



2016-17

Joplin Schools

**ELEMENTARY  
HANDBOOK**

## Kelsey Norman

1323 E 28th Street  
417-625-5360

Julie Munn, Principal

### **District Vision**

Joplin Schools will engage a community of learners through high expectations, integrity, empowerment, and opportunity.

### **District Mission**

Joplin Schools will build a high-performing community of learners engaged in their futures through a culture of continuous improvement involving all stakeholders.

**Kelsey Norman will engage in a community of learners through high expectations, integrity, empowerment, and opportunity.**

Kelsey Norman Elementary will develop life-long learners through modeling high expectations and building positive relationships.

### **School Motto**

[www.joplinschools.org](http://www.joplinschools.org)  
[www.facebook.com/joplinschooldistrict](https://www.facebook.com/joplinschooldistrict)  
@joplinschools

[www.kelseynorman.joplinschools.org](http://www.kelseynorman.joplinschools.org)  
[www.facebook.com/kelseynormanjoplin](https://www.facebook.com/kelseynormanjoplin)

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## INTRODUCTION

The purpose of this handbook is to make you, the parent, aware of the general procedures at our school. Please refer to this handbook as a resource during the school year. If you have any questions or concerns at any time during the school year, please do not hesitate to contact the school.

## ADMISSION & ENROLLMENT

Students should enroll at the school that they will attend. Returning students do not need to re-enroll each year. However, parents will be asked to update/confirm household information annually. Kindergarten students must be five (5) years old before August 1 to enroll in Joplin Schools.

[Find more information regarding enrollment and residency, including information regarding exemptions.](#)

[Learn more about enrollment requirements and what you should bring with you.](#)

**Please note:** No student will be admitted without all of the required immunizations. Contact your health provider or the City Health Department, 513 Kentucky, 417-623-6122, for an appointment.

[Missouri's required immunizations](#)

## ARRIVAL & DISMISSAL PROCEDURES

### Arrival at school

The front doors will be unlocked at 7:15 a.m. **For your child's safety, we ask that students NOT arrive at school earlier than 7:15 a.m.**

### Bell Schedule

7:35 a.m.	First bell rings and students may go to class
7:45 a.m.	Tardy bell rings and school begins. <b>If your child is not here by 7:45 a.m. he/she will be counted tardy.</b>
2:55 p.m.	Dismissal bell rings. <b>Picking up students before the dismissal bell counts against attendance.</b>

### Dismissal from school

Parents are asked to get into the car rider line. We will call the students names and have them come out to the car. Please stay in your cars and have students get in car quickly to keep the line moving.

**If a child is to have a different pick-up procedure, you MUST contact the school no later than 2:00 p.m. or send a note to the school. If we have no communication from the parent, the student will be sent home according to the normal procedure for that child. This ensures the safety of our students.**

## **ATTENDANCE**

Students are expected to be present and to arrive on time each day. Only by attending school each day can a student receive the full benefit of instruction. Students' attendance is one of the essential components for your child's success.

### **What is Missouri's compulsory attendance law?**

The Department of Elementary and Secondary Education in Missouri holds the school accountable for maintaining a 90% attendance rate for 90% of the student population. Therefore, attendance not only sets a good benefit instructionally for your child but also helps represent our school in a positive manner with accreditation.

[Statute 167.031, RSMo](#)

### **What is truancy?**

Truancy is defined as students who are absent from school without the knowledge and consent of their parents/guardians and the administration. Students who leave school during any session without the consent of the principal shall also be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

### **What is an authorized absence?**

Absences that are beyond the student's control AND confirmed by both the parent/legal guardian and school as a legitimate absence are considered "authorized absences."

Authorized absences require proper verification/ documentation from the parent/legal guardian the day of the absence; however, prior-notification is preferred.

Authorized absences, like all absences (excluding school-sponsored activities), count against the nine (9) days allowed by the *policy for earning credit in the course*. Unlike other absences, students may make up their work for full credit in each course if the absence is determined to be an authorized absence.

Examples of authorized absences include but may not be limited to the following:

- School-sponsored activities
- Appointments with licensed practitioners who deal with dental, medical, or psychiatric problems in the event the appointment cannot be scheduled outside the school day (prior notification of the appointment may be required in certain cases)
- Funerals or the death of a family member as verified by parent/legal guardian
- Personal illness (parents need to notify the school the day of the absence and no later than one day after the absence)

### **What charges may be filed against the student/parent as a result of unauthorized absences?**

- File a "supervision case" to the Jasper/Newton County Division of Family Services

- Referral to law enforcement so parents/guardians can be charged with a misdemeanor complaint with the Jasper/Newton County District Attorney’s Office for enabling or promoting truancy per Missouri State Statute
- An infraction under Missouri State Statute may be filed against the truant child/parent
- Referral to the Juvenile Truancy Court so the court can help remediate truancy issues with the family/student

**What penalties may be applied to the parent(s) guardian?**

- Can be found guilty of a Class C misdemeanor. (Section 167.031)
- Can face fines and/or imprisonment

**What can the parent and student do to prevent prosecution?**

- Parents should ensure the child attends school regularly.
- Parents should cooperate with school staff to assist in resolving any attendance problems.
- Parents should attend school staff/parent conferences requested by the school.

**How should parents confirm their student’s absence?**

Parents are asked to telephone the school in the morning when their child is absent for any reason. Dental appointments, hospital and medical appointments, or travel with the parents are considered adequate reasons for absence, if these cannot be scheduled outside school time. Please send a note a day ahead to the teacher informing them of the time and probable length of the appointment. This allows the teacher to plan ahead for your child’s absence and will prevent unnecessary delays when you arrive to pick him/her up.

Although adequate reasons for absence may be given, all absences are documented on the student’s attendance record. Auto-generated attendance letters are mailed home at 5, 7, and 10 day absences, as well as 5, 7, and 9 day tardies. Because the letters are auto-generated, you will receive the letter even if you have made arrangements with the school. Thank you for your understanding.

**BOARD OF EDUCATION POLICIES**

[Find links to all Joplin Schools Board of Education policies here.](#)

**BUS DISCIPLINE** ([See policy JFCC](#))

Step 1	Warning
Step 2	1 day off the bus
Step 3	3 days off the bus
Step 4	5 days off the bus
Step 5	8 days off the bus
Step 6	10 days off the bus

Step 7	Permanent suspension off the bus
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[Discipline considerations and process for students with disabilities and special needs](#) (Policy JGE)

Unless taking the student home on the day of suspension presents a safety or health risk to the student or others, suspensions will begin the next school day. Therefore, a student brought to school on a bus will be taken home on that bus.

**CLASSROOM MANAGEMENT**

Each classroom teacher will have a classroom management plan. In addition, building procedures will provide guidelines for student behavior. To assist our students in meeting our building expectations, teachers will communicate with parents whenever there is a problem. If behavior concerns continue, a teacher may refer the student to the office, a Principal’s Referral Form will be filled out, and a consequence will be given for this behavior. This form will only be used after other measures have been taken to redirect behavior. Safety issues and ongoing disruption of classroom learning are examples of behavior concerns that would warrant a Principal’s Referral Form.

**COUNSELING SERVICES**

Counselors are available to students at Joplin Schools. Students may request to see a counselor. Periodically, counselors will make presentations to students in classrooms. If a parent would like the counselor to visit with his or her son or daughter, please notify the school counselors.

**CUSTODIAL AND NONCUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

When parents of a student are estranged, separated, or divorced, school personnel will uphold the parents’ rights. Both parents have the right to:

- View the child’s school records
- Receive school progress records
- Visit the child briefly at school during non-instructional times
- Participate in conferences

The only exception is when a court order (usually provided by the custodial parent and on file in the school office) restricts any of the above rights of the non-custodial parent.

The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

School personnel will notify law enforcement if they anticipate a possible student abduction by the non-custodial parent or any other person.

The custodial parent has the responsibility to:



- Keep the school office informed as to the address of residence and how he or she may be contacted at all times
- Provide a copy of any legal documents that restrict the rights of the non-custodial parent

The non-custodial parent is to inform the school office of the telephone number and address where he or she may be contacted regarding the student.

## **DISCIPLINE/POSITIVE BEHAVIORAL SUPPORTS**

At Joplin Schools, we encourage students to be considerate and show respect to others. We are committed to teaching and modeling life skills and school expectations. Discipline is actually training that enables students to make appropriate choices in a climate of trust and support, always beginning with clear concise limits with follow-up consequences. Good discipline is essential to promote an atmosphere conducive to learning. Positive reinforcement of appropriate behavior is an important component of good discipline. Additionally, how we as adults respond to inappropriate behavior also provides a model that students may follow in their interactions with others.

Please review the following policies regarding student discipline:

- [Student discipline](#) (JG)
- [Student discipline](#) (JG-R1)
- [Corporal punishment](#) (JGA-2)
- [Detention and/or in-school suspension of students](#) (JGB)
- [Student suspension and expulsion](#) (JGD)
- [Discipline of students with disabilities](#) (JGE)
- [Discipline, reporting, and records](#) (JGF)
- [Seclusion, isolation and restraint](#) (JGGA)

**Kelsey Norman uses PBIS as a behavior resource. Information will be sent home at the beginning of each year sharing how PBIS is used in our school.**

## **DRESS CODE**

The general atmosphere of a school must be conducive to learning. There is often a correlation between a person's behavior and attitude and his or her appearance. If a student's general appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal will ask the student to make the necessary changes. In the event that the change does not take place in the time allowed, the administrator will prescribe the action to be taken.

Following are examples to help students avoid attire or grooming that interferes with the learning environment:

- Clothing that is slashed, revealing, or suggestive may not be worn.
- Tube tops, halter-tops, midriffs, tops with spaghetti straps (straps should be at least one-inch wide), see-through clothing, pajamas, and boxer shorts are not considered suitable school wear.
- Headgear may not be worn in the building. Hats, caps, dew rags and bandanas will not be permitted.

- Sunglasses and dark glasses, unless prescription, are considered inappropriate attire.
- Clothing with advertisements for drugs, alcohol, or tobacco are prohibited.
- Students are not allowed to wear clothing that sags below the waist. The waist of clothing must be at the body's waist.
- Fluorescent colored hair (or unnatural colored hair – green, blue, silver, etc.) and painted faces are a distraction and are not appropriate for the school setting.
- Students are not allowed to wear short shorts, short skirts, or short dresses.
- Earrings may only be worn in the ear.
- Other inappropriate attire includes chains and/or clothing with vulgar, profane, ethnically derogatory messages, and pictures, symbols or depictions of gangs, and/or other negative influences,

The school principal may suspend any student whose dress or hairstyle is inappropriate. The student will be readmitted promptly upon the correction of the problem.

#### **DRUG/ALCOHOL ABUSE** ([See policy JFCH](#))

#### **EMERGENCY PROCEDURES**

There will be a list posted in each classroom of safety procedures to follow in case of fire, tornado, and other emergencies. Drills following these procedures are held periodically for the benefit of the students and staff.

[Find more information here regarding our drills and emergency procedures.](#)

#### **FIELD TRIPS**

During the school year, most students are involved in traveling away from the school building to gain an educational experience not available within the school. Parents will receive information as to the nature, time, and location of the trip. Parents will need to return a signed permission form at the beginning of the school year to allow their child to participate. This form will cover all field trips that are district approved.

#### **GRADE REPORTS**

Report cards for all students will be issued the week following the end of each quarter.

[View district calendar.](#)

#### **HEALTH STANDARDS**

No student shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same.

#### **Disease Control**

Disease	Maximum Incubation	Exclusion Period
Chicken Pox	14 days	5 to 7 days or until crusted over
Conjunctivitis (Pink Eye)	24 hours	After treatment with antibiotic for 24 hours
Fifth Disease	8 to 14 days	If fever is present, keep at home
Head Lice – <a href="#">view procedure</a>		Hair must be treated, no live
Impetigo	24 hours	After antibiotic is applied for 24 hours
Measles	8 to 14 days	7 days or until rash has disappeared, cough and runny nose have ceased
Mumps	14 to 21 days	10 days or until swelling gone
Ringworm	24 hours	After antibiotic is applied
Strep Throat	5 days	Until recovered or 24 hours after treatment from doctor
Fever Free	24 hours	Fever free without medication prior to returning to school

**Administration of medications to students ([See policy JHCD](#))**

**HOMEWORK**

- Help your child set up a consistent organized place for reading and studying.
- Help your child establish a consistent schedule for reading daily and studying.
- Encourage, motivate, and prompt your child to read daily for at least 20 minutes.
- If your child is practicing a skill, ask them to tell you which steps are easy and which are more difficult. If your child is doing a project, ask what knowledge they are applying in the project. **If your child is consistently unable to talk about the knowledge they are practicing or using, please contact the teacher.**
- Please ensure your child is in bed at an appropriate time each evening.

**IDENTIFICATION OF PERSONAL ITEMS**

Please label all clothing, lunch boxes, and backpacks with your child's name. If your child returns home without an article of clothing, please check the classroom and lost and found box. If items are not claimed in a reasonable time, those items may be donated to a charitable organization.

We ask that students not bring recess equipment to school. Items not directly related to instruction, such as electronic devices, video games, make-up, toys, and excessive jewelry, should also be left at home. The school will not be responsible for lost or stolen items.

### **INTRADISTRICT TRANSFERS** ([see policy JCB for details](#))

All students must transfer between district schools when their residence changes to a different attendance area, unless exempted by the superintendent or designee. The district maintains the ability to transfer students between schools as needed.

Elementary students may request to attend a school within the Joplin district but outside of his or her designated attendance area subject to available space and eligibility as determined by the district.

**There are no middle school permits**—if you choose to permit to an elementary school outside of your attendance zone, please select an elementary school that feeds into the middle school zone of your child's residence. [Find that information here.](#)

Permit questions may be directed to the Office of Instructional Services at [417-625-5200 ext. 2034](#).

### **MEAL PROGRAM**

Joplin Schools offers a daily breakfast and lunch program during the school year. Applications should be completed online. These must be filled out each year. Only one form per family needs to be completed. **You are responsible for any costs incurred before the application is approved.**

For questions regarding the meal program, contact Joplin Schools Food Service at 417-625-5315.

#### [Free/Reduced Meal Application](#)

Students may charge up to five breakfasts and five lunches. If the student does not usually eat breakfast at school, he/she will be limited to five lunch charges. If payment for these meals is not made on the next school day following the fifth charge, the student will be served a peanut butter and jelly sandwich and a carton of milk. When charges have been paid in full, the student's credit will be considered good and he/she will again have the privilege to charge up to five breakfasts and five lunches.

#### [Meal prices](#)

Kindergarten milk program - The kindergarten milk cost is \$0.35 per day. Please send money with students to school for milk.

### **PUBLIC CONCERNS & COMPLAINTS**

The Joplin Schools is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community. The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter. [Learn more \(Policy KL\)](#).

### **STUDENT MESSAGES**

If a parent needs the school to deliver an emergency message to a student, please contact the school office before 2:00 p.m. By doing so before 2:00 p.m., we will have a better opportunity to get the message to your child before the school dismissal time. Phone messages should be limited to emergency only. Please advise your child before he or she leaves home in the morning of any after-school arrangements.

**If a child is to have a different pick-up procedure, you MUST contact the school no later than 2:00 p.m. or send a note to the school. If we have no communication from the parent, the student will be sent home according to the normal procedure for that child. This ensures the safety of our students.**

### **STUDENT BILL OF RIGHTS**

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following student rights.

Students in our school have the right to:

- Learn in a disruption-free environment
- Know what is expected of them at all times in every area of the school
- Be protected from physical harm
- Be protected from verbal abuse
- Have their positive behavior recognized
- Have their personal property protected
- Have their concerns heard
- Be treated with kindness and caring

### **Related Policies**

[Prohibition against discrimination, harassment, and retaliation \(policy AC\)](#)

[Programs for students with disabilities \(policy IGBA-1\)](#)

[Section 504, Title IX](#)

[Programs for homeless students \(policy IGBCA\)](#)

[Public concerns and complaints \(policy KL\)](#)

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

## **Consequence**

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

## **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Brandon Webb  
Director of Human Resources  
310 W. 8<sup>th</sup> St.  
Joplin, MO 64801  
417-625-5200

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Mark Barlass  
Executive Director of Student Services  
310 W. 8<sup>th</sup> St.  
Joplin, MO 64801  
417-625-5200

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

## **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

#### **STUDENT RECORDS** ([See policy JO](#))

A record of all grades, standardized test scores, and other confidential information is maintained for each student. We follow the procedures in the [Family Educational Rights and Privacy Act of 1974](#) concerning the release of student records. All information within the file is available to parents upon request. A new school may request a student's files be sent directly to them. Upon completion of 5th grade, the file is sent to the appropriate Joplin middle school.

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

View policy JO for details on health information, parent and eligible student access, directory information, law enforcement access, Children's Division access, military and higher education access

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

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

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write

the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (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 School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

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

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

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



1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

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

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

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

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

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

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

## **SURVEYING, ANALYZING, OR EVALUATING STUDENTS**

### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or

distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

**Notification of Policy and Privacy** ([see policy JHDA](#))

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

**TEACHER QUALIFICATIONS** ([See policy GBL](#))

If a school receives Title I funds, parents can receive, upon request, information on the professional qualifications for their child's teacher, and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well.

**TECHNOLOGY USAGE** ([See policy EHB](#))

**TELEPHONE CALLS**

The office telephone is for school business, and it may be used by students only in case of emergency with the permission of the principal. Examples of a student emergency include medical problem or discipline concern. Examples of non-emergencies include forgotten homework and personal items, making plans to visit a friend, etc. Please help us teach our students to be responsible.

**Cell phones**

Cell phones can be very disruptive to instruction in the classroom. Cell phones are discouraged from being brought to school. If a cell phone is necessary for safety issues, they must remain off and out of sight during school hours. If a cell phone is brought to school and is disruptive, it will be collected and returned to parents.

**TITLE IX NOTICE OF NON-DISCRIMINATION**

Joplin Schools does not discriminate on the basis of race, color, national origin, religion, sex, and disability, physical or mental handicap. This school complies with Title IX of the educational amendments. The Joplin School District is an Equal Opportunity Employer.

**WEAPONS IN SCHOOL** ([See policy JFCJ](#))