; intervention; restitution; up to 10 days ISS/OSS; Possible LT or Expulsion; Possible LA	5-10 days OSS; restitution; CWP required, possible LT or expulsion; possible LA	10 days OSS/possible LT or expulsion; possible LA; CWP required; restitution

### **Weapons** (see [Board Policy JFCJ](#))

930(g)(2) or § 571.010, RSMo.

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

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

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

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

Subsequent Offense: Expulsion.

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

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

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

	All Offenses
<b>All Grades All Buildings</b>	10 days OSS with further review by Superintendent

## **SECTION IV – EXTRA CURRICULAR INFORMATION**

*Students are strongly encouraged to get involved in some type of school activity but are reminded that it is a privilege and not a right.* A program of interscholastic athletics is sponsored by the high school. Participation in these programs provides valuable opportunities for students in the areas of leadership, sportsmanship and teamwork. The primary objective of activities is to develop learning experiences which will enrich the school's academic program for the student body. Students are urged to participate in the activities of their choice. A current list of all activities and sports is available in the main office. **Student-athletes and cheerleaders must have a physical and proof of medical insurance before participating in practices, events or games. Participants must abide by the rules of the Missouri State High School Activities Association.** (See [Athletic/Activities Handbook](#) for more information.)

### **MSHSAA INTERSCHOLASTIC ACTIVITIES:**

Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Instrumental Music, Soccer, Softball, Speech & Debate, Scholar Bowl, Tennis, Track, Vocal Music, Volleyball, Wrestling

### **OTHER ACTIVITIES INCLUDE (BUT NOT LIMITED TO):**

Art Club, Band, Drama, Color Guard, Concert Choir, Future Business Leaders of America, Fellowship of Christian Athletes, Family Career Community Leaders of America, FFA, World Languages Club, Math Relays, National Honor Society, Robotics, School Musical/Play, Science Olympiad, Show Choir, Student 2 Student, Student Senate, Trapshooting Team



### **Academic Eligibility**

Eligibility is determined at the conclusion of each semester. Students must pass three (3) units of credit toward graduation the previous semester and currently be enrolled in at least six (6) credit-bearing classes. Note: A+, library aide, and office aide are not credit-bearing classes.

## **SECTION V – SPECIAL PROGRAMS NOTICES AND DOCUMENTS**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. For more information, contact Director of Student Services, 401 E. Wimer, Knob Noster, MO 65336, (660) 563-5597

### **District Report Card**

In accordance with the federal Elementary and Secondary Education Act (ESEA), all states and districts receiving federal Title I funds must prepare and disseminate annual report cards. Report cards are critical tools for promoting accountability for schools, districts, and states by publicizing data about student performance and program effectiveness for parents, policy makers, and other stakeholders. Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. [View District Report Card](#)

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Knob Noster R-VIII School District receives a request for access. Parents or eligible students should submit to the Director of Student Services a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Knob Noster R-VIII School District to amend a record should write the Director of Student Services, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Knob Noster R-VIII School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **MCKINNEY-VENTO ACT**

The McKinney-Vento Act, part of the Every Child Succeeds Act (ESSA) reauthorized in 2015, guarantees homeless children and youth an education equal to what they would receive if not homeless.

Who is Homeless?

According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:

- Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children who are living in circumstances described above

The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

### **Which School Can a Homeless Child Attend?**

There are two choices for a student in a homeless situation—the school of origin and the school of residency. The school of origin is the school the child attended when permanently housed or the school in which the child was last enrolled. The school of residency is the school serving the area where the child or youth is currently physically dwelling. While determining the school of best interest, a homeless child or youth should remain in the school of origin (to the extent feasible) unless doing so is contrary to the wishes of the parent or guardian or to the wishes of the unaccompanied youth.

## **Enrollment**

The McKinney-Vento Act requires the immediate enrollment of homeless children and youth. These children must be allowed to attend school even if they are unable to produce previous academic records, immunization and medical records, proof of residency, birth certificates, or other documentation that is usually required.

## **Transportation**

School districts must provide transportation for homeless children and youth to the school of best interest. Districts must also provide transportation during the resolution of any pending disputes. While disputes over enrollment, school placement or transportation arrangements are being resolved, students must be transported to the school of choice of the parent or unaccompanied youth.

## **The Homeless Coordinator**

A school district's homeless coordinator plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that every school district appoint a homeless coordinator who serves as the link between homeless families and school staff, district personnel, shelter workers and social-service providers.

**Homeless Coordinator:**  
**Director of Student Services**  
**401 E Wimer St.**  
**Knob Noster, MO 65336**  
**(660) 563-5597**

## **Foster Care**

The State Education Agency (SEA) must collaborate with the State agency responsible for administering State plans under parts B and E under Title IV of the Social Security Act to ensure educational stability of children in foster care.

Local Education Agencies (LEAs) must collaborate with Child Welfare Agencies (CWAs) to implement the Title I child welfare education stability provisions.

LEAs must ensure that a child in foster care enrolls or remains in his or her school of origin unless a determination is made that it is not in the child's best interest. LEAs must collaborate with CWAs to ensure that each child in foster care remains in his or her school of origin if it is determined to be in their best interest for the duration of the child's time in foster care.

LEAs should consider all factors when determining whether a child should remain in his or her school of origin.

LEAs must designate a point of contact. Knob Noster's point of contact may be reached at 660-563-5597.

## **Special Education and Related Services**

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 Knob Noster R-VIII Public School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Knob Noster R-VIII Public School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Knob Noster R-VIII Public School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an 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 Knob Noster R-VIII Public School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be viewed at the Student Services Office, 401 E Wimer St. Knob Noster, MO 65336, during regular business hours.

This notice will be provided in native languages as appropriate.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Knob Noster School district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. See [Policy AC](#).

Additional information can be found at <http://www.knobnoster.k12.mo.us/> click on the Teaching and Learning tab and then Student Services. If there are any questions, please feel free to contact the Director of Student Services, [401 E. Wimer, Knob Noster, MO 65336](#), (660) 563-5597.

### **Standard Complaint Resolution Procedure**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education.

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

Any individual 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.

For more information see <http://dese.mo.gov/sites/default/files/dese-dd-complaint-procedure.pdf>

### **Title IX Coordinator**

Assistant Superintendent of Schools  
401 E. Wimer St.  
Knob Noster, MO 65336  
(660) 563-3186



## **Knob Noster Public Schools Media Release**

Knob Noster Public Schools uses images and/or videos ('media') of students and student work to showcase educational activities and programs (including before and after school programs), as well as to inform the community of the Knob Noster Public Schools experience. Photographs, videos, and/or the name of your child may be included in publications (print or digital), news releases, and on district maintained websites or social media accounts.

**If you DO NOT GIVE Knob Noster Public Schools permission to use your child's name, image, or school work in any public display or presentation, please write to the school principal within five (5) days of a student's first day of attendance to opt out.**

Upon receipt of a media opt out request, school staff will document your child's status in the Tyler Student Information System (SIS). Media opt out will remain in effect for the duration of your child's enrollment at Knob Noster Public Schools or until otherwise notified by the parent/guardian.

Please note that KNPS does not control the disclosure or use of photographs or video taken by participants at events that are open to parents, community members, and/or the news media. Additionally, opting out does not apply to students participating in public events, like academic competitions, performances, and athletic events. Student photos and names may be published by news media.

If you have any questions, please contact Tina Brant, Director of Communications, at 660-563-3186, ext. 1012 or by email at [tbrant@knobnoster.k12.mo.us](mailto:tbrant@knobnoster.k12.mo.us)

## BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Assistant Superintendent. Complaints against the Assistant Superintendent should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: \_\_\_\_\_ Your Name\*: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

- You are a: \_\_\_\_\_ Student \_\_\_\_\_ Parent \_\_\_\_\_ Employee \_\_\_\_\_ Volunteer \_\_\_\_\_

Date(s) of alleged bullying: \_\_\_\_\_

Name of student(s) subjected to bullying: \_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use back side of this form, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Witnesses: \_\_\_\_\_

Have you reported this to anyone else: \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, who? \_\_\_\_\_

\*Signature of Complainant \_\_\_\_\_

\*Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

\_\_\_\_\_

This Section is for use of District Administration

Date Received by Principal: \_\_\_\_\_

Investigative Action taken: \_\_\_\_\_

Result of Investigation/Action taken: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## STUDENT HANDBOOK ACKNOWLEDGEMENT

The Knob Noster High School Student Handbook has been reviewed with me. I understand I can access the student handbook on the Knob Noster High School website. I have had an opportunity to ask questions concerning the information published in the handbook. I understand that I may ask the principal or any of my teachers questions about the information contained in the handbook anytime during the year to gain a better understanding of what is expected of me as a student at Knob Noster High School. I understand that ignorance of the school rules is not an excuse for failing to follow any or all of the school rules. I further understand that it is impossible for the student handbook to contain all the rules necessary for an orderly school atmosphere. Therefore, my conduct at school should at all times be consistent with the standards published in the student handbook, and discipline administered for situations not covered in the handbook will be consistent with those published in the handbook. The rules published in the handbook are to be followed on all school property during the school day, as well as at all school sponsored activities. I also understand that the rules outlined in the student handbook are to be followed through the last day of school and should I choose not to follow the rules during the last few days of the school year, discipline will be administered during the next school year.

Therefore, I understand that compliance with the standards of conduct published in the Knob Noster High School Student Handbook as adopted by the Knob Noster R-VIII Board of Education is mandatory.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)