

HERMANN ELEMENTARY SCHOOL



Home of the Bearcats

*Family
Procedure Guidelines
And
Student Handbook*

WELCOME TO HERMANN ELEMENTARY

This handbook is for families and students at Hermann Elementary. 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. We look forward to collaborating with you in your child's education. Together, we can do so much. Please note that due to unexpected or unprecedented circumstances that some of these procedures are subject to change.

Information regarding certain Board of Education approved policies can be found in the District Student Handbook located on the website. All elementary families must sign a form regarding knowledge of where to locate this information. 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 for virtual instruction

ARRIVAL and DEPARTURE TIME

Children are expected to arrive between 7:30 a.m. and 7:50 a.m. Supervision of students begins at 7:30 a.m. Students arriving before 7:30 a.m. will wait outside. ***School begins at 7:50 a.m. Students arriving after 7:50 will need to be signed in. School is dismissed at 3:03 p.m.***

Morning Procedure:

1. **THE PARKING LOT AT THE BACK ALONG GOETHE ST. AND W. 8TH ST. WILL BE CLOSED TO TRAFFIC DURING THE SCHOOL DAY.**
2. Students arriving from the buses will enter the doors on the south side of the playground. The west exit doors will remain locked.
3. Student drop-offs should be done at the front entrance as the back parking lot will be closed to traffic. Please pull along the sidewalk at the front entrance and encourage your child to exit the car from the passenger side.
4. If you must enter the building with your child please park in an area that is designated for parking. We ask that you do not park your vehicle in the yellow painted areas for student safety.
5. After your child has exited the car please proceed through the crosswalk cautiously.
6. If you are walking to school please use all sidewalks to travel around the parking lot. It can be hard to see small children when the parking lot is full.
7. Students arriving after 7:50 are tardy. Parents/guardians are required to sign the students in at the Elementary Office.
8. Students eating breakfast are strongly encouraged to arrive prior to 7:45 a.m.

Afternoon Procedure:

1. **THE PARKING LOT AT THE BACK ALONG GOETHE ST. AND W. 8TH ST. WILL BE CLOSED TO TRAFFIC DURING THE SCHOOL DAY.** Cars will be expected to park along Goethe St. without blocking alley ways or personal driveways. Patrons will use the sidewalk in the parking lot to use the back doors.
2. All students will be dismissed at 3:03. Bus riders will exit the building with their classroom teacher. Student pick-ups will go to the gym.
3. After buses leave the elementary, student pick-ups will be escorted to the shelter on the playground.
4. Cars will form one line along the north side of W. 8th St. and pull up to the shelter. Teachers will help with traffic flow.
5. Drivers will share the name of student with teachers on duty, and the student will be escorted to your car on the driver's side. Drivers will not park and/or exit vehicles.

ATTENDANCE POLICY

Regular attendance is essential for optimal educational success. We ask that you please notify us if your child is going to be absent by phone or a note. A student who is absent is expected to bring a written excuse signed by the parent or guardian when the student returns for each absence. Please refer to the **Gasconade County R-1 School District Student Handbook** regarding rules, regulations, and procedures as they apply to student attendance.

MAKE-UP WORK FOR EXCUSED ABSENCE

Students will be given the opportunity to make up work missed due to excused absences. The amount of time allowed for making up work will be the same as the amount of time missed. A student will be required to take tests scheduled and announced prior to a period of absence on the day he/she returns to school. Tests scheduled and announced during a student's absence will be treated the same as other makeup assignments. If makeup assignments are not completed in the allotted time, each teacher will not be able to assess student understanding, which could result in less mastery of skills.

When a student has been absent, it is the responsibility of the student and parents to contact the teacher regarding makeup assignments. Should you need to pick up work for your child due to an absence, you are asked to call the school office before 10:00 a.m. Materials may be sent home with another child or you may pick them up at the end of the school day.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

In the case of unexcused absences, students will be required to make up all missed work. Work will be sent home upon the student's return to school. If makeup assignments are not completed, the teacher may not be able to assess student's understanding, which could result in less mastery of skills.

EXCESSIVE ABSENCES

After a student's attendance rate falls below 90% written notification will be sent home. If a child has been absent ten (10) times during a semester, regardless of the reason, the principal may arrange a conference with the child's parents/guardian. A plan to resolve the problem will be formulated during the conference. Among the terms of the plan may be a requirement of doctor's excuses for further absences.

ALTERNATIVE METHODS OF INSTRUCTION (AMIs)

Alternative Methods of Instruction (AMI) will be used in the event that school must be cancelled for an extended period of time. It is the goal of Gasconade County R-1 staff that alternative methods of instruction will allow us to continue learning when school is not in session. For instructional information, we will utilize the Google Classroom platform. Students without internet access may request a paper packet from their teachers. All teachers, including special education teachers, will be available for students via email.

TRANSPORTATION AND RELEASE OF STUDENTS

It is the school's practice to release students only to parents/legal guardians or persons designated by the parents/legal guardians in our computer system.

If it is necessary for your child to leave during the school day **or** if your child's transportation plans home change, **please call the school's office before noon of that day. We also ask that a note be sent to school explaining any changes in transportation home.**

If a child is to go home with another child, a note will be required from their parents/legal guardians stating they have permission to do so.

EARLY RELEASE

Taking children out of school early on any given day is discouraged. However, when such action is unavoidable, the parent is expected to sign their child out in the office. **Parents are not to go to a classroom.** If at all possible, all notes should be sent with the child at the beginning of the day, stating the reason and time of departure. Unless the office is notified, students will only be released to parents or legal guardians.

STUDENT CELL PHONES AND ELECTRONIC DEVICES

If a student brings a cell phone or electronic device to school, it is expected to be off or silenced and left in the students' backpack. If the device is not silenced and interrupts instruction or becomes a distraction, the device will be brought to the office for a family member to pick up. Hermann Elementary staff is not responsible for a device/phone that becomes damaged or is reported missing during the school day. During school hours of instruction, the use of a cell phone is not necessary for elementary students. Students in the elementary building should have limited use of cell phones and electronics during afterschool hours

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. Shirts with thin (spaghetti) straps are strongly discouraged. Students should wear tennis shoes, especially on PE days.

BREAKFAST AND LUNCH

Breakfast and Lunch are available to all students daily. Students eating breakfast are strongly encouraged to arrive before 7:45 a.m.

Free and Reduced Lunches Application forms for free or reduced prices for lunch are available in the office. If you feel your situation applies, please complete the application and return it to school. You will be notified if you have been approved. Until notification of approval you will be financially responsible for any cost incurred by your child/children. Even if you qualify, **free or reduced lunches do not include extra milk.** Parents may choose to send a sack lunch to school for their child. **Please do not send soda.**

STUDENT PROGRESS REPORTING

Report cards will be issued at the close of each quarter, generally one week after the last day of the quarter. Progress reports may be issued by teachers based on need.

Infinite Campus, the school district's student data base, offers a "Parent Portal" allowing parents an opportunity to monitor their child's progress on a weekly basis. A password is required for access and can be secured in the elementary office.

COMMUNICATIONS

School Contacts – Communication from the Hermann Elementary office is shared electronically via parent email. At times, throughout the year correspondence will be sent home concerning your child's progress, school activities, and building procedures. Please read all correspondence carefully and respond to them as necessary.

Parent Contacts – Teachers will communicate with a newsletter electronically each week. Several teachers use the text messaging app, BLOOMZ, to send updates as well. At times, teachers will communicate through email or personal note. If you have questions or concerns, PLEASE contact the teacher. Parents of students in Grades 2-3 are asked to review and sign the assignment notebook each night. Notes sent home may require that your child return a form or paper with your signature.

Apptegy—the most common communication tool utilized by the district is the Apptegy system. All families are encouraged to download the district app, Hermann Bearcats, in your device's app store. Notifications are sent through this app and our district website. Calls and texts can come from the building principal, superintendent or other member of staff. *In the event that school must be closed due to an emergency or inclement weather, the school district will utilize all systems through Apptegy.*

Parent Portal -- another communication tool is the Gasconade County R-I School District's **Parent Portal** through Infinite Campus. The Parent Portal is a web-based system that allows parent to access the latest information about their child's attendance, lunch account and grades. Parents can be given their password for access in the school office. A valid form of identification must be shown in order for receive your password.

Required Notes – Notes from parents or guardians are expected in the following circumstances; (a) after an absence, explaining the reason for the absence; (b) if the student is to ride a different bus than usual, explaining which bus and where he/she is going or should be let off the bus; (c) if the student is to do something other than his/her usual routine at the end of the school day.

REQUEST FOR PLACEMENT

Hermann Elementary takes pride in the excellent teachers on staff. Each teacher delivers curriculum in an effective student-centered manner. Placement of students is based on many factors such as reading levels, gender, birthdates, student needs, etc. If you have a special concern about your child's grade level placement for the upcoming school year, appointments can be made with Mrs. Brune during the last week of March. All requests for placement made in this manner will be considered, but guarantees of student placement cannot be made.

CARE OF TEXTBOOKS, LIBRARY BOOKS

Students are responsible for all textbooks and library books issued 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, the money will be refunded.

PARTICIPATION IN PHYSICAL EDUCATION AND RECESS

Students typically go outside every day unless it is raining, snowing, or deemed too cold. In order to participate all students are expected to have appropriate clothing. That includes a coat that zips or fastens, cap or hood, and appropriate footwear. The wearing of sandals, flip flops, and heels are discouraged. If students do not have appropriate clothing, they stay inside during recess or Physical Education.

Excuses – All children will be taken outside at RECESS/P.E. during suitable weather unless we have a valid reason in writing from the parents/legal guardian. An excuse from a physician will be required if a child is to refrain from RECESS/P.E. activities for more than two days.

BIRTHDAYS

Children's birthdays are very special events and are recognized in your child's classroom. Simple birthday treats may be sent to school for children. **We ask you only send pre-packaged, store bought items that meet nutrition guidelines adopted by the Gasconade County R1 School Board. These can include: bags of Baked Chips, Granola Bars, Popcorn, Gogurts, Animal Crackers, Gold Fish, Cheese Sticks, Pretzels, small bags of fruit snacks (less than 100 calories). Please do not send home cooked item or drinks.** Due to health and sanitation requirements **we can not serve home cooked items to students.** Please provide enough for all students.

CLASS PARTIES

Holidays are an exciting time at Hermann Elementary. This year each classroom will have a fall party designed by parents and the classroom teacher. School-wide celebrations will be planned during December, March, and May. More information will come in school newsletters later this year.

FIELD TRIPS

Written parental permission is required for student attendance on trips outside of Hermann. All field trip experiences have a direct bearing on the instructional curriculum. Participation on field trips will be determined by regular school attendance and student behaviors. Excessive absences (15) or office referrals (6) could result in a loss of field trip privileges. A student receiving an OSS will be prohibited from attending any field trips that semester. Any student that accumulates three, or more, days of OSS will be prohibited from attending field trips.

At the teacher's request parents may be asked to chaperone. All chaperones must pass a criminal background check prior to the trip. Parent chaperones will be responsible for enforcing school rules and procedures. Students and adults are restricted from purchasing souvenirs. **Younger siblings may not accompany chaperones on the trip.**

On field trips we ask students purchase a school lunch prepared by the kitchen staff. If your child has special dietary needs the classroom teacher should be notified.

MISCELLANEOUS

Visitors – **All visitors are required to report and sign-in at the office.** To avoid and prevent disruptions, students are not allowed to bring other children to school or to visit.

Flowers and Other Deliveries – **Florist shop deliveries made to the elementary are discouraged.**

Any deliveries sent to school will be placed in the office for parent pick-up. Delivery to students will not be made. Due to safety reasons, helium balloons and glass objects are not allowed on school buses.

Toys/Other items – Any unnecessary items (electronic equipment, toys, trading or game cards) which students bring to school may be confiscated by the teacher or principal. Parents may retrieve such items in the office.

Gifts—Gifts given to students from other students during the school day are strongly discouraged, unless directed by the teacher (es. Valentine's Day cards to the whole class) Any gift of a questionable nature will be stored in the office for parent pick-up.

HEALTH/NURSING SERVICES

A school nurse is typically available to assist in case of an illness or injury.

Medications – If your child is required to take MEDICATION (over the counter or prescription), we must have a release form signed by a physician. The request shall state the name of the student, name of the drug, dosage, frequency of administration, and how the medication is to be given and the doctor's name. **Only parents should deliver medications** to the nurse's office. If the nurse is out of her office the medication and release form should be delivered to the school office.

Fever – A temperature of 100 degrees or above will require your child be sent home from school.

Injuries – Any injuries requiring first aid will be addressed by the nurse. If, in the nurse or school personnel's judgment, more medical attention is required an attempt to make contact with the parent/guardian will be made.

Health –To provide the best environment for your child's learning experience and to protect the health of others, please send your child to school feeling well and rested. We ask that you do not send a child to school with a fever, cloudy discharge from the nose, earache, or stomach/intestinal distress. If your child contracts a contagious disease, please notify the school office, so that other children in that classroom can be observed more closely. Return your child to school only after all infectious and contagious symptoms have disappeared (**no fever for 24 hours**). When your child returns to school, send a written note signed by the parent/legal guardian indicating the days of the child's absence. When contacted by school staff regarding a child who has become ill at school, the parent should make arrangements for immediate pick up.

Illness/Allergies – Parents should assume the responsibility of making the school aware of any illnesses or allergies their child may have. Likewise, we ask parents to provide the school with at least two names of persons **with** working telephones to contact in case of emergency, as well as the family's preference of a local doctor.

Head Lice – Routine head checks will be made throughout the school year. If your child is found to have lice or nits, you will be notified at that time. Any additional family members in school attendance may be checked.

EMERGENCY PROCEDURES

Procedures for tornado, fire, earthquake, active shooter and other emergencies are outlined for every class and for all locations within the building. Written procedures are prepared and drills are held periodically for emergency situations.

SCHOOL EMERGENCY/CLOSING PROCEDURE

In the event that school must be closed due to an emergency or inclement weather, the school district will utilize *School Messenger*. **A recorded phone call will be made to the phone numbers listed on your child's emergency contact form.** Pertinent information will be shared in the recording stating the situation and procedures to be followed. Media outlets will be utilized at the district's discretion.

Emergency or early dismissals – Please make sure your child understands where they should go should school be dismissed early. If your child's transportation plans must change due to an early dismissal, please contact the office immediately outlining these changes.

SOCIAL MEDIA/STUDENT VIDEOS

Parents and other patrons are invited to follow our school's Facebook page, Hermann Elementary School and our district media pages, Gasconade County R1 on Facebook, Twitter, and Instagram. We often use student pictures, videos, artwork, etc. to highlight what we do at HES. If you have any concerns about your child's picture or student work being highlighted on any social media outlet, please send a written note to the office.

HERMANN ELEMENTARY DISCIPLINE PLAN

As parents and educators, we strive to teach children to be responsible for themselves and their actions. Self-discipline is the ultimate goal of our discipline policy. Persons who display self-discipline consider alternatives and make logical choices and decisions. As educators, we are responsible for creating and maintaining an atmosphere conducive to learning. At Hermann Elementary, we believe that no one has the right to interfere with the learning of others. We also recognize that only through support and cooperation between home and school can such an environment be possible. In order to ensure a quality learning environment for all students, rules and procedures will be enforced in accordance with our discipline practices.

Standards of Student Behavior

- Develop autonomous behavior and the ability to be self-disciplined.
- Respect authority, the rights of others, and property of others.
- Demonstrate responsibility – have assigned work and materials needed each day.
- Maintain high standards of personal conduct, courtesy, honesty, and integrity.
- Demonstrate punctuality and regular attendance.
- Respect and comply with school rules and expectations.

BEHAVIOR EXPECTATIONS

Hermann Elementary strives to provide clear and consistent behavior expectations to all students to help them make responsible decisions regarding their behavior. Understanding school expectations is the cornerstone for effective decision making skills. The following are expectations we have for student behavior in various settings:

Hallways & Stairs

1. Use a quiet voice if necessary to talk.
2. Raise your hand if you have a problem or question.
3. Walk in single file line following the directions of the adult.

Restrooms

1. Show respect for school property and restroom facilities.
2. Be quick and quiet.
3. Be clean. Wash your hands. Throw trash in the trashcan.
4. Flush after using the toilet.

Cafeteria

1. Follow directions and prompts.
2. Raise your hand if you have a question or problem.
3. Walk at all times.
4. Remain properly seated.
5. Clean up after yourself, including the table and floor area.

Playground

1. Follow directions and prompts.
2. Chase games are discouraged.
3. Play and use equipment safely and as designed.
4. Stay within fences and on blacktop.
5. Stay away from windows and doors.

Dismissal

1. Follow directions and prompts.
2. Walk to the busses.

AT ALL TIMES, ALL STUDENTS ARE EXPECTED TO KEEP THEIR HANDS, FEET, ALL OTHER OBJECTS AND UNKIND REMARKS TO THEMSELVES.

CLASSROOM DISCIPLINE PLAN

The discipline plan of the elementary school will comply with the policies of the Gasconade County R-I Board of Education discipline policies. The following expectations will be applied consistently in all classrooms and settings:

- a. Keep hands, feet, and all other objects to yourself.
- b. Follow directions and prompts given by any teacher or staff members

Additional classroom rules and expectations developed by teachers and/or their students will reflect Hermann Elementary School's standards of behavior. Teachers will communicate behavior expectations to students and parents throughout the school year. Teachers may assign consequences for minor infractions of expected behaviors. Teachers or staff members may implement alternative strategies to correct inappropriate behaviors. Phone contact with parents will be made when deemed necessary.

PRINCIPAL'S CONSEQUENCES

A copy of the district's discipline policy is provided to all parents at the beginning of the school year via the district web-site. The classroom teachers will review their discipline policy with their class periodically throughout the year. Infractions will be dealt with on a case-by-case basis. Natural consequences will apply whenever possible. Classroom teachers and the principal will maintain records of infractions and consequences. Typically, referrals will be mailed home or sent with the student. In some cases a signature or parent/teacher conference may be requested.

The consequences when the principal administers discipline may include:

- 1st offense: student conference with principal, parent contact, and possible consequences.
- 2nd offense: loss of privileges and parent contact.
- 3rd offense: loss of privileges and/or suspension and parent contact.
- 4th offense: suspension and parent conference.
- Subsequent offenses: out-of-school suspension.

District Discipline Policy will be followed at all times in accordance of Missouri State Law and/or adopted policies of the Board of Education.

Teachers are not responsible for an explanation of consequences assigned by the principal.

WORK COMPLETION POLICY

The faculty and administration of Hermann Elementary believe a major component of student success depends on the completion of all student assignments. Each student may be expected to spend time on completing work assigned in class that he/she did not finish during the school day. Teachers will be available for questions from parents regarding these assignments.

BUS REGULATIONS

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 students follow the bus regulations as explained by bus drivers. Failure to follow the guidelines can result in suspension of bus privileges.

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

GASCONADE COUNTY R-1 SCHOOLS 2023-24 SCHOOL YEAR

FIRST DAY OF CLASSES	TUESDAY, AUGUST 22
LAST DAY OF CLASSES (½ DAY)	FRIDAY, MAY 17

DAYS NOT IN SESSION

LABOR DAY	MONDAY, SEPTEMBER 4
TEACHER PROFESSIONAL DEVELOPMENT	MONDAY, SEPTEMBER 25
MID-FALL BREAK	FRIDAY, OCTOBER 27
TEACHER PROFESSIONAL DEVELOPMENT	MONDAY, OCTOBER 30
THANKSGIVING BREAK	WEDNESDAY – FRIDAY, NOVEMBER 22-24
TEACHER PROFESSIONAL DEVELOPMENT	MONDAY, NOVEMBER 27
WINTER BREAK	FRIDAY, DECEMBER 22- WEDNESDAY, JANUARY 3
TEACHER PROFESSIONAL DEVELOPMENT	WEDNESDAY, JANUARY 3
MARTIN LUTHER KINGJR. HOLIDAY	MONDAY, JANUARY 15
TEACHER PROFESSIONAL DEVELOPMENT	FRIDAY, FEBRUARY 16
PRESIDENT’S DAY	MONDAY, FEBRUARY 19
TEACHER PROFESSIONAL DAY	MONDAY, MARCH 18
SPRING BREAK	THURSDAY, MARCH 28--MONDAY APRIL 1

FIRST DAY OF CLASS AFTER AN EXTENDED VACATION

THANKSGIVING	TUESDAY, NOVEMBER 28
CHRISTMAS	THURSDAY, JANUARY 4
SPRING BREAK	TUESDAY, APRIL 2

QUARTER AND SEMESTER DATES

END OF 1ST QUARTER	TUESDAY, OCTOBER 17
END OF 1ST SEMESTER	THURSDAY, DECEMBER 21
END OF 3RD QUARTER	WEDNESDAY, MARCH 13
END OF 2ND SEMESTER	FRIDAY, MAY 17

EARLY DISMISSAL DATES FOR STUDENT/PARENT/TEACHER CONFERENCES

FALL CONFERENCES	THURSDAY, OCTOBER 26
LAST DAY	FRIDAY, MAY 18

INCLEMENT WEATHER DAYS ARE BUILT INTO THIS CALENDAR. INCLEMENT WEATHER DAYS WILL NOT HAVE TO BE MADE UP, UNLESS OF THE NUMBER OF DAYS OUT BECOMES EXCESSIVE.

FURTHER REVISIONS TO THE SCHOOL CALENDAR WILL BE DECIDED IN THE BEST ACADEMIC INTEREST OF THE STUDENTS BY THE SUPERINTENDENT/ BOARD OF EDUCATION.

REQUIRED PUBLIC NOTICES ARE POSTED ON THE FOLLOWING PAGES.



EL Phone: 573-486-3197
MS Phone: 573-486-3121
HS Phone: 573-486-5425
CO Phone: 573-486-2116

Gasconade County R-I School District

170 Blue Pride Drive, Hermann, MO 65041
www.hermann.k12.mo.us
Home of the Bearcats
Dr. Geoff Neill, Superintendent



EL Fax: 573-486-3244
MS Fax: 573-486-5106
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,

LESLIE LAUSE

DR. LESLIE LAUSE
ASSOCIATE SUPERINTENDENT
LLAUSE@HERMANN.K12.MO.US

Dot Schoening, Board President

Jeff Englert, Board Vice President

Kevin Stiers, Board Secretary

Mike Pratte, Board Director

Mark Brooks, Board Director

Ashley Kopp, Board Director

Amy Grannemann, Board Director

Leslie Lause, Associate Superintendent

Chip Stutzman, HS Principal

Matthew Mueller, MS Principal

Kendra Brune, EL Principal

Melissa Ash, Dir. of Student Services

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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.

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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.

PUBLIC BULLYING POLICY

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 districtwide antibullying coordinator. The antibullying 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 antibullying education and training programs. In addition, the antibullying 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 antibullying 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 antibullying 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.

STUDENT DISCIPLINE POLICY—GASCONADE COUNTY R1 (policy JG)

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.

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 Elementary 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.

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

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

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