

## **Welcome to Hermann Middle School**

HMS Students and Families;

This procedure book has been developed to help you become familiar with the facilities, activities, and guidelines of our school. It provides general information and outlines many of the school's practices and procedures. We hope you find it helpful now and throughout the school year. Information regarding certain Board of Education approved policies can be found in the District Student Handbook located on the school website. Policies covered in the district handbook include:

- Federal programs complaint procedures
- Asbestos
- Anti-bullying policy and procedures
- Name and contact information for the District's Section 504 and Title IX Coordinator
- A copy of the District's anti-discrimination and harassment policy
- Attendance policy and procedures
- Student technology use policy
- Student alcohol/drug use policy
- Tobacco-free/drug-free schools policy
- Student discipline code/ Board Policies regarding student discipline
- Policy regarding student conduct on school transportation
- Policy regarding communicable diseases
- Process for filing a complaint/grievance with the District
- Policy regarding maintenance and release of student records and directory information
- Annual FERPA notices to parents
- Policy for surveying, analyzing, or evaluating students (including statewide assessments)
- Policy regarding administration of medicine
- Policy regarding virtual education

Our challenge and hope for you is that you leave HMS more successful and more prepared for the future. We will help you toward that goal and hope you strive to be the best you can be.

**Below is a blank space to secure your schedule.**

## Gasconade County R-1 School District

Administrator	Telephone Number
Dr. Geoff Neill, Superintendent	486-2116 ext. 1300
Dr. Leslie Lause, Associate Superintendent	486-2116 ext. 1306
Missy Ash, Director of Special Education	486-2116 ext. 1305
Chip Stutzman, Principal (Hermann High School)	486-5425 ext. 1100
Matthew Mueller, Principal (Hermann Middle School)	486-3121 ext. 1200
Kendra Brune, Principal (Hermann Elementary School)	486-2116 ext. 2400
Todd Anderson, Activities Director	486-5425 ext. 1149

### A STATEMENT OF MISSION

The primary mission of the Gasconade County R-1 Schools is to provide our students with the highest quality instruction, facilities and resources to ensure students have every opportunity to reach their potential. The school district must create an environment in which students learn to value their contributions as individuals and recognize their responsibilities as members of a community. A collaborative effort among educators, parents and the community is essential to the success of this endeavor.

#### HMS Mission

**BEARCATS, BE YOUR BEST!**  
*Classroom ° Community ° Character*

# Gasconade County R-1 Schools

## 2022-2023 School Year

<b>First Day of Classes</b>	Monday, August 22
<b>Last Day of Classes (½ Day)</b>	Thursday, May 18

### Days not in Session

Labor Day	Monday, September 5
Teacher Professional Day	Monday, September 26
Mid-Fall Break	Friday, October 28
Teacher Professional Day	Monday, October 31
Thanksgiving Break	Wednesday – Friday, Nov 23-25
Winter Break	Thursday, December 22 thru Tuesday, January 3
Teacher Work Day	Tuesday, January 3
Martin Luther King Jr. Holiday	Monday, January 16
Teacher Professional Day	Friday, February 17
President’s Day	Monday, February 20
Spring Break	Friday-Monday, March 17-20
Teacher Professional Day	Monday, March 20
No School	Thursday-Monday, April 6-10

### First Day of Class after an Extended Vacation

Thanksgiving	Monday, November 28
Christmas	Wednesday, January 4
Spring Break	Tuesday, April 11

### Quarter and Semester Dates

End of 1st Quarter	Tuesday, October 18
End of 1st Semester	Wednesday, December 21
End of 3rd Quarter	Thursday, March 16
End of 2nd Semester	Thursday, May 18

### Early Dismissal Dates For Student/Parent/Teacher Conferences

Fall Conferences	Thursday, October 27
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**This calendar includes 60 inclement weather hours so no make-up days/hours are required. Further revisions to the school calendar will be decided in the best academic interest of the students by the Superintendent/Board of Education.**

**Hermann Middle School Staff  
2022-23**

Ashley Aaron	Algebra I	Phil Landolt	8th Grade Science, Reading
Amy Alferman	7th and 8th Grade Math	Tammy Lane	4th Grade
Brian Azevedo	Technology	Mallorie Leavy	6th Grade
Donnie Bell	Physical Education	Tim Leibach	Custodian
Shannon Berkemeyer	School Nurse	Wayland McKague	Industrial Tech
Debbie Brethorst	7th and 8th Grade English Language Arts	Eric Menderski	Instrumental Music
Jennifer Burns	5th Grade	Joshua Morris	Physical Education
Kim Chasteen	Special Education Teacher	Matthew Mueller	Principal
Kristen Crow	4th Grade	Brittany Oetterer	6th Grade
Kara Emmons	Art	Patricia Pazdera	Psychological Examiner
Tara Englert	Special Education Teacher	Crystal Pehle	School Counselor
Kim Forbis	7th and 8th Grade Enrichment, STEM	Cindy Perschbacher	Special Education Aide
Jessica Graue	5th Grade	Holly Peters	Music
Dawn Grosse	School Based Social Worker	Karen Scheer	4th Grade
Peabody Hanger	Custodian	Cheryl Schwartze	Library Media Specialist
Hilary Hays	Special Education Aide / ISS	Mary Beth Schwenck	Behavior Interventionist
Katie Heaney	7th and 8th Grade Social Studies	Betsy Stephan	6th Grade
Valerie Hernandez	Custodian	Maggie Stiegman	Family and Consumer Sciences
Donelle Hopkins	Special Education Aide	Rebecca Summers	5th Grade
Jamie Koenigsfeld	Speech and Language	Kelly Thurman	Special Education Aide
Marlene Kottmann	Secretary	Pam Warren	Special Education Teacher
Christel Kreftmeyer	Special Education Aide	Kallie Witthaus	7th Grade Science, Careers
Carol Kuhn	District Lunch Secretary		

## Daily Schedule

Warning Bell	7:53
Advisory	7:59 - 8:05
1 <sup>st</sup> Hour	8:05 - 8:48
2 <sup>nd</sup> Hour	8:52 - 9:35
3 <sup>rd</sup> Hour	9:39 - 10:22
4 <sup>th</sup> Hour	10:26 - 11:09
Bearcat Time	11:13 - 11:40
A Lunch	11:44 - 12:04
A 5 <sup>th</sup> Period	12:08 - 12:53
B 5 <sup>th</sup> Period	11:44 - 12:29
B Lunch	12:33 - 12:53
6 <sup>th</sup> Hour	12:57 - 1:40
7 <sup>th</sup> Hour	1:44 - 2:27
8 <sup>th</sup> Hour	2:31 - 3:15

## Hermann Middle School Procedures and Guidelines

School begins at 7:53 am and is dismissed at 3:15 pm. Students are allowed to enter the middle school at 7:15 a.m. each morning. **Please do not arrive at school before the building is open.** Students will remain in the school lobby until a staff member dismisses them to one of three places: the library, cafeteria, or the gym. At 7:53 a.m. students may go to the hallway assigned to them by grade.

It is expected that students will have departed from school grounds by 3:25 p.m. each day. School doors will be closed by 3:30 p.m. Students involved in extracurricular activities must remain in the area assigned by the teacher or coach. The rest of the building is off limits. **Students may not remain at school or arrive early without a supervisor/sponsor.**

Any student returning to the school for activities after regular school hours is expected to arrive just before the scheduled time for the activity and depart from the premises immediately following the conclusion of the activity. Arrangements for getting home from activities should be made prior to arriving at school. Any student who twice fails to have arrangements previously made to depart from the activity within 15 minutes of the scheduled time will only be allowed to attend future activities when accompanied by his/her parent/guardian.

### ATTENDANCE

All students are expected to attend school regularly and to be on time for all classes in order to benefit maximally from each instructional program and develop good habits of punctuality, self-discipline, and responsibility. Students with good attendance generally enjoy school more, and are better equipped to be successful.

If it is necessary for a student to be absent, the student's parent/guardian should notify the school at 486-3121 ext. 1202 to explain the reason for the absence. If telephoning is not possible, the student is to return to school with written notification from the parent/guardian stating the reason for the absence and the days missed from school. Excessive absences will be referred to the district's school-based social worker.

In order to participate in or attend a school-sponsored activity, a student must be present at school for the day. Unusual circumstances can result in this being waived only after a parent conference with the principal.

Please refer to **the Gasconade County R-1 School District Student Handbook** regarding rules, regulations, and procedures as they apply to student attendance and the definitions of "excused" and "unexcused" absences (**per**

policy JED).

**Homework During Absence** - Requests for homework assignments should be made before 10:00 am so that assignments can be collected from teachers. Students who know in advance they are going to miss school should ask for their assignments in advance with the understanding they may not receive all of the assignments.

The amount of time allowed to make up homework assignments will be the same as the time missed, provided that it was an excused absence. Students are expected to ask for the make-up assignments and turn them in on time. Tests scheduled and announced during a student's absence will be treated the same as other make-up assignments. (Make-up assignments due to unexcused absences or truancy may not count for full credit.)

### **EXCESSIVE ABSENCES**

Attendance has a huge impact on a student's success starting in kindergarten and continuing through high school. As children grow older and more independent, it is important for parents to continue to ensure that students get to school each day. Research from "Attendance Works" shows that students should miss no more than 9 days each school year to stay engaged and on track for graduation. This research also tells us that by the sixth grade, absenteeism is one of three signs that a student may drop out of high school. In addition, attendance is an important life skill impacting further education and employment (Attendanceworks.org).

Action steps by Hermann Middle School, regarding attendance, are outlined below:

**Step 1.** Students will be permitted 8 days of excused/unexcused absences per class each semester. Verified absences, which include a doctor's note, will not count against a student. When the student reaches his/her sixth absence within the first semester a letter of concern will be mailed home. This letter will outline the district's concerns, review with the parents the attendance policy, and request a parent conference.

**Step 2.** Once a student reaches 9 or more excused/unexcused absences in a semester, they will be required to provide a doctor's note or will receive a zero for work assigned those days. When the student reaches his/her tenth absence an additional letter will be sent to restate the district's concerns.

**Step 3.** Absences in excess of 15 days will be addressed by the school-based social worker. The Division of Family Services may also be contacted. All further absences may be used as documentation of educational neglect and evidence for retention and other actions.

A student who is suspended from school for a disciplinary problem for any number of days will not have that number of days charged against the total of permitted days.

### **STUDENTS ARRIVING LATE**

Students arriving after 8:00 a.m. must report directly to the office with their parent/guardian or with written notification from the parent /guardian stating the reason for the tardiness and the date. The office will provide the student with an admittance slip to class.

### **STUDENTS LEAVING EARLY**

If it is necessary for a student to leave school before 3:15 pm, a written request from the parent/guardian stating the reason and time should be presented to the office before the first period class. Students will be called to the office upon the parent/guardian's arrival to pick up the student. A parent/guardian's signature is needed in the office for a student to leave the building. Students are to check out with the office when leaving the building and check in upon their return. Students may not leave the building or school grounds before the close of the school unless approval is granted from the office. **Students are allowed to leave with parents following field trips or other school events, but any time missed will be reflected in the student's attendance record.**

### **TARDIES**

Each student should be in his/her assigned seat before the bell rings to begin class unless the teacher has been notified. On the first tardy to class, the student will receive a warning. On the second and third tardies, the teacher

will assign a detention to be served in the classroom where the tardy occurred. Starting with the fourth tardy, students will receive a discipline referral and consequences assigned by the principal.

## **COMMUNICATION**

Parent Portal- The Parent Portal is a web-based system that allows parents to access the latest information about their child's attendance, lunch account, and grades. School announcements are also regularly posted on the Parent Portal. To access the parent portal, contact the school office for a password.

S'more Newsletter- The principal publishes a monthly newsletter with upcoming events, school news and feature stories using an online service. Contact the office if you are not receiving this newsletter by email. The newsletter can also be found posted on the Parent Portal and Facebook page.

Apptegy/Gasconade County R-1 App - Messages and notifications will be sent out through the app. Parents will receive information about weather conditions, school events, and news.

Facebook- Up to the minute news and feature stories are published on the Hermann Middle School Facebook page. School Closings and other district-wide news is often posted on the Gasconade County R-1 Facebook page.

Notes and Flyers- Often correspondence is sent home in the form of notes with students. Please read correspondence carefully and respond as necessary. Prompt return of forms that require parent signatures is appreciated.

## **TRANSPORTATION AND RELEASE OF STUDENTS**

Bus routes are established to provide the most practical service to the greatest number of people. In order to transport children safely to and from school each day it is important that students follow the bus regulations as explained by bus drivers.

If it is necessary to change your child's transportation plans, please call the school's office before 2:00 that day or send a note to school explaining any changes. These changes must be approved by the principal or designee. Without parent communication, students will be required to follow their regular transportation plan. Bus drivers are not allowed to let students off the bus at any place other than the normal bus stop unless the parents have authorized it in writing.

## **HALL PASSES**

Students must sign out of a class. When signing out of a room he/she must record the time and reason for leaving the room. Upon returning to the class you must sign into the class and record your returning time.

## **TEXTBOOKS AND LIBRARY BOOKS**

Textbooks are issued to students in classes requiring a textbook on a loan basis. Textbook numbers are recorded when the books are issued. Students may also check out library books from the library (includes Kindles). Students are responsible for the care of all textbooks and library books checked out to them during the school year. All lost or damaged books must be paid for before another book is issued. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

## **PHYSICAL EDUCATION AND RECESS**

4<sup>th</sup> and 5<sup>th</sup> grade students will have regularly scheduled recesses. With the exception of rain, snow, or extremely cold temperatures, recess will be outside. Please ensure all students have appropriate clothing and footwear.

All students are required to participate in PE unless there is an obvious injury or a parent provides a valid reason in writing. An excuse from a physician will be required if a child is to refrain from PE activities for more than three days. Students in 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade are expected to dress out in athletic clothing and shoes each day. PE lockers and locks are provided for students to keep their PE clothes in. Students are expected to lock their

belongings in their assigned locker.

### **ACADEMIC INFORMATION**

**Grade Standards** - Grades are based on scores received on homework assignments and tests, classroom participation, and effort. The letter grades reflect the following percentages:

95-100	A	4.0	74-76	C	2.0
90-94	A-	3.6	70-73	C-	1.6
87-89	B+	3.3	67-69	D+	1.3
84-86	B	3.0	64-66	D	1.0
80-83	B-	2.6	60-63	D-	0.6
77-79	C+	2.3	0-59	F	0.0

**Alternative Methods of Instruction (AMI)** will be used in the event that school must be canceled. The implementation of the AMI plan allows schools to make up hours (up to 36 hours) that were lost or canceled due to exceptional or emergency circumstances. It is the goal of Gasconade County R-1 staff that Alternative Methods of Instruction will allow students to continue learning when school is not in session. For instructional information, students will use the Google Classroom platform. Students without internet access may request a paper packet. Please contact your child's teacher or school office for specific arrangements. All teachers, including special education teachers, will be available for students via email. Please encourage your child(ren) to follow the suggested schedule below to help them remain in a routine during this time.

**Honor Roll** is figured quarterly. A student makes the *Honor Roll* if he/she attains a 3.25 average, on a 4-point scale, in all solid subject classes.

**Grade Cards** are distributed to students after the mid-quarter and at the end of the quarter. A school messenger call will be made on the day report cards are distributed. Infinite Campus, the school district's student information system, offers a "Parent Portal" allowing parents to monitor their child's progress on a regular basis. A password is required for access and can be secured in the middle school office.

**Parent Conferences** - Fourth and Fifth-grade teachers will set up appointments with parents for conferences. Sixth through eighth grade teachers can be seen on a first come-first served basis during published conference hours. Students are encouraged to accompany parents to conferences.

### **SCHOOL EMERGENCY/ CLOSING PROCEDURES**

In the event that school must be closed due to an emergency or inclement weather, the school district will utilize Apptegy and the Gasconade County R-I App to communicate the school closure. A recorded phone call will be made to the phone numbers designated during online registration. Pertinent information will be shared in the recording stating the situation and procedures to be followed. In the event that an early dismissal changes where your child should go after school, please contact the office as soon as possible.

### **ATHLETIC/ EXTRACURRICULAR PROGRAM**

**Definition of Eligibility**—Participation in athletic contests and extracurricular activities is a privilege. Students must meet eligibility standards in order to participate in athletics contests versus other schools, Student Council, FCCLA, TREND, music events or any other extracurricular activities in which he/she may represent the school. Eligibility standards are set by MSHSAA and the Gasconade County R-1 School District.

#### **Eligibility Standards (Middle School Only)-**

Citizenship- Students must be a creditable citizen, conducting themselves, both in and out of school, in a way that



will not reflect discredit upon themselves or their school.

Sportsmanship-Students must uphold good sportsmanship as competitors and spectators.

Academic- Students who are promoted into 7th grade are considered academically eligible for the first grading period after promotion. 8th grade students are considered academically eligible for the first grading period if they did not fail more than one class at the end of their 7th grade year. A student will become ineligible to participate if he/she fails more than one class in any grading period.

Student grades will be checked every 6 weeks to determine eligibility. If a student is receiving more than one F when grades are averaged, he/she will be placed on probation. During probation he/she will be allowed to practice but will not be allowed to dress out and perform/compete before the public. At the next grade check (6 weeks later) if the Fs have been removed, the student will be restored to full participation.

Attendance- Students must be in attendance for at least one-half of the school day to be allowed to participate in school activities during the afternoon or evening. Unusual circumstances can result in this being waived only after a parent conference with the principal.

Additional Requirements are outlined in the Athletic Handbook, the Hermann Middle School Athletic Code of Conduct, and through MSHSAA.

**Transportation to/from School Activities**--All participating students will be expected to ride the bus to and from the activities. Students will only be excused from riding home on the bus if their parent requests, in person or in writing, for their child to be released to them or another parent. Permission must be obtained from the coaches and/or sponsors in person.

### **Student Dress Code**

We expect student dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the school. Any form of dress which is considered contrary to good hygiene or which is **distracting or disruptive in appearance** and detrimental to the purpose or conduct of the school will not be permitted in the classroom.

THE FOLLOWING IS A SET OF GUIDELINES AND IS NOT ALL INCLUSIVE:

1. T-shirts with the sleeves torn or cut out are not permitted.
2. Items of clothing advertising drugs, tobacco, or alcoholic products, or those with obscene or objectionable printing on them will not be permitted.
3. Skirts, dresses, and shorts must be long enough for the student to touch the hem with the fingertips hanging straight to the side when standing.
4. Jeans/Capris/shorts may not have holes above the appropriate length for shorts or skirts. If a garment has holes above a student's fingertips when held at his/her side, the garment is considered inappropriate.
5. Tights/Leggings may be worn. However, if a teacher feels the attire is a distraction, you will be sent to the office.
6. Sleepwear is not to be worn at school. This includes pajama pants and slippers.
7. Any strap showing should be at least 1" in width.
8. Undergarments (underwear/bra straps) should not be seen.
9. For reasons of safety, shoelaces are to be tied at all times.
10. Caps and other headgear are not to be worn in the buildings. This includes the hood of a sweatshirt.
11. All clothing is to be clean and in good repair.
12. Heavy coats will not be worn during the school day.
13. Jewelry that represents a safety hazard or is weapon-like may not be worn.
14. Sagging is not permitted.
15. Writing on arms, face, legs or articles of clothing is not permitted.

**When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.**

### **Technology**

Hermann Middle School will deploy chromebooks to each student as a part of the district's one to one initiative. Chromebooks are for educational use only and will remain in the school building. Students are expected to use good digital citizenship and to abide by the care and use guidelines set forth in the GCR-1 Chromebook Handbook which is available in the office or online at <https://goo.gl/qsDa1h>

### **Homework**

The faculty and administration of Hermann Middle School believe a major component of student success depends on the completion of all student assignments. Each student may be expected to spend time on homework in addition to scheduled class instruction to achieve satisfactory mastery of skills. Homework can reinforce skills taught in the classroom, increase the student's success on assessments, give practice in developing good work habits, offer opportunities for students to learn to budget their time wisely, and provide for parent involvement in the educational process. Students with late/missing assignments will only be allowed to participate in incentives once their work is complete and up to date.

### **Beverage Machines**

Beverage machines are available for special circumstances, but are not available to students during the regular school day. Students may be given access to the beverage machine by a teacher or staff member as a privilege. Sodas are not allowed to be brought into school or consumed at lunch. Machines will be available after buses are dismissed.

### **Student Lockers**

Lockers are provided for student convenience. Students are expected to keep lockers neat and orderly, ensure that any food in the locker is in a sealed container so as not to attract insects, and open and close their locker with a normal effort. Should a student wish to secure his/her locker an extra key or the combination to the lock must be provided to the office.

### **Personal Electronic Devices**

Students are not to use cell phones except during approved times. This policy includes any device that connects to the internet (cell phone, camera, personal laptop, tablet, Smart watch, etc.) This includes all areas of the building and grounds. Phone calls to parents or messages to students should be handled through the office.

### **Birthdays**

Children's birthdays are special events. Simple birthday treats may be sent to school for children, but must be compliant with Smart Snack standards. We ask you to only send pre-packaged, store bought items. Please do not send home cooked items. Due to health and sanitation requirements we cannot serve home cooked items to students. Please provide enough for all students.

## **Hermann Middle School Discipline**

### **Philosophy**

In order to ensure that all students have the opportunity to achieve success, we must create and maintain an atmosphere conducive to learning. A discipline policy is necessary to create an environment where students feel safe, have an optimal learning environment, and are encouraged to make responsible decisions regarding their behavior. The discipline policy of Hermann Middle School strives to foster responsibility in students through

cooperation between parents, teachers, students and administration. Success depends on all parties working together to create an optimal learning environment.

Hermann Middle School is in the process of implementing a research-based approach to discipline called Positive Behavior Interventions and Supports(PBIS). Hermann Middle School's discipline philosophy is ***to create an atmosphere that encourages positive relationships by supporting, teaching, and guiding all students through clear and consistent expectations***. We look forward to setting the example of lifting one another up for students including recognizing the things that individuals and groups are doing correctly, rather than dwelling on the things that are being done incorrectly; providing incentives and rewards for making good choices; and fostering respect, responsibility, safety, and learning skills in all students.

### Behavior Expectations

The Hermann Middle School Behavior Matrix outlines expected behaviors in various settings in school. All expectations are aligned to one of the four primary expectations- Be Safe, Be Respectful, Be Responsible and Be a Learner.

	Safe	Respectful	Responsible	Learner
<b>All Areas</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Food and beverages in designated areas only</li> <li>• Report problems to teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice level</li> <li>• Bearcat Friendly language</li> <li>• Care for school property and supplies</li> <li>• Respect property and personal space of others</li> <li>• Follow adult directions</li> <li>• Follow dress code</li> <li>• Be kind to adults and peers</li> <li>• Be an upstander, not a bystander</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Be prepared</li> <li>• Be on time</li> <li>• Keep cell phone off and out of sight until after the dismissal bell</li> </ul>	<ul style="list-style-type: none"> <li>• Set goals for yourself and strive to reach them</li> <li>• Be a problem solver</li> <li>• Ask questions</li> <li>• Use your time wisely</li> <li>• Come to school ready to learn</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Remain seated back to back, seat to seat, feet to floor.</li> <li>• Keep the aisle clear</li> <li>• Enter and exit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Go directly to designated seat</li> </ul>	<ul style="list-style-type: none"> <li>• Be at designated pick up location on time</li> <li>• Know your dismissal plan and inform office of changes by lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings</li> </ul>
<b>Hall</b>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>• Offer assistance when needed</li> <li>• Observe personal space</li> </ul>	<ul style="list-style-type: none"> <li>• Use passing time wisely</li> <li>• Keep traffic flowing</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time to class</li> <li>• Keep lockers and backpack racks neat and orderly</li> </ul>

<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Report spills</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibit good table manners</li> <li>• Only touch and eat your food</li> <li>• Be courteous to staff</li> <li>• Share tables, include others</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated unless taking care of personal needs</li> <li>• Follow dismissal procedures</li> <li>• Check your area prior to dismissal</li> <li>• Recycle</li> </ul>	<ul style="list-style-type: none"> <li>• Provide your body the fuel it needs to learn</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Use materials appropriately</li> <li>• Stay in assigned space</li> <li>• Sign out of and into class</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener</li> <li>• Allow others to work undisturbed</li> <li>• Talk at the appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>• Bring all necessary supplies for your class</li> <li>• Be on task</li> <li>• Do your own work</li> <li>• Complete assigned work</li> </ul>	<ul style="list-style-type: none"> <li>• Participate</li> <li>• Be an active learner</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Keep all passwords private</li> <li>• Leave chromebook in case at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Follow copyright guidelines and identify ownership of intellectual property</li> <li>• Only record/photograph / video or share with permission</li> </ul>	<ul style="list-style-type: none"> <li>• Report problems to staff</li> <li>• Demonstrate appropriate care and use of materials</li> <li>• Practice good digital citizenship</li> </ul>	<ul style="list-style-type: none"> <li>• Use devices for school related purposes only</li> <li>• Use devices when instructed to do so by a teacher</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Wash your hands</li> <li>• Report problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Respect the privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Use facilities appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate time for restroom breaks</li> <li>• Return to class promptly</li> </ul>

### **Classroom Discipline Plan**

Classroom rules and expectations in addition to those in the behavior matrix may be developed by teachers and their students and will reflect Hermann Middle School's standards of behavior. Teachers will communicate expectations to students and parents throughout the year. Teachers may assign consequences for minor infractions of expected behaviors or implement strategies to correct inappropriate behaviors. Communication between parents and teachers is vital to student success. Therefore, parents are to be contacted by the teacher either by written communication or by phone when a pattern of minor disruptive behavior occurs in the classroom.

### **Reinforcing Positive Behavior**

The PBIS process includes a continuum of rewards to reinforce positive behavior. These rewards range from spendable Bearcat Bucks for tangible and intangible items in the school store, free time during Bearcat time on Fridays, positive office referrals, class competition rewards, and access to activities at our End of Quarter reward days. Students with office discipline referrals will not have full access to End of Quarter incentives.

### **In-School Suspension**

Hermann Middle School has developed an In-School Suspension (ISS) program so that consequences can be administered without a student losing any academic credit. The student is, however, removed from socialization with the student body for the duration of his/her ISS time. A faculty member will supervise students who have been assigned ISS.

The student will be expected to complete all of the classroom assignments that occurred in the class or classes they missed. Students must complete all assignments, including work assigned by the supervisor, before they will be released from ISS. Failure to cooperate with the directions of the faculty member will result in OSS.

### **Out-of-School Suspension**

Any student who receives an out-of-school suspension can earn full credit for any assignment or test missed during the term of suspension. All assignments must be completed when the student returns to school. If any tests are missed, the student should be prepared to take them upon his/her return to school. If a student misses a required activity, the teacher will deal with the situation on a case by case basis. Students who have OSS are not allowed to be on school property, eligible to participate in school sponsored activities, or attend events during the time of their suspension.

### **Bus Conduct**

Students are expected to follow the rules of the bus driver at all times. When a driver refers an issue to the principal or superintendent, the student will receive disciplinary consequences in accordance with the Student Discipline Code. In addition to the disciplinary actions, bus-riding privileges may be suspended or revoked.

### **Special Education Considerations**

Students with an Individual Educational Plan (IEP) will sometimes have modified behavior expectations. Appropriate standards will be agreed upon by the parents, teachers, and administrators involved with the students. An appropriate discipline plan will be developed and implemented according to the special needs of the child.

### **Counseling**

Counseling by the teacher, school counselor, social worker, ISS Supervisor, and/or the principal will be provided. It is the goal of everyone at HMS to help students when they make mistakes.

### **Prohibited Conduct**

The Board of Education has designated infractions in specific areas that present a greater threat to the safety and welfare of our students. These areas are identified with a double asterisk (\*\*). Consequently, violations that occur over a period of two school years in these areas will result in the subsequent punishment options being utilized. For those areas that do not have a double asterisk, multiple violations must occur within the same school year in order for subsequent offense options to be imposed. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

### **Severe Behaviors**

Students may be sent to the principal for any one of the following severe behaviors. These behaviors are outlined in the *Gasconade County R-1 School District's Discipline Policy*; guidelines for consequences are also listed (**per policy JG**). These infractions and consequences are in compliance with the Safe Schools Act.

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

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson\*\***– Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault\*\*** Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or

benefits of any student without exception; or that substantially disrupts the orderly operation of the school.

Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension or 1-180 days out-of-school suspension
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

First Offense:	Warning.
Second Offense:	1-3 day bus suspension.
Third Offense:	1-5 day bus suspension.
Fourth Offense:	1-10 day bus suspension.
Fifth Offense:	Bus suspension for up to the remainder of the school year.

**Buying or Selling, Unauthorized** – The exchange or sale of any items not approved by the administration on school property is prohibited.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.

**Disciplinary Referrals, Excessive** – Upon receiving the sixth referral in a semester, a student will receive the following consequences.

First Offense:	1-10 days out-of-school suspension.
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Subsequent Offense:	1-180 days out-of-school suspension.
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**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First Offense:	Nullification of forged document. Principal/Student/Parent conference, detention, Saturday School, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol\*\* (see Board policies JFCH and JHCD)** Sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension or 1-180 days out-of-school suspension
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension or expulsion.

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

First Offense:	1-180 days in- or out-of-school suspension, and referral for clinical dependency counseling.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion, referral for clinical dependency counseling.



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

First Offense:	1-180 days out-of-school suspension or expulsion
Subsequent Offense:	11-180 days out-of-school suspension or expulsion.

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")\*\*** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student/Parent conference, detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")\*\*** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. (Law enforcement agency may be called to remove the combatants from the building.)

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student/Parent conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student/Parent conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)** Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense:	Principal/Student/Parent conference, detention, Saturday school, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Detention, Saturday school, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; exposing or attempting to expose genital areas or breasts of another individual, or pushing or fighting based on protected characteristics.

First Offense:	Detention, Saturday school, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

**Hazing (see Board policy JFCG)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense:	Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks, including stink bombs.

First Offense:	Confiscation. Warning, principal/student/parent conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student/Parent conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense:	Confiscation. Warning, principal/student/parent
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	conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, Saturday school, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, or in-school suspension.
Subsequent Offense:	Detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.

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

First Offense:	Confiscation. Principal/Student/Parent conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student/Parent conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP1)** Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student/Parent conference, loss
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	of user privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. The administration may, if they believe it advisable, search the students' electronic communication devices in accordance with policy JFG.

First Offense:	Confiscation, principal/student/parent conference, detention, Saturday School or in-school suspension.
Subsequent Offense:	Confiscation, principal/student/parent conference, detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student/Parent conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student/Parent conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft\*\*** – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-180 days
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	out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Saturday School, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco** - Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student/Parent conference, detention, Saturday School or in-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.

Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of prohibited product. Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Confiscation of prohibited product. Saturday School, in-school suspension or 1-180 days out-of-school suspension.

**Truancy or Tardiness (see Board policy JED)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of

parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student/Parent conference, detention, in-school suspension, possible notification to Children's Division (CD) of the Department of Social Services for educational neglect. Notification of juvenile authorities.
Subsequent Offense:	In-school suspension, removal from extracurricular activities, and possible notification to CD for educational neglect. Notification of juvenile authorities.

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student/Parent conference, detention, Saturday School, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Saturday School, in-school suspension, 1-180 days out-of-school suspension or expulsion.

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student/Parent conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons\*\* (see Board policy JFCJ)** Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010,

RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion

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

First Offense:	Confiscation. Principal/Student/Parent conference. In-school suspension, 1-180 days out-of-school suspension, or expulsion
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

### **Bullying (policy reference JCF)**

#### **General**

In order to promote a safe learning environment for all students, the Gasconade Co. R-I 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.

#### **Definitions**

**Bullying** – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

**Cyberbullying** – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

**School Day** – A day on the school calendar when students are required to attend school.

#### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The



anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee. If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator.

The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law. If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when

the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

### **Training and Education**

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying. The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

## **Suicide Prevention**

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Gasconade Co. R-I School District is committed to maintaining a safe environment to protect the health, safety and welfare of students **(per policy JHDF)**.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

## **Definitions**

**Crisis Response Team (CRT)** – A team of district employees trained in suicide awareness and prevention.

**Student at Risk of Suicide** – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.

**Suicide Crisis** – A situation in which a person is attempting to kill him- or herself or is seriously contemplating or planning suicide. Plans may include, but not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

## **Crisis Response Team**

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk o.o. The CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

## **Response Plan**

District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

## **Students Who May Be at Risk of Suicide**

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, a CRT member or the building administrator or designee will use an evidencebased/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the

student's parent/guardian to discuss the concern.

3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

### **Students Who May Be Having a Suicide Crisis**

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

### **Confidentiality**

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

### **Abuse and Neglect**

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

### **Accommodating a Disability**

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

### **School and Community Resources**

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have had a suicide crisis to offer additional assistance.

### **Response to Incidents Impacting the School**

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

### **Staff Education on Suicide Prevention and Response Protocol**

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

### **Suicide Prevention Education for Students**

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Please contact our school office with questions regarding procedures outlined in this publication. Thank you for your support and cooperation this year.

**THE FOLLOWING ARE REQUIRED PUBLIC NOTICES:**

**PUBLIC NOTICE/SURROGATE PARENTS ANNOUNCEMENT**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Gasconade County R-1 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, mental retardation, 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 Gasconade County R-1 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 Gasconade County R-1 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 Gasconade County R-1 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 Gasconade County R-1 School District, 164 Blue Pride Dr., Hermann, MO 65041, Mondays through Fridays during business hours.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact Missy Ash, Special Education Director at (573) 486-2116 Ext. 1305.

This notice will be provided in native languages as appropriate.

**Food Service Management**

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

*Notice*

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

*Employees*

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

*Students*

1. A student may not accumulate more than ten dollars in unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

*Alternative Meals*

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten dollars in unpaid meal charges and is still unable to pay for meals may be provided an alternative reimbursable meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular

meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

#### *Interventions*

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

#### *Working with Parents/Guardians*

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

#### *Debt Collection*

##### *Delinquent Debt*

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

##### *Bad Debt*

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

State revenue matching funds in excess of state revenue matching-fund requirements.

1. State and local funds provided to cover the cost of student meals.
2. Local contributions from organizations or individuals.
3. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
4. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
5. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

#### *Records*

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.
3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

#### *Receipts*

1. The building principals shall be responsible for collection and reporting of meal receipts from their respective building units.
2. Receipts and all necessary reports shall be submitted to the district treasurer at least once each week.

#### *Expenditures*

Expenditures must be approved by the food service supervisor and by the superintendent before being submitted to the Board for payment.







EL Phone: 573-486-3197  
 MS Phone: 573-486-3121  
 HS Phone: 573-486-3423  
 CO Phone: 573-486-2116

## Gasconade County R-I School District

170 Blue Pride Drive, Hermann, MO 65041  
[www.hermann.k12.mo.us](http://www.hermann.k12.mo.us)  
*Home of the Bearcats*  
 Dr. Geoff Neill, Superintendent



EL Fax: 573-486-3244  
 MS Fax: 573-486-3106  
 HS Fax: 573-486-3058  
 CO Fax: 573-486-3032

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the achievement level and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Our district takes pride in providing your student with the best education possible and the most qualified candidates to fill each of our positions. We take appropriate certification very seriously and have high expectations for all of our students and staff.

If you have any questions, or would like additional assistance, please feel free to contact me.

Your partner in education,

Dr. Leslie Lause  
 Associate Superintendent  
[llaure@hermann.k12.mo.us](mailto:llaure@hermann.k12.mo.us)

Dot Schoening, Board President

Jeff Engler, Board Vice President

Kevin Stiers, Board Secretary

Mike Pratt, Board Director

Mark Brooks, Board Director

Tim Schulte, Board Director

Becky Whitman, Board Director

Dr. Leslie Lause, Associate Superintendent

Chip Statman, HS Principal

Matthew Mueller, MS Principal

Kendra Beane, EL Principal

Melissa Ash, Dir. of Student Services