

Gasconade County R-I School District

2023-24

August 1, 2023

Dear Parent/Guardian,

The Parent/Student Handbook is available and viewable on the Gasconade County R-I School District website, www.hermann.k12.mo.us for you to read and keep for your reference. This planner contains important information that you will need throughout the school year. Please contact your school office should you not have access to the internet and need a paper copy or access to a Kajeet device to access the internet from home.

The signatures below confirm that the Gasconade County R-I School District Student Handbook for 2023-24 school year has been reviewed by the student and parent/guardian and further indicates that the student and parent/guardian are aware of the information, procedures, guidelines, policies, rules, and consequences included in the student handbook.

We need and value your partnership in the education of your child. Students whose parents are involved in their schools achieve at higher levels. Each of our district's schools has opportunities for parents to become involved in a variety of ways. Please complete and return the form below. It verifies your review of the handbook. Have a great school year!

Verification and Receipt of Handbook

Signing below indicates you have read and understand the contents of the Gasconade County R-I Parent/Student Handbook and this Student Planner.

Student Name

Signature of Parent/Guardian

Date



HERMANN HIGH SCHOOL

During the school year H.H.S. office hours are 7:30 a.m. – 3:30 p.m. The office telephone number is 486-5425 ext. 1102. Voicemail messages can be left 24 hours a day, 7 days a week. The guidance office telephone number is 486-5425 ext. 1103. The district webpage can be accessed at www.hermann.k12.mo.us.

H.H.S. Office Staff:

Mr. Chip Stutzman, Principal (ext. 1100)
Mr. Todd Anderson, Athletic Director (ext. 1149)
Ms. Ayssa Creech, Counselor/ A+ Coordinator (ext. 1103)
Mrs. Roxanne Zeiss, Office Secretary (ext. 1102)
Mrs. Bobbi Mundwiller, Activities Secretary (ext. 1151)
Mrs. Kate Schannuth, Guidance Secretary (ext. 1143)
Mrs. Carol Kuhn, Food Service Secretary (ext. 1212)

This planner belongs to:

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Welcome to the Home of the Bearcats where spirit, pride, and achievement are traditions of a school in which the entire community plays a vital role. We know from experience that almost all of you are hardworking and responsible young adults. By continuing to work together and respecting one another, all of you at H.H.S. will increase your knowledge and develop your skills in ways that will enable you to be successful in your individual goals.

The staff at H.H.S. will be encouraging you to follow the ***Bearcat Challenge***, which is based upon the traits of courtesy, cooperation, commitment, and control. The essence of this challenge is your ability to be *courteous* to others, to work *cooperatively*, to be *committed* to your school work, and to *control* your behavior.

We hope this booklet will help you become acquainted with our facilities, policies, schedules, teams and organizations. We also hope that you will make an effort to know your teachers and make new friends at H.H.S. Your active involvement with your school will make your high school years among the most meaningful of your life. Working together, we can have a great school year!

School Mascot-BEARCAT

School Colors-BLUE and WHITE

CONFERENCE AFFILIATION

Four Rivers Conference – Members include: New Haven, Owensville, Pacific, St. Clair, St. James, Sullivan, and Union

ALMA MATER

Come and join in song together,
Shout with might and main,
Our beloved alma mater
Sounds her praise again.
Glorianna Alma mater
Hail to her be true,
She's the pride of Hermann High
Hail to old HH. (Big Blue)

ONWARD HERMANN

(Fight Song)

Onward Hermann, Onward Hermann
Step right up in line.
Toss the ball into the basket,
Points add up each time.
Rah! Rah! Rah!

Onward Hermann, Onward Hermann,
Fight on for your fame.
Fight fellas, fight
Until we win this game.
Rah! Rah! Rah!

BELL SCHEDULES

Regular Daily Schedule:

Blue/White Days

7:55	Warning Bell
8:00 – 9:30	Period 1/5
9:35 – 11:05	Period 2/6
11:10 – 11:38	Bearcat Time
11:43 – 12:03	“A” Lunch
12:08 – 1:38	“A” Period 3/7
12:13 – 12:33	“B” Lunch
11:43 – 12:13 & 12:38 – 1:38	“B” Period 3/7
1:43 – 3:13	Period 4/8

1:00 Dismissal Schedule

7:55	Warning Bell
8:00 – 9:05	Period 1/5
9:10 – 10:15	Period 2/6
10:20 – 10:40	“A” Lunch
10:45 – 11:45	“A” Period 3/7
11:25 – 11:45	“B” Lunch
10:20 – 11:25	“B” Period 3/7
11:50 – 1:00	Period 4/8

A.M. Assembly Schedule

7:55	Warning Bell
8:00 – 9:15	Period 1/5
9:20 – 10:05	Assembly
10:10 – 11:25	Period 2/6
11:30 – 11:55	Bearcat Time
12:00 – 12:20	“A” Lunch
12:25 – 1:40	“A” Period 3/7
12:30 – 12:50	“B” Lunch
12:00 – 12:30 & 12:55 – 1:40	“B” Period 3/7
1:45 – 3:13	Period 4/8

P.M. Assembly Schedule

7:55	Warning Bell
8:00 – 9:20	Period 1/5
9:25 – 10:45	Period 2/6
10:50 – 11:15	Bearcat Time
11:20 – 11:40	“A” Lunch
11:45 – 1:05	“A” Period 3/7
11:50 – 12:10	“B” Lunch
11:20 – 11:50 & 12:15 – 1:05	“B” Period 3/7
1:10 – 2:30	Period 4/8
2:35 – 3:13	Assembly

STUDENT ATTENDANCE POLICY

All students are expected to attend school regularly and to be on time for all classes in order to thoroughly benefit from the instructional program and to develop good habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are more attractive to prospective employers after graduation.

Paragraph 167.031 of Missouri School law sets forth legal standards and requirements relative to Compulsory School Attendance. In addition to satisfying the legal requirements, regular school attendance is considered essential for the student to receive optimum benefit from the school program. The following guidelines will be followed in administering school attendance in this school district.

The school day consists of four 90-minute periods. Student absence is not to exceed a total of six (6) per semester in any of the eight classes. Students are allowed six (6) total absences per semester/class. This total includes excused and unexcused absences. Days seven through ten (7-10), students will receive a zero unless they attend Saturday School or provide a note from a medical/legal/dental office. After the tenth (10th) absence, notes from medical, dental, or legal offices will be necessary in order to be eligible for extensions. **Absences for extenuating circumstances that are not medical, dental, or legal must have prior administrative approval for an extension to be granted.** Any student who exceeds ten (10) absences for a semester and does not provide the attendance office with a written note from medical, dental, or legal offices will face forfeiture of class work (receive zeroes on daily class assignments) for the additional absences.

If absences persist the principal may report the situation to the Division of Family Services as well as assign zeroes (0) for any class work missed for the remainder of the semester. In the event that absences continue the principal may make a recommendation to withhold class credit. The student and the student's parents will be offered the opportunity to appeal the principal's decision to withhold credit for excessive absenteeism to the superintendent.

Verification of Student Absences:

Parents should contact the office at 486-5425 x1102 to report an absence. Voice mail is available 24 hours, 7 days a week. Absences not verified by 9:00 am will result in a phone call to the parent's home or work. You will have 24 hours after returning to school to provide a note from your medical, dental or legal office to verify an absence.

Makeup Work during Absences:

Students will be given the opportunity to make up work missed during absences 1-6. The amount of time allowed for making up work will be the same as the amount of time missed. For example, if a student missed the first three days of the week and returned to school on Thursday, the make-up work would be due by the end of the following Monday. 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 make-up work. If make-up assignments are not completed in the allotted time, a reduced grade or a zero (0) may be recorded. **When a student has been absent, it is the responsibility of that student to contact the teachers regarding make-up assignments.**

Makeup Work during Suspensions:

All students suspended out of school by a building principal will be allowed to make up all work missed during the suspension periods and will receive credit for a maximum of eighty percent (80%) of work turned in. All work must be turned in the first day back in class or a zero grade will be recorded. Any student suspended by the superintendent for more than ten days, or expelled by the board of education, will be allowed to make up work at the discretion of the superintendent or board of education. The suspended student will be responsible for making arrangements for picking up homework from the high school secretary. Suspension days will be school days.

Leaving School Early:

For a student to be allowed to leave school during the day a note must be sent or telephone call made by the parent or guardian explaining the need to leave school. This must be cleared through the office before they are to leave. Depending on the reason for the absence, it will be excused or unexcused. The student will sign out from the office and sign back in when returning. Under no circumstance should a student leave school before closing time without permission from the Principal or Superintendent. A student that leaves school without permission will be considered truant and subject to discipline consequences.

Leaving School Due to Illness: See 'Services provided by School Nurse' Section.

Leaving Class Early: Students will not be permitted to leave any class without the teacher's permission. Students will not be called from classes to answer the telephone; however, messages will be taken and delivered to the student. Consequences for leaving early:

First offense: student/teacher/principal conference, referral, detention.

Second and subsequent offenses: Discipline referral, Detention, or ISS.

Truancy is another type of absence from school. Truancy is defined as an absence without the knowledge and consent of parents/guardians and/or the school administration. Guidelines concerning truancy can be found in the Section concerning 'General Student Conduct.'

Tardies:

Arriving Late to School: Students who are late arriving to school must stop at the office before reporting to class. They will be issued an excused or unexcused tardy to class based on their reason for being late. Students will be considered tardy or absent from their first class depending upon the time of their arrival. Students that arrive after the 8:00 start bell will be in violation and reported as late arriving to school. Students that report after 8:25 am will be reported as absent from their first class.

Those reporting late to school will face the following consequences when they are recorded as tardy to their first or fifth period class over the course of a semester:

First tardy – Warning

Second tardy – Warning and Parental Notification

Third tardy – Office Referral and detentions

Fourth tardy – Office Referral and additional detentions

Fifth tardy – Office Referral additional detention or 1-5 days ISS
Subsequent tardies – 1-5 days of ISS

Those reporting late will face the following consequences when they are recorded as absent from their first class:

First absence – Warning and Parental Notification

Second absence – Office Referral and Detention

Third and Subsequent absences – Office Referral and 1-5 days of ISS

Students determined as chronic offenders by the administration concerning reporting late to school will be subjected to OSS.

Arriving Late to Class:

Tardy #1 – Teacher warning.

Tardy #2 – Teacher assigned detention.

Failure to serve detention by deadline: Office referral.

Tardy #3 – Teacher assigned detention.

Failure to serve detention by deadline: Office referral.

Tardy #4 - and any subsequent tardy – Office referral.

Tardies shall accumulate until the end of the semester.

Attendance and Participation in Extracurricular Activities:

Students are required to be in attendance at least one-half day to be eligible to participate in, or attend a school sponsored extracurricular activity occurring that day or evening. HHS considers a “half-day” as 11:30. This applies to Saturday activities as well. Parents are required to contact the principal’s office in advance of the event if the student must be absent. The principal reserves the right to declare the student eligible or ineligible to participate. Students that participate in athletics, music, and speech should be aware of additional information regarding attendance and MSHSAA guidelines, which can be found in the athletic student handbook. No student will be penalized for missing a class, or school activity, in order to participate in another class activity or extracurricular activity. Students are responsible for all make-up work in classes missed.

Alternative Methods of Instruction: AMI’s will be used in the event that school must be canceled/closed for an extended period of time. It is the goal of Gasconade County R-1 Schools that AMI’s will allow us to continue learning when school is not in session. All students in grades 9-12 will use **Google Classroom/Canvas** as their platform for learning. If students do not have internet access at home, they can request paper packets from their teachers.

GRADING SYSTEM/SCALE

A 94.5 – 100	B+ 86.5-89.4	C+ 76.5-79.4	D+ 66.5-69.4
A- 89.5 – 94.4	B 83.5-86.4	C 73.5-76.4	D 63.5-66.4
B- 79.5-83.4	C- 69.5-73.4	D- 59.5-63.4	

HERMANN HIGH SCHOOL – RETENTION PROCEDURE

Students at Hermann High School are required to attain 28 credits for graduation. At HHS a student can earn up to (8) eight credits in a given school year.

- Freshman must earn 4 or more credits to be classified as a sophomore.
- Sophomores must have earned 12 or more credits to be classified a junior.
- Juniors must have earned 20 or more credits to be classified as a senior.

Students have opportunities for credit recovery through Summer School and Credit Recovery if available. Credit recovery may only be earned for 0.5 credit/ 1semester of a core course (English, Math, Science, Social Studies).

Bearcat Time Advisory

Bearcat Time Advisory is the high school Response to Intervention (RTI) time that is protected each day from 11:10 - 11:38. All students will be assigned an advisor by grade level at the beginning of the school year. Rewards areas consist of the Commons, Gym, and the Library. Students in grades 10, 11, and 12 with all A's and B's can sign up for these areas (Grade 9 is eligible 2nd semester). Students are to report to Bearcat Time Advisory on time with work to do. Arrangements to report to another class for assistance need to be made in advance in writing. This time is to be used for academic support; teachers can assist you with organization, monitoring grades, missing assignments, homework help, writing assistance, and communication with other teachers. Students are expected to work on assignments or read during this time. Students are not to be in the hallways without a pass from a teacher. Official club meetings can be scheduled with advance notice through the office on Thursdays and Fridays during Bearcat Time.

GRADUATION REQUIREMENTS

The guidance counselor can answer any questions regarding the requirements for graduation. The total number of credits required is broken down as follows:

English	4
Math	3
Science	3
Social Studies	3 (Must have American History and American Gov't)
Fine Arts	1
Practical Arts	1 or Practical Arts 1.5 including 0.5 Personal Finance or 1.5 Practical Arts with Personal Finance competency achieved through embedded credit (Agribusiness with 70% or above on Personal Finance assessment) or 90% and above on Personal Finance assessment.
P.E.	1
Health	.5
Electives	<u>11</u>
Total Credits	28

Required Courses for 9th Grade Students include English 1/Honors English 1, Math, Physical Science, American History, Health and Wellness

Required Courses for 10th Grade Students include English 2/Honor English 2, Math, Biology and World History.

Required Courses for 11th Grade Students include English 3/Honors English 3, and American History, Math, and Science. *Beginning with the class of 2020 11th grade will be required to take Government.

Required Course for 12th Grade Students includes an English Elective.

Participation in Graduation Ceremony: Students must be in good standing and have earned all required credits in order to take part in the Graduation Ceremony traditionally conducted in the month of May.

CLASS RANK

Class rank is calculated using the weighted grading scale. The weighted classes are Honors English III, Pre-Calculus, Calculus, Human Biology, Physics, and Advanced Chemistry. The grade point average will be computed on a 4.0 scale plus bonus points. After the G.P.A. has been computed, students who have met the D- grade requirement for a weighted course will have 1/56th added to their G.P.A. for each semester of credit earned in each weighted course.

DUAL CREDIT COURSES

Dual Credit courses available at HHS will be done through Drury University, Central Methodist University and East Central College. Students wishing to go through another college/university will need to do so through the Flex Program. Students enrolled in the online dual credit courses are permitted to bring their own computers. All technology guidelines apply. See the high school office for more information.

HONOR ROLL

To be eligible for the semester honor rolls at H.H.S. students must earn a GPA of 3.25 for that semester. Any grades of D or F will eliminate students from honor roll consideration.

ACADEMIC LETTER

To receive an academic letter, the student must maintain a yearly GPA of 3.5 or higher and display good citizenship. Freshmen, sophomores and juniors must take classes in all 4 areas of the core curriculum each semester. Seniors must take upper level classes in the 4 areas of the core curriculum each semester. Juniors and seniors must be progressing toward two years of the same foreign language. A complete listing of these required core classes is available from the Guidance Office.

STUDENT CLUBS/ORGANIZATIONS/PROGRAMS

Participation in clubs and organizations is a privilege, which is open to all students of HHS. Along with that privilege comes the responsibility to fulfill the requirements and obligations of membership which may include dues, fees, service projects, fundraisers and collection and remittance of those funds.

DRAMA CLUB

Drama club is designed for students with an interest in the theater. Members work on club activities which include a major fall production, Spring Play, speech team competitions and other dramatic events throughout the year. There are no class requirements to join our troupe.

FAMILY CAREER & COMMUNITY LEADERS OF AMERICA

FCCLA promotes personal growth and leadership development through family and consumer sciences education. The organization gives members the opportunity to work on community

service projects, where they can assume responsibility and learn leadership skills. Members may also set goals for self-improvement and enter STAR event competition.

FUTURE BUSINESS LEADERS OF AMERICA

This club brings business and education together in a positive working relationship. Organizational activities offer programs and services that create a forum in which students, educators, and business people learn about one another.

FUTURE FARMERS OF AMERICA

The purpose of the FFA is to develop competent agricultural leadership, cooperation, and citizenship among members based on recreational and educational activities.

FUTURE TEACHERS OF AMERICA

The purpose of FTA is to provide a means for secondary school students to participate in realistic education activities that are of assistance in making valid decisions about educational careers.

NATIONAL HONOR SOCIETY

The George F. Bayer Chapter of the National Honor Society was created to enthusiastically promote scholarship, stimulate service to the community, promote leadership, and develop character on the secondary level in grades 10-12.

To qualify for the Honor Society the following requirements must be met:

1. You must be a member of the Sophomore, Junior, or Senior Class.
2. You must have a grade point average that is a 3.25, or above.
3. You must excel in the following areas: Scholarship, Service, Leadership, and Character.
4. You shall have spent at least one semester enrolled in Hermann High School.

SCHOLAR BOWL

Scholar Bowl is an opportunity to provide students with educational experiences outside the classroom. This activity is created to challenge and enhance student's knowledge of a variety of subjects. Academic competition is a MSHSAA event and students who participate are expected to volunteer occasional Saturdays to compete with other schools. Eligibility to represent H.H.S. in Scholar bowl is a privilege students may attain by meeting the essential requirements established by MSHSAA and the Gasconade Co. R-I School District. See page 14 under athletic eligibility.

SPEECH TEAM

Members of the speech team compete in up to 6 meets each year. These competitions are held within the Four Rivers Conference with a cumulative meet taking place at East Central College. There is also a district meet with winners advancing to state competition. Eligibility to represent H.H.S. in speech meets is a privilege students may attain by meeting the essential requirements established by MSHSAA and the Gasconade Co. R-I School District. See page 14 under athletic eligibility.

STUDENT COUNCIL

Your Student Council provides for the student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration. See your elected officers if you need assistance.

FIELD TRIPS

Clubs and organizations at Hermann High School offer educational opportunities to travel to different places during instructional time for field trips. These trips are planned to give students a valuable educational experience and are considered a privilege. Students with failing grades, poor attendance, or who have multiple discipline infractions will not be allowed to go on field trips. Students must be in attendance on Friday in order to attend a trip on a weekend.

H.H.S. ATHLETIC TEAMS

Hermann High School provides extensive opportunities for students to compete in athletics. H.H.S. is a member of the Missouri State High School Activities Association (MSHSAA). MSHSAA policies determine starting and ending dates of seasons, number of contests allowed, number of practices required to compete, etc. In addition, they sponsor and administrate the district and state playoffs for each sport. HHS athletes compete in the following:

FALL

Boys/Girls Cross Country
Cheer
Football
Softball
Volleyball
Dance

WINTER

Boys Basketball
Girls Basketball
Dance
Cheer

SPRING

Baseball
Golf
Boys Track
Girls Track

Eligibility to represent H.H.S. in interscholastic athletics is a privilege students may attain by meeting the essential requirements established by MSHSAA and the Gasconade Co. R-I School District. Our district requires that a student earn three and a half (3.5) units of credit the previous semester to be eligible to compete. This means that students must pass seven (7) classes each semester to maintain eligibility. Students who are promoted from the eighth to the ninth grade will be eligible the first semester.

Before any student can practice or try out for a team, they must have a MSHSAA participation certificate and a completed physical examination form on file. All participants must have basic medical insurance coverage, and that information must be filled out completely and signed by parents on the participation certificate. An activity fee of \$25 will be charged to all students participating in HHS athletics.

SPORTSMANSHIP AT ATHLETIC CONTESTS

Hermann has a reputation of displaying excellent sportsmanship at interscholastic contests. It is our goal to assure that this tradition continues. We urge everyone to attend school events

and cheer our students on, however we will expect H.H.S. students to abide by the following rules of good sportsmanship:

1. All cheering should be FOR our team and not AGAINST the opponents.
2. Do not boo officials or members of the opposing team.
3. Vulgarity or suggestive gestures are prohibited.
4. Students are to keep quiet during events that require player concentration such as volleyball serving or basketball free-throw shooting.
5. Only authorized school personnel should be on the playing floor or field.

Violations of these rules of sportsmanship may lead to removal from the event and additional consequences.

SERVICES PROVIDED BY SCHOOL NURSE

A nurse is available to our students to provide assistance for any medical needs. If a student needs to take any medication while at school, the medication, whether over-the-counter or prescription must be turned in to the school nurse upon arrival at school. A physician authorization for all medications must be signed for the nurse to administer the medication to the student as needed. The Missouri State School Policy (JHCD) regarding student possession of drugs at school is that no student is allowed to carry any form of medication, over-the-counter or prescription (unless physician authorization is signed to self-administer medication). In the event a student becomes ill during the course of the school day, he/she must report to the school nurse and/or office. Students will not be permitted to leave school because of their illness until parent or emergency contact is notified by school personnel. Health screenings (height, weight, hearing and vision) will be conducted on all 9th grade students and new students to the district yearly. Beginning with the 2016-17 school year the State of Missouri mandated all students entering 12th grade receive a Meningococcal Vaccine (MCV). Vaccination records will need to be updated prior to the beginning of each school year.

Administration of Medication to Students (policy reference JHCD)

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education.

In order to administer any medication at school the following requirements must be met:

- The medication must be in its original container, labeled with the name of the student, name and dosage of medication, and directions as to when and how it is to be given. The school personnel will not administer the first dose of any medication and will not give one-time medications at school.
- Only current prescriptions will be given. We will not administer any medication past the expiration date on the container. Long term medications must have a new prescription bottle each month.
- A “medication administration” form must be filled out and signed by a parent or guardian on all medications giving the designated personnel permission to administer the medication.

- Parent permission is good for the current school year only, and must be updated if any changes are made in the medication.
- Medications must be brought to school by a parent/guardian or responsible adult. Medications will be counted by designated school personnel with parents present each time medications are brought to school.

Emergency medications: All student occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma related rescue medications. The school nurse or other trained employee may administer these medications when they believe that a student is having a life-threatening reaction or episode. Parents must notify each building office if they do not want their child to receive epinephrine or asthma-related medication.

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The 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/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The 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, 170 Blue Pride Dr., Hermann, MO 65041, Mondays through Fridays during business hours. This notice will be provided in native languages as appropriate.

Hermann High School A+ Program Program Overview

Students who meet the requirements of the A+ Program may qualify for tuition reimbursement at a Missouri public community college or vocational/technical college. Funds must be made available by the Missouri State Legislature. Gasconade County R-1 Schools are not responsible for funding of this program.

GOALS OF THE A+ PROGRAM

The three major goals of the A+ Program are:

1. All students will graduate from high school.
2. All students complete high school studies that are challenging and that have identified learner expectations.
3. All students proceed from high school to college, post-secondary vocational/technical school, or a high wage job.

STUDENT ELIGIBILITY

In order to be eligible for the A+ Program at HHS students must meet the following requirements:

- Enter into a written agreement with the high school prior to graduation.
- Attend an A+ designated high school for three consecutive years immediately prior to graduation.
- Graduate with an overall GPA of 2.5 or higher on a 4.0 scale (grades 9-12).
- Have an overall attendance rate of 95% or higher (grades 9-12). This covers all 4 years of high school and does NOT round up.
- Perform 50 hours of unpaid, district supervised tutoring or mentoring, 25% of which may be done in a job-shadowing setting, with approval from the A+ coordinator or counselor.
- Complete 20 hours of volunteer service in the school and/or community
- Achieve Proficient or Advanced on the Mathematics End of Course Exam, or earn a qualifying score on the ACT math subtest.
- Maintain a record of good citizenship and avoid the unlawful use/possession of drugs and alcohol.
- Make a good faith effort to secure Federal Aid by completing the Free Application for Federal Student Aid (FAFSA).
- Register with the Selective Service if required by law to do so.

GUIDANCE SERVICES

Guidance services include counselor assistance to every student, in educational planning, College admission, career exploration, group guidance, study assistance, and such personal concerns as the student may wish to discuss. A guidance resource library provides current reading and internet resources related to post-high school education, financial aid, vocational choices, and personal growth and development. Parents are invited to confer with the

counselor at any time. Please call for an appointment (486-5425 ext. 1103) to assure the time needed to serve you.

Dropping/Rescheduling Classes: Registration for the 2023-24 school year takes place in Spring 2023. Students obtain approval signatures from their current instructors to advance in that core or elective area for the following school year. Course selections are reviewed with the counselor individually and are sent home to obtain parent signatures.

Because the selection of courses has involved the student, parent, teachers, and counselor, a student's schedule should reflect their academic and post-secondary goals. Schedules will be provided at fall registration. At that time, if any of the following are discovered, a schedule change can be requested only for the first two days of the semester:

- Scheduling error (ex. Duplicate class)
- Does not meet prerequisite
- Does not reflect graduation requirements (ex. Senior has not taken Personal Finance)

Schedule changes do require parental consent in the form of a signature. The educational team consisting of teacher, counselor, and principal may initiate a schedule change based on the best academic interest of the student to meet necessary graduation requirements.

College Day Visits: The following guidelines will be in effect concerning college day visit opportunities:

1. Juniors are allowed one day for a college visit. The junior day cannot be carried over to the senior year. Junior college day visits should be completed prior to State Testing.
2. Seniors are allowed two days for college visits. Senior college day visits should be completed by May 1st unless the visit is for an entrance exam.
3. All arrangements must be made and/or cleared through the guidance office.
4. Arrangements must be made at least one week in advance of scheduled visit.
5. **Students must have a signed note from the college/school/university upon their return or the absence will be unexcused. This note must be returned to the guidance office.**
6. Students are encouraged to have parents accompany them on visits, both of you will learn more from the experience.
7. Many schools offer overnight and or weekend programs for interested seniors. Contact the counselor or school for information.
8. Students are responsible for making arrangements for all assignments before the scheduled visit.
9. This is a school-sponsored activity and all school rules and policies apply.
10. Job shadow day: Students are allowed to use one job shadow day during either their Junior or Senior year. Job Shadow forms are available in the guidance office that outlines the procedures. Students are responsible to make their own arrangements for a job shadow experience, although the counselor will assist them in making the contacts if the student brings the request to the guidance office. The job shadow packet must be completed by the student and returned to the counselor before having the absence excused. Job shadow days should be completed by April 1st.

Report Cards: At the end of each semester report cards will be mailed home. Quarter Reports will be sent home with students. Students that owe fees, fines, or that have not returned books, equipment, or uniforms will have their report cards held in the office until the issue is resolved. The quarter grade is not a grade of record; rather it is a preliminary indication of progress being made. The semester grade, which becomes part of the official transcript, represents an evaluation of the total semester's work. It is possible for a failing quarter grade to be brought up to a passing semester grade. It is also possible that a passing quarter grade can fall to a failing semester grade.

Progress Reports: Grade reports will be sent home with all students at mid-quarter and at the end of each quarter. When possible a call will be made to remind parents that grade reports were sent home. Semester grade reports will be mailed home. In cases where it appears advisable, parents will be requested to come to school for a conference concerning the matter.

LLOYD STOCK AWARD PROGRAM

About the Award: The Lloyd Stock program was established in honor of the former high school principal to recognize students for being well-rounded individuals. HHS students may accumulate points for the following: academic achievement, citizenship, and participation in clubs, athletics, music, and co-curricular competitions. Points are awarded according to the student's level of involvement and achievement in each area.

The faculty, staff, and administration of Hermann High School are dedicated to the idea that co-curricular involvement is a great indicator of future success and can be a great benefit to students as they continue beyond high school. The Lloyd Stock award program is a way that we have to recognize students for, and encourage student involvement beyond the classroom walls.

This program will be further used to award a scholarship to the Lloyd Stock All-Around Student in each class. Point totals, categories of involvement, and character evaluation will be used to determine the scholarship winner each year. Sponsors/Coaches will have a book available that indicates the number of points earned for each activity. Students with questions concerning those point values should contact their sponsor/coach.

Claiming Points: Students will be responsible for claiming their points each year. The claim forms for each semester will be included in the student planner each year. Students will need to turn their claim forms into the office by the specified dates.

Points will accumulate throughout the students' high school careers. Once students have earned 30 points, they will receive yearly certificates indicating their point total and level of achievement (*bronze, silver, or gold*). In the senior year, the students will be awarded the medal of their highest level of achievement. Point totals, for all students who return claim forms, will be posted in September of each school year.

In order to retain points for involvement, students must participate in at least two of the following four areas: *Athletics, Music, Competitive & Non-Competitive Clubs and Activities*. Points for academic achievement and citizenship will carry over each year, regardless of other involvement. Point values and caps for the above categories are pre-determined by the Lloyd Stock Award Committee. Point caps for each category are listed on the claim forms.

**1st SEMESTER
LLOYD STOCK AWARD - POINT COLLECTION FORM**

Student Name		Grade	2023-24
ACTIVITY	Pts Earned	Signature	Date
M u s i c	Auxiliary (Guard)		
	TOTAL - Music	<i>19 Pt Cap Per Activity 30 Pt Cap Total</i>	
A t h l e t i c s	Cross Country		
	Football		
	Softball		
	Volleyball		
	Cheer/Dance		
	Spring Athletic Achievements		
	TOTAL - Athletics	<i>19 Pt Cap Per Sport 30 Pt Cap Total</i>	
Acad./ Attend.	Renaissance		<i>Points Carry Over Each Year</i>
POINTS EARNED			1 st Semester

Students will be responsible for claiming their points each year. The claim forms for each semester will be included in the student planner. Students will need to turn their claim forms into the office by the specified dates. For the 2020-21 school year, these dates are as follows:

2ND SEMESTER LLOYD STOCK AWARD - POINT COLLECTION FORM

Student Name		Grade	2023-24
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ACTIVITY		Pts Earned	Signature	Date
M u s i c	Auxiliary (Guard)			
	Band			
	Choir			
	TOTAL - Music		19 Pt Cap Per Activity 30 Pt Cap Total	
A t h l e t i c s	Baseball			
	Basketball			
	Cheer/Dance			
	Golf			
	Track			
	TOTAL - Athletics		19 Pt Cap Per Sport 30 Pt Cap Total	
C o m p - C l u b s	FBLA			
	FCCLA			
	FFA			
	Scholar Bowl			
	Speech			
	TOTAL – Comp Club		30 Pt Cap for Combined Competitive Clubs	
N o n - C o m p C l u b s	Class Officer			
	Drama			
	FTA			
	NHS			
	Student Council			
	Varsity H			
	TOTAL – Non-Comp			
			No Cap on Non-Competitive	
Acad/ Attend.	Renaissance		Points Carry Over Each Year	

POINTS EARNED	2 nd Semester	1 st Semester	Previous Year Points	TOTAL FOR YEAR
AWARD EARNED:	Bronze 60+	Silver 90+	Gold 120+	Points to Carry Over to 2023-24

GENERAL STUDENT INFORMATION

Morning Policy: No loitering will be allowed in the parking lot. Students driving to school must enter the building at 7:50 am. All students are to remain in the commons until 7:45 am. After 7:45 am students are allowed to go to the halls of your lockers, cafeteria, or their first hour class. Students are not to return to the parking lot or leave the building once they have entered without permission.

Loitering: Loitering in areas of heavy student traffic or in restrooms will not be permitted.

Hall Passes: Students must request permission from their classroom teacher to leave the room for any reason by requesting a hall pass using our eHallPass system. Permission will be granted at the teacher's discretion.

Visitors: All visitors are to come to the Principal's Office upon entering the building. To avoid distraction, visitors will not be allowed to visit other students in classrooms or in the commons while school is in session. We request that students do not bring visitors to school for campus security reasons.

School Messages: The district utilizes the automated messaging service, Apptegy, to contact families in various situations. Voice messages are the most common type of communication. Text messages and email messages may also be utilized when patrons have opted to receive them. Parents can also download the schools app on their smartphone.

Inclement Weather: In the event that school must be closed due to an emergency or inclement weather, the school district will send a voice message if possible. **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.

The following media outlets are utilized to announce cancellations or early dismissals related to inclement weather:

KSDK Channel 5 St. Louis KMOV Channel 4 St. Louis

KTVI Channel 2 St. Louis KOMU Channel 8 Columbia

KRCG Channel 13 Jefferson City

Radio outlets may be used as well.

Most outlets refer to our district as: Hermann Public.

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 parents 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 to receive your password.

Four Rivers Career Center: Students attending the area career center in Washington have the responsibility of contacting the HHS office and the career center attendance office whenever they are going to be absent.

Students are to ride the school bus to the career center each day that it is in session. If there is a need to drive their own vehicle or another person's vehicle, they must obtain a permission

form from the career center. It must be signed by the personnel at the career center and their parents before the high school principal will grant his permission for the student to drive. On this permission form the reason for the necessity to drive must be stated.

If a student misses the career center bus three times in one semester, he/she will be dropped from the career center program for the rest of the semester. A student may also be dropped from the program for excessive absences.

On the days when the career center is not in session students are to be at HHS no later than the end of our second block/period.

Recommendations for 4RCC/ECC Dual Enrollment Classes:

Minimum requirements for application include the following:

- A. Students must have at least 2.00 GPA at the end of 4th semester.
- B. Students must have at least 15 credits at the end of their sophomore year, or 22 at the end of their junior year.
- C. Students must maintain a 2.00 GPA at the end of 6th semester to remain eligible for the career center program.

Meeting requirements for application does not mean automatic selection. Selection will be based upon total slots available, and funds, to all 4RCC programs.

Use of Telephones: The office telephones are for school business and emergency use only. Calls from the office should be made before school, after school or with permission from the office. Classroom phones are for teacher use only.

Use of Cell Phone: 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. Students should NOT be on their phone during a class period without the teacher's permission. To help with this, teachers will have assigned locations in class for students to store their cell phone. Any student on their phone during class without permission from the teacher will receive a discipline referral. **Students are NOT to make phone calls on their personal device at any time. Also, there is absolutely NO cell phone use in locker rooms or bathrooms at any time.**

Use of Technology: Technology used for non-instructional purposes such as downloading games, streaming video, music video, accessing social networks such as Snapchat, Facebook, etc. is prohibited. Students that violate this request will face the following consequences.

First offense: will result in student/teacher/principal conference, discipline referral, and loss of internet privileges.

Second and subsequent offenses: will result in discipline referral, loss of internet privileges and ISS 1-5 days.

Bypassing the district's filtering devices to gain access to restricted sites is also prohibited. Students that violate this request will face the following consequences. *First offense* will result in student/teacher/principal conference, discipline referral, loss of internet privileges and ISS 1-2 days. *Second and subsequent offenses* will result in discipline referral, loss of internet privileges and ISS 3-5

Inappropriate use of the district's network to copy the work of other students is also prohibited. Those found to be in violation, will face consequences which are outlined in the section related to cheating/plagiarism.

Personal Appearance: Students will be expected to keep themselves well groomed and neatly dressed at all times. All clothing is to be clean and in good repair. The climate in Hermann High School will be controlled (air-conditioned), therefore please remember this when purchasing clothing for school. Any form of dress which is considered by the school staff to be contrary to good hygiene or distractive/disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

Examples of unacceptable clothing include the following:

- * Students are not to wear tank tops or half shirts, at any time. Shirts must have short or long sleeves, and must be long enough to be tucked into their pants or shorts.
- * Baseball hats and **stocking hats (beanies)** will be allowed, but we will NOT allow cowboy hats, hoods, bandannas, etc.
- * Clothing which contains or displays profane language, indecent material, alcohol, tobacco, other drugs, sexual innuendo, weapons or violent themes will not be allowed.
- * Sleepwear or blankets are not appropriate for school and will not be allowed. The wearing of clothing so as to allow the exposure of undergarments is prohibited.
- * Clothing that has inappropriate holes should not be worn. Clothing that has inappropriate holes, tears, or has been ripped should not be worn.
- * Shorts must have a minimum inseam of 3". Skirts and dresses must be long enough for the student to touch the hem with the fingertips hanging straight to the side when standing.
- * No skin-tight bicycle shorts or "see-through" clothing will be allowed.
- * Shoes, boots, sandals or appropriate footwear are to be worn at all times. Soles should be non-marring.
- * Certain classes may require special clothing to be worn or may have students abide by more restrictive guidelines for dress (ex. Safety issues in shop classes). The instructors will designate what clothing will be required in those areas.
- * No spiked collars, weapon-like jewelry, bracelets or jewelry that depicts subjects inappropriate to the school setting will be allowed. Sunglasses are not to be worn in the building without prior administrator approval.

This list is not all inclusive. As new fashion trends arrive, they will be evaluated by building administrators and announcements will be made to the student body regarding their appropriateness for school.

Consequences for Dress Code Violation –

Violations of the high school dress code will result in the following:

First Offense: Principal/Student/Parent conference, student will be asked not to wear that particular clothing to school.

Subsequent Offense: Discipline referral, required to change clothes and detention or In-School Suspension.

Transportation to Extracurricular Activities: On all school sponsored trips students will be expected to follow all school rules and the directions of the chaperones. Student participants are not permitted to drive to those functions that are away from school. Students will be allowed to ride home with their parents if one of the parents requests permission from the chaperone at the event.

Organization/Club Meetings: Thursdays and Fridays during Bearcat Time as scheduled through the office.

Assemblies: Students are to remain in their classes until they are called to the gym or auditorium. Students are to sit in their respective sections according to class. The following standards of conduct must be observed during assemblies:

1. Student conduct will be considerate, respectful, and responsible.
2. Objects are not to be thrown in any manner during an assembly.
3. Students are to remain seated until they are dismissed.
4. Misbehavior during an assembly may result in removal, and further disciplinary action.

School Dances: Dances occur at various times throughout the school year for the benefit of high school age students. No student below the 9th grade will be allowed into any high school dances. The office must approve all outside guests before they will be allowed to attend. No outside guests over the age of 20 will be allowed. Guest forms must be completed and turned into the office prior to deadlines. Outside guests will be subject to administrator approval. Dress must be suitable and compatible with the school dress code. Students must be in attendance at school the day of the dance to attend. If a dance occurs on a weekend the student must be in attendance on Friday. Students that choose to attend school dances will be subjected to a breath test utilizing the district's passive alcohol sensor.

Prom: Students must be in good standing to be eligible to attend this school function. Class dues must be paid in full in order to attend. Prom is a formal school event, and as such, students are to invite their escort only. No outside guests over the age of 20 will be allowed. Outside guests will be subject to administrator approval. Students must be in attendance on the school day prior to prom. Students that choose to attend prom will be subjected to a breath test utilizing the district's passive alcohol sensor.

Senior Incentive Trip: Seniors are able to attend a Cardinal Baseball game in the spring with their class if they meet the following guidelines. Students must have 95% attendance (NO rounding up) and have not been assigned any ISS or OSS during their senior year.

Food & Beverages: Vending machines that serve snacks and beverages will be available to students before school, after school, and during lunch. These are OFF LIMITS during class time. Second Chance Breakfast will be offered to students between the first and second periods each day. All beverages in the hallway must have a lid. All Machines will be turned off in the event that wrappers and containers are not disposed of properly. Beverage coolers should not be brought onto school premises. Coolers in cars or trucks, which are parked on school grounds, will be subject to search by school staff. Food should not be delivered to school for consumption during class time.

Commons/Food Service: All lunches served throughout the school district are in accordance with all state and federal regulations. H.H.S. serves well-balanced and nutritious meals. Lunch prices are \$____ for students and for qualifying students the reduced rate is \$.40. The weekly rate of one school lunch per day will be \$____. Students may purchase an additional meal with the price being \$____. Extra entrees and ala carte items are available at an extra charge. Students that qualify for free or reduced lunches will be responsible to pay for all extra entrees and ala carte items. (Prices listed are subject to change.)

Meal money may be deposited into a student account each morning in the cafeteria between 7:30 and 8:00 a.m. Students will be issued a pin # that will be used for them to purchase lunch. Students are asked to keep a positive balance in their accounts. In the event that their account is negative, **No student** will be allowed to charge an additional lunch or ala carte to their account. A Student will not be served a meal until their account is in good standing. All students are required to go to the Commons during their lunch period, regardless of whether they do or do not eat lunch and they will remain in the Commons until the entire group is dismissed.

Cheating/Plagiarism: Any student who uses the work of another student or an unauthorized aide to earn points/credit in any class will **receive an office referral** and be subjected to discipline as assigned by the teacher upon the first occurrence. A student who allows another student to use or copy his/her work will be equally at fault and subjected to the same discipline. Also, students who plagiarize or take the ideas or writings from someone else and present them as one's own work (Webster's New World 1996) will be in violation. Consequences for such actions may result in a significant reduction or total loss of points on the assignment in question. A second incident of cheating or plagiarism in any class will result in loss of credit, an office referral, and consequences assigned by the administration.

Art Class Supply Fees: All art classes, with the exception of Art I, have a supply fee of \$10.00. This fee will be collected by the teacher.

Industrial Technology classes: Industrial Arts students will be required to pay a \$5.00 fee to cover supplies. Students will be required to pay for the equipment that is lost or damaged.

PE Lock Purchase: All students enrolled in P.E./Weight Training will be issued a padlock to be used in the locker rooms. Students will be responsible for maintaining their lock and locker. A fine for a lost lock is \$6. Students will be responsible for using their lock and locker to protect valuables. Students who participate in PE/Weight Training courses will be required to wear appropriate gym attire Sweatpants, Shorts, Shirts, and Gym shoes. PE/Weightlifting students will be required to dress out and participate on a daily basis to earn credit. Dress cuts will impact your daily grade. Continuous dress cuts will impact your quarter/ semester grade.

Band Uniforms: Band Uniforms will be issued to students at no cost, unless the uniform is returned with damage. If damaged, a fine will be assessed, based on the repairs needed. Dress code will vary per concert.

Book, Lock, Uniform Fees: There are no books, lock or uniform fees, although items not returned, or returned in a damaged condition, will result in a fine/fee being assessed.

Lockers: Students attending H.H.S. will be provided a locker. These lockers will be kept neat and are provided for the sole purpose of storing school related materials. Do not use contact paper, bumper stickers, or any permanent adhesive in your locker. Magnets may be used to hang notes and enrollment schedules in place. Any mistreatment or damage to a school locker may result in loss of the privilege to use the locker as well as a fine being assessed. Kicking the locker to open it will result in damage resulting in a fine at the end of the school year. **Lockers should be locked at all times.**

School Buses: All students who ride the bus will be assigned to a specific bus route. Changing of buses will not be permitted without prior approval from either the Principal or the Superintendent. Students who wish to ride a bus other than the assigned bus (to go visit another student, etc.) must bring a written request from their parents and present it at the Principal's Office to get approval to do so. No downtown stops will be made by out of town buses. Conduct on buses must be such that it will not disturb the driver and take his/her attention from his/her job of driving.

Student Vehicles/Parking: During the 2002-03 school year the Board of Education established a parking fee for students who drive and park vehicles at school. The fee for this is a one time fee of \$25. Safe driving practice is expected and students are to back into parking spaces. Students must park vehicles in designated areas and enter the building immediately. Students are not to return to their vehicles without permission until school is dismissed. Use safe driving practices and limit speed to 15 miles per hour on the school campus. Violation of parking or vehicle operating regulations may result in discipline steps and/or loss of driving/parking privileges. At the end of each day you will be dismissed from the parking lot by a school official. Your parking tag will be turned in at the end of your senior year as part of your checkout procedures.

Consequences for Parking/Driving Violations –

Violations concerning parking, unsafe driving practices, and exceeding the campus speed limit (15 mph) will result in consequences described in the 'General Student Conduct' section.

GENERAL STUDENT CONDUCT

The Student Code of Conduct is designed to foster student responsibility and respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. Special circumstances surrounding rule violations will be considered in each discipline case. The building principal will consider prior offenses in making his/her decision. Alternative discipline may be administered for infractions listed in the discipline policy that call for ten days or less of out-of-school suspension. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district

activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Gasconade Co. R-I School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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

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

Documentation in Student's Discipline Record

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

Searches by school Personnel (policy reference JFG)

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic search and inspection without notice.

Students are permitted to park on school premises as a matter of privilege, not of right. The District retains the authority to conduct routine patrols of student parking lots and inspection of the exteriors of student automobiles on school property. The interior of a student's vehicles may be inspected whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

Prohibited Conduct

The Board of Education has designated infractions in specific areas 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.

1. **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.
2. **Arson**** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 11-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 day out-of-school suspension or expulsion. Restitution if appropriate.

3. 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 degree.

First Offense: Principal/Student/Parent conference, Detention, 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.

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

First Offense: Principal/Student/Parent conference suspension or revocation of parking and driving privileges, detention, in-school suspension.

Subsequent Offense: Revocation of parking and driving privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

- 5. 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, in-school suspension or 1-180 days out-of-school suspension.

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

6. **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 the remainder of the school year.

7. **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, In-School Suspension, 1-180 days out -of- school suspension.

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

8. **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.

The administration may exercise discretion when assigning suspension for excessive referrals related to attendance/tardiness.

9. **Dishonesty - Any act of lying, whether verbal or written, including forgery.**

First Offense: Nullification of forged document. Principal/Student/Parent conference, detention, in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension.

10. **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, in-school suspension, or 1-10 days out-of-school suspension.

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

11. **Drugs/Alcohol* (see Board policies JFCH and JHCD) –**
- a. Sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug.
First Offense: Principal/Student/Parent conference, detention, 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.
 - b. Possession of or attendance 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.
 - c. 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.
12. **Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.
First Offense: Principal/Student/Parent conference, detention, 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.
13. **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 Expulsions 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: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

14. **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, 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.

15. **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, in-school suspension, or 1-180 days out-of-school suspension.

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

16. **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.

17. **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, or intimidating or hostile acts based on a protected characteristic.

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

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

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

- 18. Hazing (see Board policy JCFE) –** 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 may occur even when all students involved are willing participants.

First Offense: Principal/Student/Parent conference, detention, 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.

- 19. 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.

- 20. 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. Principal/Student/Parent conference, detention, in-school suspension, or 1-10 days out-of-school suspension

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

22. 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, 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, or expulsion.

23. 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.

24. Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP) –

a. 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, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension or expulsion.

b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic communication devices during the regular school day in a manner inconsistent with instructional purposes or the direction of the teacher, including class time, class change time, breakfast or lunch meal times 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, or in-school suspension.

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

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

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, or in-school suspension, or 1-180 days out-of-school suspension.

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

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

Subsequent Offense: Return of or restitution for property. In-school suspension, 11–180 days out-of-school suspension or expulsion.

26. **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, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

27. **Tobacco (see Board policy JFCG)** –

a. 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.

b. 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 tobacco product. Principal/Student/Parent conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. in-school suspension or 1-180 days out-of-school suspension.

28. **Truancy or Tardiness(see Board policy JED)** – Absence from school without the knowledge and consent of parents/guardian and/or the school administration; excessive

unjustifiable 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. Failure to earn credit on missed assignments. Notification of juvenile authorities.

Subsequent Offense: In-school suspension, removal from extracurricular activities, and notification to CD for educational neglect. Notification of juvenile authorities.

29. **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, in-school suspension, or 1-180 days out-of-school suspension.

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

30. **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.

31. **Weapons * (see Board policy JFCJ)** –

- a. 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 day's out-of-school suspension or expulsion.

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

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

Subsequent Offense: Expulsion.

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

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

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

Detention- In the event that detention assigned for the violation of school rules the following schedule will exist:

Before School Detention 7:25 – 7:55 a.m.

Lunch Detention 1st shift/2nd shift

Detention 3:15-4:00 p.m.

Saturday School 8:00-11:00 am

Before School- Students must report to the office no later than 7:25 a.m. and remain in the office until 7:55. Students should bring study materials or reading material with them and be prepared to work for the entire period. Students may be assigned other duties as deemed necessary by the administration.

After School Detention- Students must report to the office no later than 3:15 and remain in the assigned area until 4:00. Students should bring study materials or reading material with them and be prepared to work for the entire period. Students may be assigned other duties as deemed necessary by the administration.

In-School Suspension – Students assigned ISS will report to the designated room with all instructional materials. Students will not be allowed to use cell phones or have food or drink. Students must complete all assignments and homework. Students may be assigned other duties as deemed necessary by the instructor.

Lunch Detention-Students must report to the assigned room to check-in. Once everyone is checked the supervisor will dismiss you to get lunch. Students who violate the rules of detention, which are determined by the supervisor, may be subject to additional consequences. Failure to complete assigned detentions or will face additional disciplinary consequences which may include I.S.S. or O.S.S.

Saturday School-Saturday School is an opportunity for students to make up work (primarily from unexcused absences). Students have until the next grading period to make up work from an unexcused absence. If the absence occurs after the final SS for that grading period, the student will get an extension only until the next SS is held. Failure to make up work by this point will result in a zero on any assignments missed.

Failure to Serve Detention: Students that are assigned detention for disciplinary reasons will be subjected to serious consequences if their assignments are not completed by the deadline. Students failing to complete detention will face the following consequences:

First Offense: Office Referral and Double Detentions.

Second and Subsequent Offenses: Office Referral and 1-5 days of ISS.

Changes or additions to discipline policies can occur through the course of the school year based upon decisions made and approved by the district's Board of Education. In the event that changes are made, the administration will communicate them to the student body.

Bullying (policy reference JFCF)

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 anti discrimination 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, and 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.

WRITER'S GUIDE

MLA Style/ Manual:

The Modern Language Association (MLA) is a style that is often used in the English or Language Arts departments and is an acceptable method of documenting research.

Page Setup

All pages have margins set at the right, left and bottom 1" and the top set at 2". MLA does not suggest a cover page but instead uses a left aligned heading on the first page with one per line: Name, Instructor, Course, and Date. Follow your instructor's direction as they may vary from this. The title is centered in the next line.

All pages of the report include the last name and page number in a right aligned header.

Jan Doe	Doe 1
Professor Michaels	
English Composition	
55 January 2099	
Creation of Life	

How to Cite Sources

When completing research and wanting to use other people's words or findings, you need to cite your sources and give credit to the original author or researcher. If you are not citing correctly or at all, you are in danger of committing a serious offense called plagiarism.

Citations in Text

You must give the name of the author and page number where you found the material quoted in the text. Examples:

Michaels stated that lack of sleep is a major hindrance for teenagers' ability to learn (10). Lack of sleep is a major hindrance for teenagers' ability to learn (Michaels 10).
--

The last name of the author should reference the first part of the entry in the Work Cited page. When a document has no stated author (often the case with internet documents), a title is used in the place of a last name in the parenthetical reference. When an author is not found, use as much of the title as needed in order to identify the specific sources. The following is an example of using the document title in the citation when the author is not shown.

Kryptonite should be considered a controlled substance and illegal in the state of Missouri ("Superman's Weakness").

Block Quotes

Quotations of more than four typed lines are indented one inch or ten spaces from the left margin. They are double-spaced like the regular text.

Work Cited Page

Continue with the same margins: 1" for left, right, and bottom, 2" for top. This document is a separate page and should have a title: Work Cited, typed in the top center of the page. The sources should be in alphabetical order by the first letter of each entry (last name or title). In some cases the entry will take more than one line. Make sure to indent the additional lines for that entry with 5 spaces. Double Space the entire document and look at the following example:

Book:

Angels, Michael. American Heroes. New York: McGuire, 2001.

Periodical:

Branson, Kevin. "The Daily Planet Survives." Time Magazine. 12 Dec. 2000: 20-21.

Scholarly Journal:

Donaldson, Leslie. "The Super Power of the World." American Law. (1998); 30-45.

Internet/Web Sources:

Lane, Lois. "Superman Records". 20 Jan 2000. Library of Congress. 5 Oct 2008.
<<http://www.loc.supermanrecords.htm>>.

Further Reference

For further reference, use the following website: www.mla.org.

Work Cited

Doe 4

Angels, Michael. American Heroes. New York: McGuire, 2001.

Branson, Kevin. "The Daily Planet Survives." Time Magazine. 12 Dec. 2000: 20-21.

"The Super Power of the World." American Law. (1998); 30-45.

Lane, Lois. "Superman Records." 20 Jan 2000. Library of Congress. 5 Oct 2008.

<<http://www.loc.supermanrecords.htm>>.

APA STYLE MANUAL:

The American Psychological Association recommends this format which is used in the fields of psychology, sociology, business, economics, nursing, social work, criminology and history.

Page Set Up

All pages have one-inch margins on all sides with a right-aligned header containing an abbreviated topic and page number. APA style includes a title page; the title page contains the title, the writer's name, and school double-spaced and centered on the page. Many instructors may require additional items; follow the instructor's specific directions.

How to Cite Sources

You must credit the work of others when used in your papers. This is true whether you are quoting, using an idea, or using factual information. In APA style, you give a brief credit in the text then describe the text more fully in your References page.

Citations in Text

Give the author's name, date of publication, and page number in parentheses at the end of the material used. The period to conclude the sentence goes outside and after the closing parenthesis. If the author's name and or date of publication have been mentioned in your sentence, only the page number need be given in the parenthetical citation.

Pluto is no longer considered a planet (Superman, 2007, p.3).

Reference Page

The reference page begins on a separate page and is double spaced. Type the title: References in the top center of the page. Arrange all entries in alphabetical order by the author's last name; for several works by one author, arrange by year of publication with the earliest one first. For authors' names, give all surnames first and then the initials. If the entry takes up more than one line, indent subsequent lines 5 spaces.

Book:

Lane, Lois. (1979). *The Superman Who Got Away*. New York: McGraw.

Periodical:

Luther, Lex. (2005, May 5). If the Cape Fits. *Nation*, 276, 11-15.

Scholarly Journal:

Clinton, Hillary and Gulliani, Rudy. (2007). Superman wears both red and blue. *Journal of American Politics*, 53(2), 49-67.

Internet/Web Source:

Lane, Lois. 2007. Superman Records. Library of Congress.
<www.loc.gov>.

References

Superman 6

- Clinton, Hillary and Gulliani, Rudy. (2007). Superman wears both red and blue.
Journal of American Politics, 53(2), 49-67.
- Lane, Lois. (2007). Superman Records. Library of Congress. <www.loc.gov>.
- Lane, Lois. (1979). *The Superman Who Got Away*. New York: McGraw.
- Luther, Lex. (2005, May 5). If the Cape Fits. *Nation*, 276, 11-15.

Further Reference

For further reference, use the following website: www.apastyle.org.



BUSINESS LETTER STYLE MANUAL

The following is an example of a personal-business letter:

**2" top
margin**

196 Oak St.
Sunnydale, NY 15553-8854
April 17, 2008

QS

Mrs. Jane Mitchell
1245 Beekman St.
Carbonville, NY 15554-9567

Dear Jane

It seems like years since we were in Ms. Gerhig's keyboarding class. Now I wish I would have paid more attention. As I indicated on the phone, I am applying for a position as box office coordinator for one of the theaters on Broadway. Of course, I know the importance of having my letter of application and resume formatted correctly, but I'm not sure that I remember how to do it.

DS

Since you just completed your business education degree, I knew where to go to get the help I needed. Thanks for agreeing to look over my application documents; they are enclosed. Also, if you have any suggestions for changes to the content, please share those with me too. This job is so important to me; it's the one I really want.

DS

Thanks again for agreeing to help. If I get the job, I'll take you out to one of New York's finest restaurants.

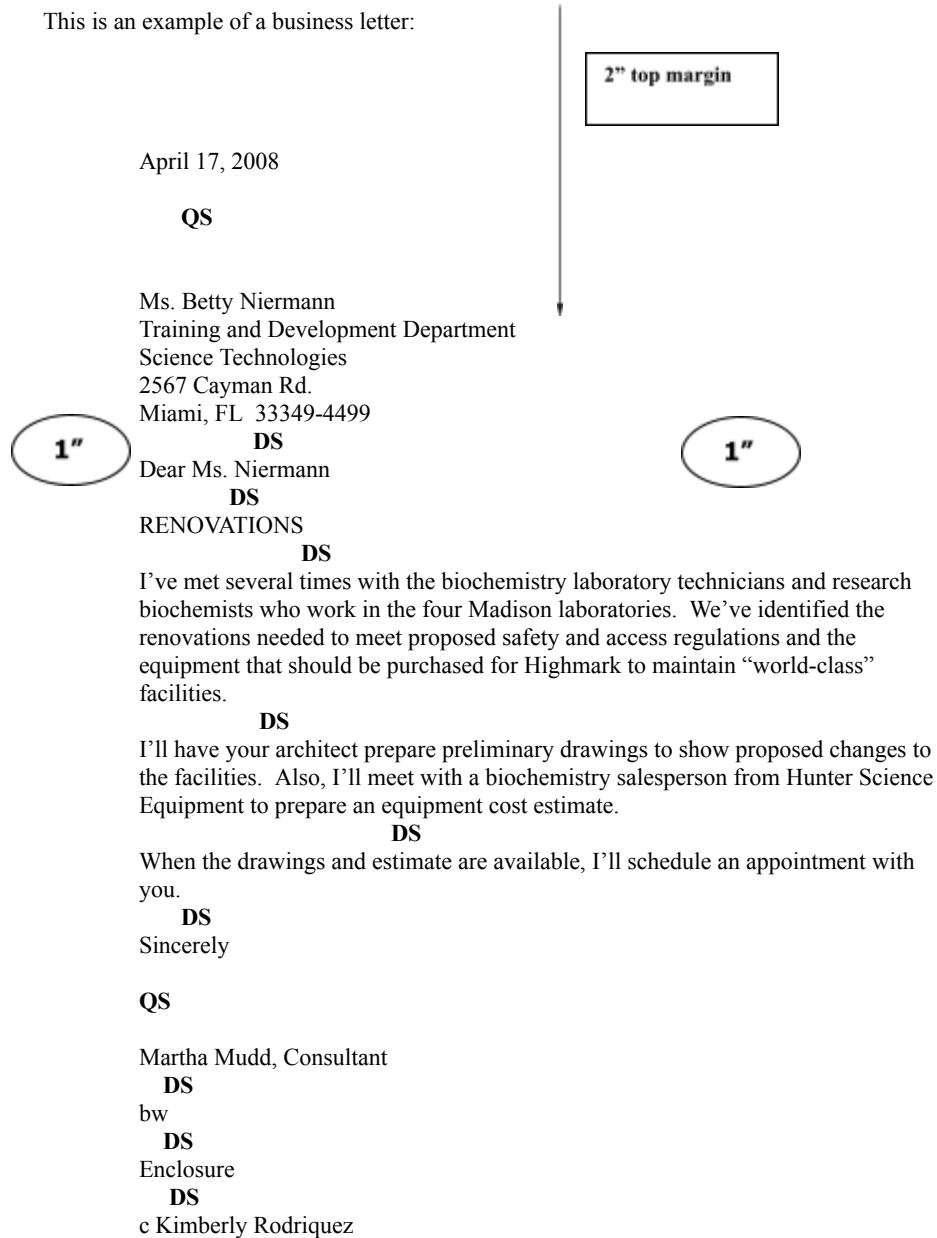
DS

Sincerely
QS

Mary Smith
DS
Enclosures

**Shown in 12-point Times New Roman, with 2" top margin
and 1" side margins.**

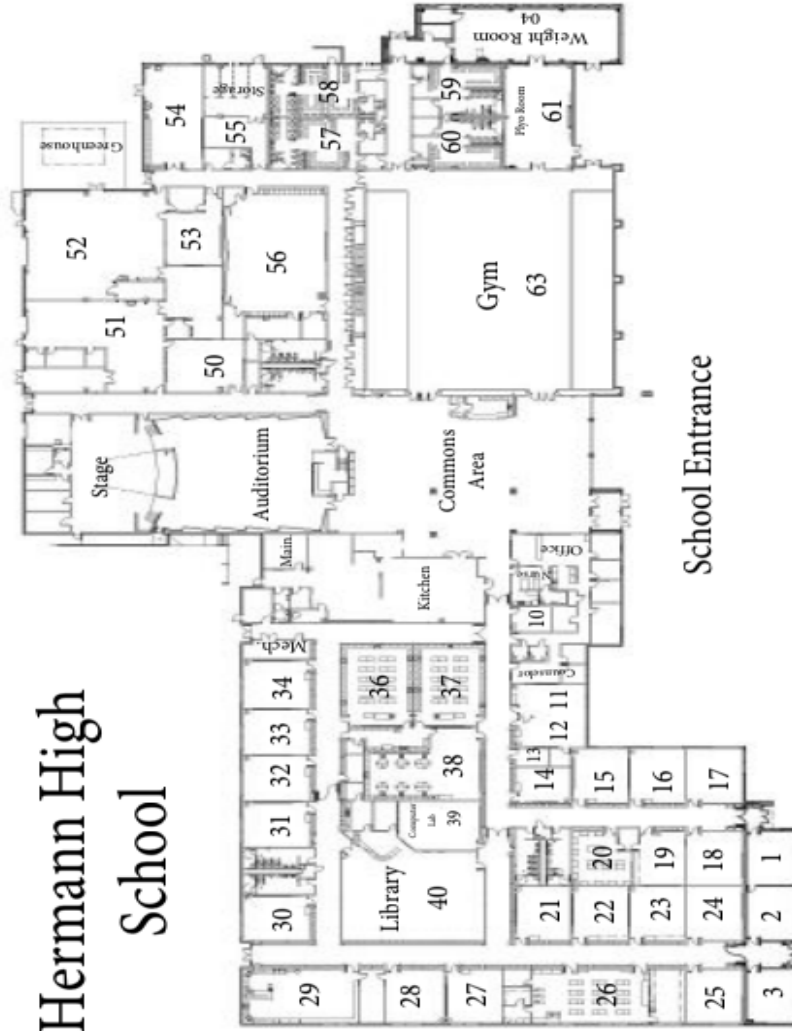
This is an example of a business letter:



Teacher Room Key

<u>Room Number</u>	<u>Teacher's Name</u>
01	Ms. Mires
02	Mrs. Hanks
03	Mr. Witthaus
11	Mr. Lansford
15	Mrs. Bratcher
16	Mrs. Aaron
17	Mrs. Shoemaker
18	Ms. Fries
19	
20	Sensory Room
21	Mrs. Koch
22	
23	
24	Mr. Leibach
25	
26	Ms. Schannuth
27	Ms. Engemann
28	Mrs. Koelling
29	Mrs. Koelling
30	Mr. Bader
31	Mr. Dalton
32	Mrs. Behrens
33	Ms. Masur
34	Mr. Barringhaus
36	Mr. Robb
37	Mr. Terry
38	Mrs. Uthlaut
39	
40	Mrs. Schwartze/Mrs. Hays
50-51	Mr. McKague
52-53	Mr. Ridder
54	Mrs. Vedder
56	Ms. Schroer/ Mr. Menderski
61-63	Mr. Leeper/Mr. Bell/Mr. McKague/Mr. Morris

Hermann High School



**Missouri Department of
Elementary and Secondary
Education Every Student
Succeeds Act of 2015
(ESSA) COMPLAINT
PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local

education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific

requirement allegedly violated. **7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be

completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

Every Student Succeeds Act of 2015

https://docs.google.com/document/d/1KM_00Gv6jKNBY-JiZjR7c7aMWvEgl48O/edit