

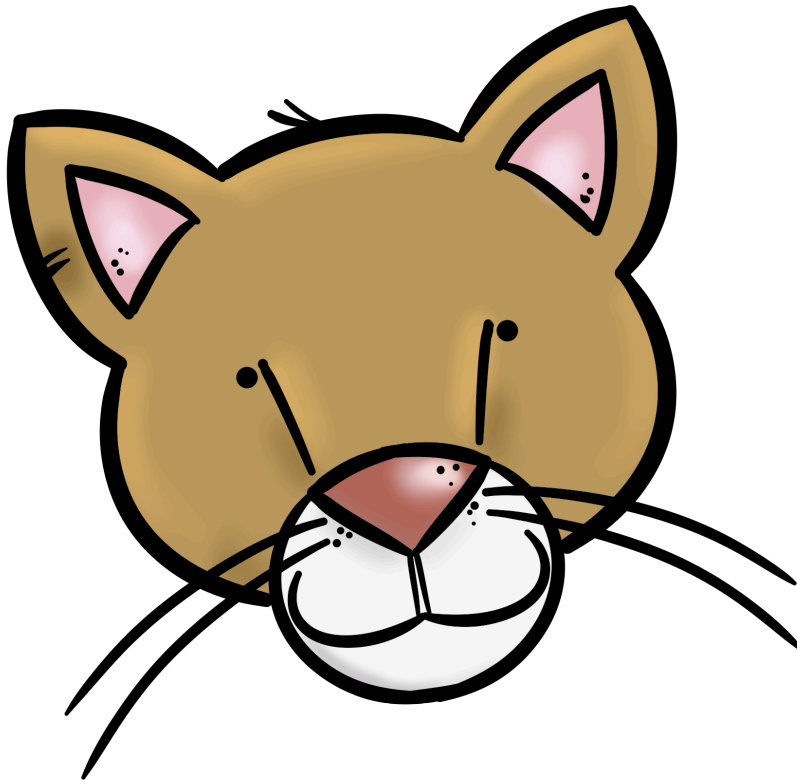
## ECSE/Preschool Parent Signature Page

I, \_\_\_\_\_ the parent/guardian of \_\_\_\_\_  
have read the 2024-2025 ECSE/Preschool Handbook and fully understand the  
Kingston K-14 School District's policies and procedures. I agree and comply with  
any and all policies hereby stated in this handbook.

I understand that attendance matters, and if my child misses 10 days in a  
semester, they will be unenrolled from the preschool program.

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

If you have any questions or concerns, please feel free to contact Mrs. M. King  
at [king.marlene@k-14.org](mailto:king.marlene@k-14.org) or 573.438.4982 ext 802.



TO: Kingston K-14 Employees, Parents, and Students  
FROM: Dr. Michael Golden, Superintendent  
DATE: August, 2024  
RE: Annual Asbestos Notification

In accordance with Federal regulations concerning asbestos, accredited inspections of all buildings in this District were done on July 31, 1988; there have been several follow-up inspections by Trutest Environmental Solutions, LLC, Jackson, MO 63755. Periodic surveillance inspections have also been conducted by district personnel. Beginning on February 11, 1997, periodic inspections have been conducted with the most recent by Trutest Environmental Solutions, LLC, Jackson, MO 63755 on October 4, 2019, or trained personnel in the district.

Asbestos-containing building materials (ACM) are found in the following locations.

1. ACM locations in Building "A" 5,280 square feet of non-friable floor tile.
  - Classified as ACM with potential for damage
  - Area in present condition does not pose a risk at the present time.
2. ACM locations in Building "A" 120 square feet of non-friable floor linoleum.
  - Classified as ACM with potential for damage.
  - Area in present condition does not pose a risk at the present time.

All ACM in Building "A" have been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. The management plan is available without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The District may charge a reasonable cost to make copies of management plans.

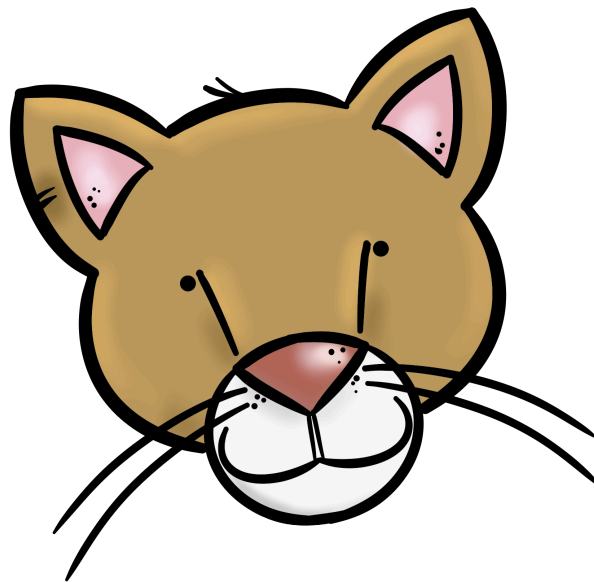
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Signature

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Date

# Kingston K-14 ECSE/Pre-School



2024-2025  
Parent Handbook

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Kingston K-14  
ECSE/Pre-School  
10047 Diamond Road  
Cadet, MO 63630  
(573) 438-4982 ext. 1

### Kingston K-14 Mission Statement

The Kingston K-14 School District ensures that every student will experience success by providing an environment that encourages everyone to keep learning, inspire pride, promotes dreaming boldly, and offers support to all students, staff, and community members.

### Kingston K-14 Vision Statement

Within the next five years, Kingston K-14 will be one of the top-academically performing districts in the state by creating a community of learners who strive for success and work together to proudly achieve their goals.

### Our Core Values

**Keep Learning** through: collaboration, engagement, cooperation, lifelong learning, motivation and goal-setting

**Inspire Pride** through: a clean, organized campus, school spirit, celebration and recognition, and participation.

Promote **Dreaming Boldly** through: goal setting, encouragement, taking risks, celebrating even small successes.

**Support Others** through: communication, acceptance, empathy, love, honesty, and mercy.

All information found in this handbook is supported by Board Policies which can be accessed on our school webpage at: [www.kingston.k12.mo.us](http://www.kingston.k12.mo.us); and in support of the Kingston K-14 Elementary/Primary School Handbook. Click on the links for District, Board of Education, Policies and Procedures.

## WELCOME TO KINGSTON K-14 ECSE/PRESCHOOL

On behalf of the Kingston K-14 staff, we want to welcome your child to Preschool! It is an honor and privilege to be able to work with your child this year. There is so much to look forward to as your child begins their journey through school! There will be excitement as they begin meeting new teachers, reading stories, and making new friends.

We hope that you will be an active participant in your child's education. We feel that with parents and staff working together, children can be more successful. We encourage you to ask your child about their day and have them share what they have learned and the friends they have made; read a book to them daily; practice colors, numbers or letters with them.

We encourage you to contact the staff if you have any questions or concerns regarding our program or your child. We have developed this handbook to assist you as you begin this new journey with your child. It outlines the district's policies and our program procedures and hopefully will answer your questions.

Our goal is to educate your child in a safe and welcoming environment; creating independent and critical thinkers through hands-on activities, stories and play. We hope that your child enjoys the days ahead at the preschool!

We look forward to working with you in making this a great year!

Sincerely,

Robi Whitemountain, Special Services Director

573-438-4982 ext. 806

Erica Hankins, Process Coordinator

573-438-4982 ext. 832

Marlene King, Primary Principal

573-438-4982 ext. 1

## KINGSTON K-14 BOARD OF EDUCATION

President

Mrs. Bonnie Daugherty

Vice President

Mr. Kevin Missey

Secretary

Mrs. Tonya Gerullis

Treasurer

Mr. William Sampson

Member

Mrs. Katie Pyatt

Member

Mr. Christopher Massey

Member

Mrs. Julie West

## 2024-2025 ECSE/PRIMARY & ELEMENTARY STAFF

Primary Principal:	Marlene King
Elementary Principal:	Misty Gullett
Primary Counselor:	Amy Kearney
Elementary Counselor:	Stacy King
Secretary:	Dena Wilkinson
ECSE:	Angela Francis & Lana Mouser
Preschool 4YO:	Katelyn Grigg
Music:	Dennis Mayberry
Art:	Annabelle Hicks
PE/Health:	Trenton Hartley & Nikki Patterson
Library:	Christian Moulton
Regulation Room:	Peggy Hicks
Special Education Director/ Title IX Investigator:	Robi Whitemountain
Process Coordinator:	Erica Hankins
Speech/Language Pathologist:	Anna-Liza Ettinger
Parents as Teachers:	Christina Pruneau
Elementary/Primary Nurse:	Chris Conway
School Resource Officer:	Jonie Boyer

**\*\*MRS. GRIGG'S PRESCHOOL CLASS WILL FOLLOW THE K-12 DISTRICT CALENDAR.**

**KINGSTON K-14 ECSE CALENDAR**

**ECSE: NO SCHOOL ON FRIDAYS**

**August**

19           Preschool Open House  
26           First Day of Preschool

**September**

2            No School - Labor Day

**October**

24           No Preschool- Parent Teacher Conferences

**November**

18           No School  
27-29       No School-Thanksgiving

**December**

23-31       No School- Christmas Break

**January**

1-3          No School Christmas Break  
7            School Resumes  
20          No School- Martin Luther King Day

**February**

17          No School- Presidents Day

**March**

13          No Preschool-Parent Teacher Conferences  
24-27       No Preschool- PK & K Screenings, Spring Break

**April**

18-21       No School- Easter Break

**May**

20          Last day of Preschool

*(These dates may change; however, any changes will be shared with parents via weekly newsletters.)*



## ECSE

Monday-Thursday (NO ECSE on Fridays)

Drop-off 7:30-8:00am

Class starts at 8:00am

Dismissal 2:00pm.

## ARRIVAL AND DISMISSAL PROCEDURES

If you are bringing your child to school he/she must be dropped off in the back of the Primary/Elementary building through the gymnasium entrance. Students may be dropped off at 7:30 a.m. Classes start at 8:00 a.m. After school, students may be picked up at the back of the Primary/Elementary building through the gymnasium entrance. Preschool ends at 2:00 p.m. Students will not be released from school to anyone other than parent(s)/guardian(s) without permission from parent(s)/guardian(s). Permission may be granted with a written note from a parent or guardian or with a phone call from the parent/guardian 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. Students who are NOT to be released to a parent/or another person must have a court order on file in the office. Exceptions must have prior approval by the principal.

You must come into the primary office foyer and sign students in or out unless you have notified the school by phone or in writing. Permanent sign-out status is available for parent pick-up. If you unexpectedly need to pick up your child/children from school, notify the office **before 1:00 p.m.** This will allow time to notify the child/children and keep them off the buses. Once a student is on a bus, we cannot remove them unless it is an emergency.

According to Board policy, students from other schools are not normally permitted to visit during the school day. Please contact the principal in advance for consideration and/or approval of special visitors.

## ASSISTANCE FOR DIVERSE STUDENTS

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 your building principal or school guidance counselor. They will put you in contact with the appropriate program coordinator.

## ATTENDANCE

Children in the Preschool Program are not required by law to attend. However, as we have limited space in the program and we have many other children on our waiting list, we must know if your child is going to attend. We have implemented an attendance policy to better serve all potential children in the school district. Those students who miss ten days within a semester, or ten consecutive days will be dropped from the preschool program. The decision to drop the student is at the discretion of the student's teacher, the Preschool Program Supervisor, and the Primary Building Principal. Please contact the primary secretary if your child will be absent; you can reach us during school hours at 438-4982 ext. 1.

## BIRTHDAY PARTIES, FLOWERS, BALLOONS, AND/OR GIFTS

If you want to honor your child's birthday you are asked to bring prepackaged, store bought items to school in the morning so the teacher can hand it out to the students in the classroom or at recess (at her/his discretion). We discourage sending flowers, balloons and/or other gifts to school. If delivered, such items will be held in the office until the end of the day.

These items are not allowed on the bus, so if sent, the item should be picked up by parents.

## BULLYING

In order to promote a safe learning environment for all students, the Kingston K-14 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying.

among or against students. Bullying report forms can be found at [bit.ly/stopbullyingK-14](http://bit.ly/stopbullyingK-14) also on the K-14 Website.

## **BUS CONDUCT**

At this time, bus transportation is available for students in the preschool program on a special route setup for our preschool students. Many of our students are under 40 pounds and 4 years of age. If a child is under 40 pounds and 4 years of age, that child is required to be in a car seat while riding the bus. Car seats are provided on the school bus. No child will be dropped off without the bus driver visually seeing the parent or adult. If the bus driver does not visually see a parent or adult at the bus stop, the child will be returned to school and the parent will be contacted to pick the child up at school. A staff member will be on the bus to assist students with car seats and seat belts.

### **Expected Student School Bus Behavior**

- Regular school rules apply.
- Load and unload at your designated stop.
- Keep all parts of your body and personal belongings inside the bus.
- Keep the aisles clear.
- Listen to and follow the bus driver's directions.
- Use kind words and appropriate language.
- Use appropriate voice level.
- Take care of property.
- Stay seated on your bottom.

### ***BUS LOADING PROCEDURES:***

#### **MORNING BOARDING**

In the morning, students should be at their bus stops early. Arriving in a timely fashion keeps the bus on schedule. Students should wait quietly, consider residents, and respect private property. Students should stay out of the road when waiting for the bus. Parents should walk their child to the bus door to assist him/her as they get on the bus.

#### **AFTERNOON BOARDING**

TEACHERS SUPERVISE BUS LOADING AND PARENT PICK UP.

NOTE: Kingston K-14 bus drivers will not drop Preschool students off at their bus stops unless there is an adult at the bus stop waiting for the child.

## **CAFETERIA RULES AND EXPECTATIONS**

Every student is expected to practice good manners including table and eating behaviors. Students are seated by class and dismissed by class. As preschool students, your child will be taught the rules of courteous behavior and manners while in the cafeteria and be expected to follow them as he/she learns.

Rules of courteous behavior and manners while in the cafeteria are:

- Listen to and follow adult instruction.
- Respect food service personnel.
- Use appropriate voice level.
- Move through the line in an orderly and timely fashion.
- Report and clean up spills.
- Respect other people's space.
- Use proper table manners.
- Clean up the area and place trash in trash cans.

## **CURRICULUM-PRESCHOOL**

The Kingston K-14 Preschool program uses the Project Construct curriculum.

This curriculum fosters learning through hands-on activities and play. Project Construct's curriculum creates learning environments that aid students in gaining autonomy and becoming managers of their own behavior. The classroom is set up into centers that allow the students free choice of activities that they would like to do- this helps students gain ownership of their decisions and/or choices. The curriculum fosters an independent and critical thinker.

<https://projectconstruct.org/>

## **DISCIPLINE**

The Kingston K-14 School is designed and intended to be a place where orderly learning is possible and encouraged. Effective schools are those that work hard to provide an orderly atmosphere conducive to learning and standards of conduct are important and necessary. Students should be informed as to what is acceptable and what behavior results in consequences that will be administered in a firm, fair manner. Guidelines setting forth standards of expected behavior and consequences for misbehavior shall be established to assure an orderly atmosphere conducive to learning. Good conduct and self-discipline are some of the most important lessons education can teach. The policy of the Kingston K-14 School District is that the administration, teachers, and all the district personnel responsible for the care and supervision of students shall provide an orderly atmosphere conducive to learning and one that ensures the safety and well-being of all students entrusted in their care. Students, parents, teachers, administrators, and all others responsible for the conduct and discipline of students should be aware of and governed by the policies and procedures of the Kingston K-14 School District.



### KINGSTON ELEMENTARY MATRIX



ALL SETTINGS	CLASSROOM	HALLWAY/ STAIRWELL	CAFETERIA	BATHROOM	EXTRA CURRICULAR /	PLAYGROUND	BUS	DIGITAL CITIZENSHIP
<b>RESPECTFUL</b> -Show your Cougar Pride -Cooperate -Treat others & property with care -Use kind actions & words	-Raise your hand -Be a team player	-Stay Silent -Stay Spaced -Stay Straight	-Use good manners	-Stay quiet -Allow others privacy	-Listen to the speaker -Quiet feet on the bleachers	-Share -Be a good sport	-Use partner voices (voice level 1) -Take care of property	-Think before you post -Treat others how you want to be treated online and face to face -Respect each other's ideas and opinions
<b>RESPONSIBLE</b> -Follow directions -Keep it clean -Be honest and accept consequences -Keep body in own space	-Complete all work -Be a problem solver -Be on time	-Keep it clean	-Eat only the food on your tray	-Flush the toilet -One squirt of soap -Wash your hands	-Be on time	-Stop and line up when the whistle blows -Care for and return equipment	-Get off at your designated spot	-Communicate respectfully and kindly with others -Report hurtful or inappropriate behavior -Balance the time using technology
<b>SAFE</b> <b>KAHAKOOTY</b> -Report any problems -Stay in designated area	-Use materials correctly -Sit in your chair properly -Stay in your area	-Stay on the right side of the hallway/stairwell -Take one step at a time -Face forward	-Sit on your bottom -Facing to table	-Keep water in the sink -Keep feet on the floor	-Stay in your own area	-Watch for traffic -Use appropriate contact -Be aware of moving swings -Down the slide & up the steps -Keep rock/match/	-Stay seated on your bottom -Keep the aisle clear	-Keep personal information private -Speak up when you notice inappropriate content online -Keep your passwords private

## GENERAL SCHOOL RULES/STUDENT SAFETY

Interference with the normal routine and any instructional program at school with items that should be left at home is unacceptable. With the exception of items brought for special occasions or with advance teacher permission, all items such as sports equipment, toys, games, weapons, music equipment, pets, gum, soda, candy, trading cards, large amounts of money, etc. should be left at home. Money brought for school-related reasons (meals, book orders, etc.) is the responsibility of the student.

## DRESS CODE AND GROOMING

Your child's clothing should be free of complicated fastening for easy manageability. It is recommended that your child have a change of clothing in his/her backpack throughout the year in case of accidents. Remember that your child will grow throughout the year so update with correct size clothing as well as ensuring that the clothing is appropriate for the seasons as they change.

Students should come to school dressed appropriately for the weather. No shorts should be worn to school between Halloween and April 1. Please check the temperature before your child comes to school to make sure they are dressed appropriately for the day.

Shoes must be worn. Backless shoes, flip flops, Crocs, and strapless sandals will not be allowed due to student safety. Students have recess which involves running and climbing on playground equipment. We have the safety of your children in mind when we establish these policies.

## EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)

It is the policy of the State of Missouri that all children with disabilities residing in the state are identified, located, and evaluated. School districts and other public agencies responsible for providing special education must offer a Free and Appropriate Public Education (FAPE) to children who have been identified as eligible under the eligibility criteria outlined in the Missouri State Plan for Special Education as early as a child's third birthday. Special Education and related services for preschool age is referred to as early childhood special education (ECSE).

Parents of children who are three-to-five years old or approaching age three who suspect their child may have a developmental delay or disabling condition that may affect them educationally, may contact their local school district to make a referral for evaluation to determine eligibility for special education services.

Areas of development that can be used to determine eligibility include:

- Physical
- Cognitive
- Communication
- Social/Emotional
- Adaptive

\*\*Information regarding Early Childhood Special Education was taken from the Missouri Department of Elementary and Secondary Education website <http://dese.mo.gov/special-education>.

## ECSE/PRESCHOOL SELECTION PROCESS

In order to be ECSE/Preschool eligible, students must live in the Kingston K-14 School District and be 3 - 5 years old; eligible students must turn 3 before August 1 and will not turn 6 before the end of the school year that you are applying.

\*\*\*Students entering the preschool program will need to present the school with a copy of the child's STATE birth certificate as verification of age.

Students who are interested in participating in the Kingston K-14 ECSE Program are initially screened for any type of delay in the following areas: Physical, Social/ Emotional, Cognitive, or Communication. Students are selected in the following order based on the information shown below.

1. Any student that is age eligible that is currently on an Individualized Education Plan (IEP).
2. Students that are age eligible and show a definite developmental delay based on screening assessment, in any of the listed areas or have a Medical Diagnosis that may impact their ability to learn in the educational setting based on age (oldest to youngest).
3. Students that are age eligible and show a possible developmental delay based on screening assessment in any of the listed areas based on age (oldest to youngest).
4. Students that are age eligible and show no developmental delay based on age (oldest to youngest).

\*\*Parents who want their child screened may contact the school district at any time throughout the school year. Students who are identified may be placed at the top of the waiting list at any time if they meet the criteria to be considered a child with a disability. This may include students with developmental delays; students with medical diagnosis such as Autism, Down's syndrome, etc. or students already on an IEP. The child that is at the top of the list, according to the above criteria at the time of an opening, is chosen for placement.

\*\*All students recognized to have met the criteria to be considered a child with a disability within the Kingston K-14 School District shall be served as indicated in the Individualized Education Plan (IEP).

"The Developmental Indicators for the Assessment of Learning™, Fourth Edition" (DIAL-4) is the screening tool used by the Kingston K-14 School District. It is designed to measure the most fundamental or basic concepts that are acquired by young children. The DIAL -4 examines three major areas as follows:

Motor: Catching, jumping, hopping, skipping, building, thumb and finger motor skills, cutting, copying and name writing.

Concepts: Identification of body parts, colors, rapid color naming, counting, positions, concepts (big/little), and shapes

Language: Personal data, articulation, objects and actions, letters and sounds, rhyming and I spy, problem solving, and intelligibility.

During the screening the evaluator will take behavioral notes; for example, how willing the child is to separate from the caregiver. Evaluators will also note if the child has English as a second language or if they exhibit speech patterns that may need to be examined more closely.

### **ELECTRONIC COMMUNICATIONS**

Staff members are encouraged to communicate with parents/guardians for educational purposes using a variety of effective methods, including electronic communication.

### **EMERGENCY PROCEDURES**

Disaster drills for fires, tornados, bus emergencies, earthquakes, bomb threats, and armed intruder/active shooter situations and safety evacuation drills are scheduled at intervals throughout the year. Students must be ready in case of an emergency. The precautions that need to be taken and the specific procedures necessary to assure safety are part of our building preparedness in case of emergency and/or disaster. Instruction on all emergency drills is given early in the school year, and the district conducts all emergency drills as required by law and policy and ensures that the number of drills conducted is sufficient to give instruction and practice in proper actions by staff and students during all drills. Evacuation maps and procedures are posted in all classrooms and hallways indicating how to leave the building or take cover, check in, and keep calm.

#### **FIRE DRILL: (Building Evacuation)**

An alarm through the fire alarm system will be used to alert students and faculty. Each classroom teacher has posted a colored diagram indicating the nearest exit route. This route is to be followed in a quick, but quiet and mannerly fashion. Students are to refrain from running or talking which might interfere with further instructions. (This could also be through the intercom system.) Teachers will take roll of their students and report to the Attendance Command Center.

#### **EARTHQUAKE DRILL PROCEDURES:**

An alarm through the school intercom will be used to alert students and faculty to follow outlined procedures in the event of an earthquake. This entails seeking protection in the room from falling objects. After approximately two (2) minutes, teachers will escort students out of the building where they will congregate in the designated areas. Staff and students should use fire exit routes to exit the building.

#### **TORNADO WARNING PROCEDURES:**

An alarm through the school intercom system will be used to alert students and faculty. Each classroom teacher will have a diagram posted indicating the nearest route to shelter. If weather or time does not allow for the preceding procedures, students will be directed to move to the nearest inside wall (away from the windows). If possible, assume a crouching position and place hands in a protective manner over or behind the head.

#### **LOCKDOWN PROCEDURES:**

Upon verbal direction, an in-house lockdown may occur to ensure the safety of students. Each teacher will identify a location in their classroom that demonstrates the most secure location. Doors will be locked and lights turned off. A verbal "ALL CLEAR" will be voiced over the intercom system. Students should remain quiet and cooperative during this drill.

## **OTHER:**

Instructional minutes lost due to disruption to the safe operations of the school day will be made up at the end of the school year. This does not include assemblies, drills, early outs, class meetings or others as determined by administration.

## **Earthquake Preparedness Disaster Plans and Drills**

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

## **FIELD TRIPS**

Field trips are planned to take place during the school day and will return in time for students to take their regular bus home.

Classroom teachers are responsible for field trips and determine the student to adult ratio necessary for appropriate supervision of students during the field trip. Parents wishing to participate as supervisors on field trips must have an approved Volunteer Worker Registration Form on file with the office. Forms can be picked up at the building secretary's office or sent to you by request. Parents wishing to attend the field trips without supervisor status may do so but will not be allowed to supervise students while on the trip. No exceptions will be made.

- The teachers are in charge during field trips. The teacher reserves the right to select adults needed to chaperone and supervise. All chaperones and supervising adults are expected to follow teacher directives at all times.
- Students must have a completed permission slip to be able to attend and/or participate in a school field trip.
- All school policies, rules, and regulations apply and are to be followed during field trips by students and adults attending the field trip.
- If a student's record of behavior is such that a teacher and/or principal decide that a student's participation on the field trip is a risk to the student, other students or the reputation of the school, the parent will be notified and the student will remain at school.

## **FOOD SERVICES**

### **Meal Substitutions for Medical or Special Dietary Reasons**

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician.

### **In Cases of Food Allergy**

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made. The school food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.

## Medical Statement for Children with Special Dietary Needs

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority.

The medical statement must include:

- ✓ an identification of the medical or other special dietary condition which restricts the child's diet;
- ✓ the food or foods to be omitted from the child's diet; and
- ✓ the food or choice of foods to be substituted.

**If we do not receive a medical statement for your child from a recognized medical authority, your child will receive a regular lunch tray. We cannot accept medical statements filled out by parents or guardians.**

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

## HEAD LICE

The school has a NO LIVE LICE policy for students attending school and the same for being readmitted to school.

Students with nit infestations will not be sent home. If it is discovered that a student has head lice or nits, the parent/guardian of that student will be notified, and other students who reside with the infected student will be checked. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment and will have to be readmitted to be allowed to attend school.

## HEALTH ASSESSMENTS

As part of our comprehensive health program, the school will offer screenings throughout the year. These are done by the school nurse or Doctors and technicians with knowledge in these areas:

- Vision and Hearing - screening should be conducted on every child in K, 1, 3, 5.
- Growth and Development - K, 1, 3, 5

As parents/guardians you have the right to make decisions for your child. Permission has either been granted or denied by the parent/guardian when he/she filled out the Health Questionnaire form. To request a new Health Questionnaire form, please contact the nurse or the office.

## HEALTH CARE/MEDICAL

- A nurse is available to care for students. Our nurse follows the Kingston K-14 School District Medical Management Protocols for emergency medical management. Please contact Nurse Chris Conway if you have any questions.
- The nurse or office personnel will contact the parent(s)/guardian(s) or emergency contacts if a student needs to go home due to illness or injury. *The student will be given an excused absence for that day only.*
- Children are not allowed on school grounds with communicable diseases. Students with skin rashes of any kind or abnormal body temperatures of 100.4+ degrees should not attend school. A doctor's note of explanation should accompany students in exceptions.
- Students should have a normal temperature and be diarrhea and vomiting free for 24 hours (without medication) before returning to school.
- Students who come to school with an injury (stitches, broken bones, cast, crutches, etc.) should report to the nurse upon arriving at school. Documenting and monitoring the condition of such injuries is critical to the welfare of an injured child.
- Students are responsible for reporting to the nurse for doses of medication as required by the prescription. Permission is required, but a nurse pass is not required because students return directly to class. If substitutions need to be made in the regular school menu due to an allergy or special health condition, a special form of request authorizing such substitutions must be completed by a physician and returned to school. The appropriate form is available from the nurse, office or Dietary Supervisor.
- Procedures for control of infection are posted in the classrooms and are available from the nurse upon request. Parent(s)/guardian(s) are urged to stress the need for hand washing and good hygiene by all family members. Washing hands and good hygiene are the very best ways of preventing the spread of disease and infections. Children are expected to come to school with clean bodies, hair, hands, fingernails, and clothes. We will contact



the nurse if a child appears to be uncomfortable in their clothing due to size or style. Excessive uncleanliness will result in a referral to the district social worker.

- Students with an allergy to food, insect bites and stings should have medication, ordered by a physician, at school so it will be available for such times. Written instructions should be included with the medication.
- Students with asthma ***must*** have an asthma action plan on file in the nurse's office. These forms can be picked up from the nurse and must be filled out by a physician and returned to the school ***before*** medication can be administered.

Medications should be taken at home under parent supervision whenever possible. The Kingston K-14 School District is not obligated to administer medications to students except those in Special Education programs and those with a Section 504 Accommodation Plan. However, we recognize that some students may require medication for chronic and/or short-term illness during the school day to enable them to remain in school and participate in their education. The following guidelines have been established for the safe administration of oral medication during school hours:

#### 1. Prescription Medication

- A. A written and signed request of permission from the parent(s)/guardian(s) to give medication as ordered by the physician ***MUST*** accompany all medications, regardless of the student's age before the district will administer it to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is needed.
- B. The ***FIRST*** dose on any prescription will not be given at school, so as to lessen the chances of an allergic reaction. Students need to stay home with the first dose.
- C. The parent(s)/guardian(s) will supply the medication in a properly labeled container from the pharmacy with the child's name on it and only the doses to be given at school. Include any special instructions (take with food, refrigerate, etc.). ***MEDICATIONS MUST BE DELIVERED TO SCHOOL BY THE STUDENT'S PARENT/GUARDIAN. STUDENTS WILL NOT BE ALLOWED TO TRANSPORT MEDICATIONS ON SCHOOL BUSES, though they may take an empty medication container home.***
- D. When a student has taken medication at school for more than a month and a physician decides this is no longer necessary, parents are encouraged to notify the school in writing so as not to be found negligent. A statement from the physician is also advisable. Parent(s)/guardian(s) may need to request the statement for the school.

#### 2. "Over-the-Counter Medication"

- A. The parent/guardian must complete a permission form in order for ***ALL/ANY "OVER-THE-COUNTER" medications to be given to a student. This includes any kind of diet pill or performance enhancing supplement.*** The form indicates how much and how often the medication is to be given. If the permission form is not completed, ***NO*** medication will be given.
- B. ***ALL "Over-the-Counter" medications must be provided by the parent or guardian. This includes any kind of diet pill or performance enhancing supplement. NO medication will be provided by the school district. The medication must be in the original manufacturer's labeled container. All medications should be brought to school by a parent/guardian and clearly marked with the child's name and directions for administration.***

3. Emergency Medication for Individual Students must also meet the preceding requirements. In addition, specific written instructions must be provided as to when and under what circumstances the medication is to be given. This must be provided annually. (Same proceedings as above -- 1).

4. If a physician recommends that an individual student should assume responsibility for his/her own medication, for whatever reason, the physician must provide the school written notice. The parent(s)/guardian(s) must also provide a written request and notice that the school complies with the physician's request and should also provide medication properly labeled.

5. Inhalers may be carried only with written authorization from a physician and parent(s)/guardian(s). This must be provided annually. The inhalers may only be carried with the knowledge of school personnel and the student's bus driver. Students using inhalers must report any possession and/or usage to the nurse for documentation and monitoring of student health conditions.

6. All medications given will be documented according to state statute as required by the Nurse Practice Act, Chapter 335, RSMO. This authorization must be provided annually.

## Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

## 2024-2025 Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P:14), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due. The student is in compliance as long as he/she continues to receive the appropriate immunization(s) at the correct intervals according to the ACIP recommendations. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P:11A) and Medical (Imm.P:12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.
- State law regarding immunization of all students attending school reads: "Students cannot attend school unless they are properly immunized and can provide evidence of the immunization." A fourth type of vaccine has been added called the E-IVP (enhanced-potency inactivated polio vaccine). If E-IPV is used, three doses are required. The last dose of oral polio vaccine or E-IPV must have been received at age four years or older.

## Immunization Requirements for Preschool

\*DPT (4)      \*Polio (3)   \*MMR (1)   \*VARICELLA/VARIVAX      \*PNEUMOCOCCAL  
HEP-B (3) *1<sup>st</sup> and 3<sup>rd</sup> shot have to be at least 164 days apart or the 3<sup>rd</sup> shot must be given again*  
*\*See school nurse for further details or questions you may have*

## INCLEMENT WEATHER -- SCHOOL CANCELLATIONS

During inclement weather, school closings will be announced on the radio stations: KTJJ (FM 98.5), and KFMO (AM 1240) as early as the decision to cancel school is made. Parents or students should not call the radio stations, teachers or administration for school closing information. In addition to the radio announcements, Channels 2, 4 and 5 will broadcast our school closings.

## BLACKBOARD CONNECT NOTIFICATION SYSTEM

Keeping you informed is a top priority at Kingston K-14 School District. That's why we have adopted the Blackboard Connect Notification Service which will allow us to send a telephone, text or e-mail message to you providing important information about school events or emergencies. **We anticipate using this system to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including**

**report card distribution, open house, field trips, and more.** In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone, text, or email.

The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Note that the primary phone number will be called for standard and emergency calls; thank you for your cooperation and if you have any questions, please don't hesitate to contact us.

## **INSURANCE**

Insurance for students is offered at the beginning of the year or when parents/guardians enroll their child/children. Forms are sent home or can be picked up in the school office. Parents are encouraged to take advantage of this offer. Its small price is affordable when compared to the cost of medical care. The school district does not cover school-related injuries of students under its insurance policy.

## **LOST AND FOUND**

Items found by students should be turned in to the office immediately. If an item of clothing or other belonging is missing and cannot be found, students should first check in the office. Lost and found items may be removed and donated to a charity on a monthly basis. Parents should mark the items that belong to their children with some sort of identification so that if it is lost we can return it to its rightful owner.

## **MO HEALTHNET**

**Does your child need health care coverage? MO HealthNet for Kids may be the answer.**

MO HealthNet for Kids is a program that provides healthcare coverage for children under age 19 whose family income falls within certain guidelines.

Who Is Eligible?

A child:

- who is under age 19;
- who has or applies for a social security number;
- who lives in Missouri and intends to remain;
- who is a United States citizen or an eligible qualified non-citizen (NOTE: receipt of MO HealthNet benefits does NOT subject qualified non-citizens to public charge consideration),
- the parent must cooperate with Child Support Enforcement (CSE) in the pursuit of medical support; and
- who has countable family income which meets the income guidelines.

MO HealthNet outreach (Missouri Senate Bill 583 - 2010) requires public and charter LEAs to provide the Request for Information at the beginning of the school year. The form allows a parent or guardian to check a box indicating a YES or NO whether each child in the family has health care insurance. The form should be returned to the school district and if a NO is checked a (Does your child need health care coverage?) form will be provided to the family. The Request for Information forms returned to the LEA will be kept on file. The number of families indicating the absence of healthcare insurance and the number of applications provided to the family will be reported to the Department of Elementary and Secondary Education (DESE), Food and Nutrition Services (FNS) on the MO HealthNet for Kids Data Collection form due November 30<sup>th</sup>. If information is updated after the initial due date submit a revised form.

## **OPEN CONTAINERS**

Water bottles containing only water will be allowed.

Outside drinks and open containers are not allowed on campus, unless part of your child's lunch.

## **PARENT/TEACHER COMMUNICATIONS**

Your child's/children's success depends on parents, students, and teachers. Working together, we can make learning fun and make the difference in a child's life. Fall and spring Parent-Teacher Conferences will be scheduled for this purpose. However, do not hesitate to make a phone call or send a note if you have a concern or suspect a problem developing. The principal and teachers are always available to conference with parents. Please call the office any time if you would like to make conference arrangements or leave a message.

## PERSONAL PROPERTY

- Permanently put your child's name on all of your possessions using ink or a permanent marker.
- Do not send toys and other items that may distract your child at school.
- Do not send large sums of money with your child to school.
- Do not send electronic equipment of any kind to school with your child.

**THE SCHOOL IS NOT RESPONSIBLE for borrowed, misplaced, lost, or stolen items!**

## RECESS INFORMATION

Recess is a privilege given to every child in school. Children should come to school ready to participate in recess. Weather permitting, recess will be outside. (Recess is outside almost every day.) Be sure your child is dressed appropriately for the season. Coats, hats, mittens, etc. are essential for winter weather recesses.

## REPORTING CHILD ABUSE

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances which could reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Social Services (DSS), as required by law.

## SCHOOL VISITATION AND VOLUNTEER PROGRAM PROCEDURES

Parents are always welcome! The faculty and staff encourage parent(s)/guardian(s) to visit school and actively participate in the education of their child/children and their school related activities. However, any parent wanting to volunteer in any classrooms must have submitted a worker registration application. The applications are included in your child's back to school packet and are also available from the school building secretaries. A copy of your Social Security Card and driver's license must be submitted with the application. All applications must be filled out and returned as soon as possible as the process takes time to go through the State of Missouri. If you have completed one of these forms in the past, you will not be required to do so again.

1. Visitors are required to first stop in the school office, provide picture ID, sign-in and get a visitor badge. Parents are not allowed to go directly to classrooms. If a message, medication, money, etc. needs to be given to a student, it is best to leave it in the office rather than interrupt teaching and learning. By making an appointment with a teacher, parent(s)/guardian(s) can visit the classroom, meet with the teacher and get a better picture of the school day.  
Adults with special skills and interesting experiences are encouraged to share with students. Please contact the teacher to make the necessary arrangements.
2. Room mothers/fathers are enlisted to assist with various room parties and chaperone field trips. The teachers give directions and are in charge of volunteers and chaperones.
3. Classroom volunteers may be asked to listen to students reading, read to students, assist teachers, and promote learning.
4. Parents are not allowed to go directly to the classrooms.

## STUDENT SUPPLIES FOR SCHOOL

The following academic materials needed by students are provided by the school district: textbooks, workbooks, physical education equipment, some musical instruments, and various other items. Students are asked to provide certain personal supplies. Lists of basic supplies are posted at local stores and are available in the school office as well as on the school website. Every teacher issues a list of supplies students will need for class. Please contact the school if affording school supplies is financially impossible. The school and teacher will make sure missing supplies and/or other items are made available to students in need. Please do not send in rolling backpacks with students. Parents/guardians should contact their child's teacher to discuss any concerns.

## TARDY (LATE TO SCHOOL) POLICY

Please arrive before 8:00am. Students will be marked tardy or late if they arrive late.

## TITLE I FUNDING

Kingston K-14 School District receives Title I funding to support programs for students who are academically at risk. Our district is required to inform you of certain information that you, according to The Every Student Succeeds Act of 2015 (ESSA), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent -

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

If you have any questions regarding of this information, please contact your building principal or Dr. Jenny Boyster, Federal Programs Coordinator, at 438-4982. We will be happy to answer any questions you may have.

## 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." More information regarding the Trauma Informed Schools Initiative may be found at <https://dese.mo.gov/traumainformed>.

## WEBPAGE

Check out our school webpage at [www.kingstonk12.mo.us](http://www.kingstonk12.mo.us) to find information about lunch menus, upcoming events, the latest postings on our Twitter feed, and other general school or building information. We also have a Facebook page at Kingston K-14 School District-Home of the Cougars and PK-5 Facebook page at CougarCubs14.

## FEDERAL PROGRAMS COMPLAINT PROCEDURE

The Kingston K-14 School District 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.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

## **Federal Programs**

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, the Every Student Succeeds Act of 2015 (ESSA).

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

## **Notice**

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures if the issue is not resolved at the district level.

## **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

## **Documentation and Release of Information**

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE. Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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 [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] 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 [School] to amend their child's or their education 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 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district 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, contractor, or consultant who, while not employed by the school, performs an institutional service or 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 typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school or 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 or 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 or the disclosure is initiated by the parent or eligible student.]

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

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 Â§ 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, Â§ 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 Â§ 99.31(a)(1)(i)(B)(7) - (a)(1)(i)(B)(3) are met. (Â§ 99.31(a)(1))
- To military recruiters and 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 Â§ 99.34. (Â§ 99.31(a)(2)) unless the parent/guardian notifies the district.
- 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 (SEA) in the parent or eligible student's State. 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, if applicable requirements are met. (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 for such purposes as 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, if applicable requirements are met. (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 if applicable requirements are met. (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" if applicable requirements under 99.37 are met. (99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. 1232g(b)(1)(K))
- 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 superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. 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.

## Definitions

- *Eligible Student* - A student or former student who has reached age 18 or is attending a postsecondary school.
- *Parent* - A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- *Student* - Any person who attends or has attended a school in the school district and for whom the district maintains education records.

## Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

## Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights



to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* - The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

o 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; 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.

*Limited Directory Information* - In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

## **PROTECTION OF PUPIL RIGHTS**

### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' 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.

### **Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

- A. Political affiliations or beliefs of the student or the student's parent.
- B. Mental or psychological problems of the student or the student's family.
- C. Sex behavior or attitudes.
- D. Illegal, antisocial, self-incriminating or demeaning behavior.
- E. Critical appraisals of other individuals with whom respondents have close family relationships.
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- G. Religious practices, affiliations or beliefs of the student or the student's parent.
- H. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

- A. Any other protected information survey, as defined above, regardless of the funding source.
- B. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a

student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.

C. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

### **Notification of Policy and Privacy**

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.

### **SPECIAL ED, 504, TITLE IX**

#### **GRIEVANCES**

##### **NON-DISCRIMINATION OF THE BASIS OF DISABILITY**

The Board believes that discrimination against a qualified disabled person, solely on the basis of disability, is unfair. Furthermore, the Board believes that qualified disabled persons should be in the mainstream of life in the school community to the extent that is reasonably permissible and/or possible.

Therefore, pursuant to Public Law 93-112, Section 504 of the Rehabilitation Act of 1973 and its accompanying federal regulations, the Board declares that the school district does not and will not discriminate on the basis of disabling conditions in the educational programs, activities and vocational opportunities offered by the district. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to other qualified individuals with a disability.

Under the Public Law 93-112, Section 504 of the Rehabilitation Act of 1973, Public Law 94-142, The Education for All Handicapped Children Act of 1975, and the Americans with Disabilities Act, the Kingston K-14 School District:

A. May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.

B. Must make facilities, programs and activities accessible, usable and open to qualified disabled persons.

C. Must provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities to qualified disabled persons.

D. May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.

E. Must provide each qualified disabled person with the same health, welfare and other social services as are provided other persons.

The Board will designate an individual to act as the district's Section 504 compliance coordinator, and will ensure that the coordinator's name, business address and telephone numbers, as well as the statements of nondiscrimination by the district, are published to patrons, employees and students on an annual basis. The Board will also designate an individual to act as the compliance coordinator for the Americans with Disabilities Act and will make available to all interested individuals the name, business address and telephone number of this individual. Information about the Americans with Disabilities Act and its applicability to the district's programs, service and activities will be made available to applicants, participants and other interested persons. Accordingly, it will be the policy of the Board to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities without regard to disability to all of its students and employees. If you feel you are being discriminated against, please contact the Director of Special Education at 573-438-4982, or at 10047 Diamond Rd., Cadet, MO 63630

##### **ALLEGED DISCRIMINATION OF THE BASIS OF DISABLING CONDITIONS**

It shall be the policy of the Board of Education that individuals be assured the opportunity for an orderly presentation in the review of grievances, which should aid in the elimination of discriminatory acts governed by Section 504.

The procedures to resolve grievances associated with alleged discrimination on the basis of disabling conditions in educational programs governed by Public Law 94-142 shall be those as outlined in the Missouri Department of Elementary and Secondary Education publication Compliance Policies for Public Law 94-142, The Education for All Handicapped Children Act of 1975.

No person shall suffer reprisals as a result of having initiated or presented a grievance.

### **GRIEVANCE PROCEDURE**

A grievance procedure has been adopted by the Kingston K-14 School District to expedite prompt and equitable resolution of any complaint. Any student, parent, or employee alleging non-compliance with any part of Title IX, Section 504, ADA, or IDEA should file a written complaint with the Director of Special Education, 10047 Diamond Rd, Cadet, MO 63630.

### **NON-DISCRIMINATION POLICY**

**TITLE IX:** This is to notify the public, employees, and students that the Kingston K-14 School District is an equal opportunity employer and is in compliance with Public Law 92-318, Title IX. Kingston K-14 does not discriminate, on the basis of sex, in its educational programs, activities, or employment. The Kingston K-14 School District is committed to providing an environment free from intimidating, hostile, or offensive behavior, unwelcome sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

**SECTION 504:** In order to fulfill its obligation under Section 504 of the Rehabilitation Act of 1973, the Kingston K-14 School District recognizes its responsibility and will not permit discrimination in policies and practices regarding its personnel and students.

**1990 CIVIL RIGHTS LAW: AMERICAN WITH DISABILITIES ACT:** The Kingston K-14 School District will provide equal access to its educational facilities and programs for individuals:

1. with records of having physical or mental impairments which substantially limits one or more major life activities.
2. and to individuals who are regarded as having an impairment, whether they have the impairment or not. A free and appropriate education in the least restrictive environment will be available to all children with disabilities. If you feel you are being discriminated against regarding Title IX, Section 504, or the Civil Rights Act you may contact the Director of Special Education at 573-438-4982, or 10047 Diamond Rd., Cadet, MO 63630.

### Special Education and Related Services (IGBA)

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities, including those who are in need of special education and related services.

#### **General**

Any individual who knows or believes that a student has a disability and is in need of accommodation should contact the school's principal or district administration immediately.

All complaints regarding discrimination will be resolved in accordance with policy AC. Anyone who has a complaint or suspects discrimination should contact the compliance officer identified in policy AC.

The district will notify all parents and students of its obligations under this policy and the law.

Unless the parents of the child have initially consented in writing to the district's offer to provide special education and related services, the district cannot, and will have no obligation to, provide special education services pursuant to the Individuals with Disabilities Education Act (IDEA), and the child will not receive the protections of the IDEA.

#### **Students Eligible for Special Education Services under the IDEA**

The district's programs and services available to meet the needs of students with disabilities will be in accordance with applicable federal and state laws governing special education services, including the State and Local Plans for the implementation of Part B of the IDEA. However, if the State of Missouri does not receive or accept federal IDEA Part B funds, nothing in this policy shall be read to require anything, procedurally or substantively, that is not required by the governing law.

### **Students Placed in Private Schools by Their Parents**

In general, the Kingston K-14 School District has no obligation to provide a free, appropriate public education (FAPE) or special education and related services to any student enrolled in a private school by his or her parents. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

Parents of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

### **Evaluation and Identification**

The special education director will develop and implement procedures governing the evaluation of students to determine their eligibility for special education services in accordance with the law and state and local plans. Further, the Board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

### **Independent Evaluations**

An Independent Educational Evaluation (IEE) will be provided as required by the IDEA. Applicable procedures, evaluator criteria and cost guidelines governing the IEE process are available through the district's special services office. The Board delegates the authority to make changes to these procedures, evaluator criteria and cost guidelines to the superintendent or designee. These items will adhere to rules published in the State and Local Plans for Compliance with Part B of the IDEA.

### **Extended School Year**

Extended school year (ESY) services may be necessary to provide a child with a disability a free and appropriate public education pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day/term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside of the classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of curriculum that need continuous attention.
8. Ability of the student's parents to provide educational structure.
9. Particular curricular or vocational needs of the student.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than six weeks prior to the end of the regular school term.

### **Mediation**

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the process coordinator is authorized to perform his or her duties under this section.

### **Resolution**

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the process coordinator is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

### **Children Three to Five Years of Age**

When identifying children three to five years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

### **Accommodation of Students with Disabilities Including Those Not Eligible for Special Education Services under the IDEA**

The district seeks to identify, evaluate and provide free and appropriate educational services in the least restrictive environment to all qualified students with disabilities within the definitions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

### **PUBLIC NOTICE-SPECIAL EDUCATION**

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 Kingston K-14 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 Kingston K-14 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 Kingston K-14 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 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 Kingston K-14 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Kingston K-14 Special Services Office Monday through Friday 8:00 a.m. through 3:00 p.m.

This notice will be provided in native languages as appropriate.

### **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION (Notice of Nondiscrimination) AC-AF1**

**General:** The Kingston K-14 School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others 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, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Kingston K-14 School District is an equal opportunity employer.

**Facilities:** The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.

**School Nutrition Programs:** No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Services. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

**Individuals with Disabilities:** The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Kingston K-14 School District—is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

**Reporting:** The district's nondiscrimination policy and grievance forms are located on the district's website at any district office.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Dr. Mike Golden  
Superintendent of Schools  
Kingston K-14 School District  
10047 Diamond Road  
Cadet, MO 63630  
Phone: 573-438-4982  
Fax: 573-438-8813  
golden.mike@k-14.org

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

Dr. Jenny Boyster  
Kingston K-14 School District  
10047 Diamond Road  
Cadet, MO 63630  
Phone: 573-438-4982 ext 805  
Fax: 573-438-8813  
Boyster.jenny@k-14.org

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

Office for Civil Rights  
Phone: 816-268-0550  
TDD: 800-877-8339  
E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Equal Employment Opportunity Commission  
Phone: 800-669-4000  
TTY: 800-669-6820  
E-mail: [info@eeoc.gov](mailto:info@eeoc.gov)

## STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the assistant superintendent of schools. The assistant superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

**NOTE:** The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.



Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. **What is a complaint?**  
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. **Who may file a complaint?**  
Any individual or organization may file a complaint.
3. **How can a complaint be filed?**  
Complaints can be filed with the LEA or with the Department.
4. **How will a complaint filed with the LEA be investigated?**  
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. **What happens if a complaint is not resolved at the local level (LEA)?**  
A complaint not resolved at the local level may be appealed to the Department.

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V

Revised 4/17

<sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. **How can a complaint be filed with the Department?**  
A complaint filed with the Department must be a written, signed statement that  
Includes:
  1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
  2. The facts on which the statement is based and the specific requirement allegedly violated.
7. **How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. **How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. **How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. **What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.