

**PENNEY HIGH
SCHOOL**
Hamilton R-2 School District



Student Handbook

2025-2026

**HAMILTON R-II SCHOOLS
Penney High School
2025-2026**

District Calendar 2025-2026

August 13-14, 18 Teacher In-Service
August 19 First Day of School (1:00 p.m. release)
September 1 No School - Labor Day Holiday
September 12 1st Quarter Mid-Term
September 26 Early Out 1:00 – Homecoming
September 29 No School - Teacher In-Service
October 17 End of 1st Quarter (42 days)
October 23 Early Out 1:00 - Parent /Teacher Conferences 1:30-7:30
October 24 No School
November 14 2nd Quarter Mid-Term
November 26-28 No School - Thanksgiving Break
December 19 Early Out 1:00 - Christmas Break (End 2nd Quarter - 41 days)
December 20 - January 2 No School-Christmas Holiday Break
January 5 No School-Teacher In-Service
January 19 No School-Martin Luther King Day
February 6 3rd Quarter Mid-Term
February 9 No School - Teacher In-Service
February 16 No School-President’s Day
March 12 End of 3rd Quarter (45 Days)
March 13 No School
March 16 No School - Teacher In-Service
April 2 Early Out 1:00 - Spring Break
April 3-6 No School - Spring Break
April 10 4th Quarter Mid-Term
May 10 High School Graduation
May 15 Early Out 1:00 - Last Day of School (End of 4th Quarter - 42 days)

170 Student Days/177 Staff Days

Total Hrs. 1083.30

Professional Development Days

August 13-Full August 14-Full August 18-Full September 29-Full
January 5-Full February 9-Full March 16-Full

PHS MISSION STATEMENT

- Together, we will promote a positive and secure learning-centered environment with the educational tools and opportunities to embrace diversity for success as life-long learners.

PHS VISION STATEMENTS

- Develop communication, problem solving, and technological skills to prepare students for a variety of situations.
- Promote accountability for each person involved in the learning process.
- Develop constructive relationships between students, parents, and community.
- Foster curriculum as an evolving conceptual framework.

NOTICE OF NON DISCRIMINATION

The Hamilton R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: John Schieber, Principal, Hamilton R-II School District, P.O. Box 130, Hamilton, Missouri 64644 or (816) 583-2136.

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DISTRICT INFORMATION & POLICIES

TELEPHONE NUMBERS:

Superintendent's Office – 583-2134
High School Principal's Office – 583-2136
Middle School Principal's Office – 583-2173
Elementary Principal's Office – 583-4811
Athletic Director's Office – 583-2136 ext 2024
Vocational Agriculture – 583-2135
Kitchen – 583-2441
Missouri's School Violence Hotline – 1-866-748-7047
School web page: www.hamilton.k12.mo.us

SCHOOL HOURS:

Classes will begin promptly each day at 8:00 a.m. and will be dismissed at 3:00 p.m.

Penney High School staff will be responsible for supervising students from 7:30 a.m. until 3:00 p.m. Students should not arrive at school before 7:30 a.m. unless they have made arrangements with a teacher to receive extra help. Students are to leave the premises immediately after the 3:00 bell rings unless they have made arrangements with a teacher to receive extra assistance or supervision or are involved in an extracurricular activity with supervised practice immediately after school.

The Hamilton R-II School District and Penney High School will not be responsible for supervising students outside the stated times listed above.

DISTRICT WEBSITE INFORMATION AVAILABLE:

Information available on the Hamilton R-II District website includes but is not limited to:

1. Daily Bulletin
2. Student Handbook
3. School Calendar
4. Lunch Menu
5. School Contacts
6. School Board Policy
7. A+ information
8. Information on school closings

DAILY BULLETIN:

To provide effective communication between the school administration, faculty, and students, a bulletin will be read each morning. Copies of the bulletin are posted on bulletin boards in the commons near the office and on the school website. All students are responsible for knowing the information in the bulletin. Students and teachers may submit items for the bulletin to the principal's office.

VISITORS:

At this time, visitors will only be allowed in extreme situations. We will not allowing drop-offs except in extreme cases where it is deemed to be in the best educational interest of students as determined by the high school principal. If a visitor needs to come into the building, they will be screened and, if determined they are ok to enter, the visit will occur. Please try to call ahead to discuss with the principal before coming for a meeting.

SEXUAL OFFENDERS:

Sexual offenders are not allowed on school property.

STUDENT TRANSPORTATION SERVICES

The Board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. The superintendent shall ensure that the transportation services of the district meet all of the requirements established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of transportation operators and operational procedures adopted by the Board of Education. Resident students living three and one-half miles or more from school will be entitled to free transportation to and from school. Free transportation will not be provided to other children, except for those where hazardous walking conditions are found to exist by the Board of Education. The Board of Education may also provide transportation to resident students who live less than three and one-half miles from school. Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law.

The superintendent shall ensure that the transportation services of the district meet all state and federal laws as well as other requirements of the Board of Education. Students may be transported in leased vehicles, private vehicles, common carriers or other contracted transportation as allowed by law and permitted by the Board. All district employees or other persons who drive district-owned or district-leased transportation or who transport students in private vehicles as an agent for the district must meet applicable state and federal laws as well as district policies and procedures.

BUS RULES:

All students riding Hamilton R-II school buses at any time will observe the following rules:

1. The bus is an extension of school property and authority. Rules applying to the school premises apply equally to the school buses.
2. Students are to be seated immediately after boarding the bus. There will be no standing nor walking on the bus while the vehicle is in motion.
3. Cursing and foul language are strictly prohibited. Violations will result in appropriate disciplinary action.
4. Conversation is to be carried on in normal tones. There is to be absolutely no unnecessary noise or other disturbance.
5. Students are not to open the emergency exit door except in the case of an emergency.
6. Students riding buses to school-sponsored events are expected to return on the bus. Parents must request permission from the sponsor for their child to be excused from returning home on the bus.
7. A student may be deprived of the use of school buses if he violates this privilege or misbehaves in any way.
8. A bill for damages will be sent to the parents of any student causing intentional damage to a school vehicle.
9. The driver may assign students to seating locations, subject to administrative approval.
10. A bus conduct report to the Principal may result in: 1st offense- warning; 2nd offense- 3 day suspension of bus riding privileges; 3rd offense- 10 day suspension; 4th offense- suspension for rest of the year. Consequences can vary depending on the severity of the reported violation.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES AND COMMON CARRIERS

The district, its officers and employees, volunteers, and every person employed under contract by a school district shall be subject to these regulations. All contracts executed for transporting children in school buses on behalf of the district shall include a reference to these regulations. This procedure does not apply to private carpooling arrangements or persons transporting their own children unless parents/guardians are transporting students in accordance with an agreement with the district to provide student transportation on the district's behalf.

Requirements for Transportation of Students in Vehicles Designed for Transporting More Than Ten Passengers Including the Driver

Vehicles designed to carry more than ten passengers, including the driver, that are used to transport students to or from school or to transport students to or from any place for educational purposes or school purposes shall meet state and federal specification and safety standards applicable to school buses. Contract common carriers meeting federal Department of Transportation standards may be used for field trips as outlined later in this procedure.

Requirements for Transportation of Students in Vehicles Designed for Transporting Ten Passengers or Fewer, Including the Driver

1. The number of passengers, including students and driver, that may be transported at any one time shall be limited to the number the manufacturer suggests as appropriate for that vehicle in accordance with § 304.060, RSMo., or if not posted in the vehicle, then limited to the number of seat belts in the vehicle.
2. The driver and each passenger shall be properly secured with the appropriate seat restraint at all times while the vehicle is in motion.
3. Motor vehicles designed for enclosed passenger transportation may be used subject to board approval.
4. Motor vehicles shall be licensed according to law and shall display a current state safety inspection sticker.
5. The driver of a district-owned or district-contracted vehicle shall have a valid Missouri operator's license for the motor vehicle operated.
6. The driver of a privately owned vehicle transporting students to and from school or school-related events on the school district's behalf shall have a valid Missouri operator's license for the vehicle operated.
7. Motor vehicles shall have liability insurance coverage in accordance with law. The transportation contracts with private firms or individuals may establish the minimum policy limits the private firm or individual must have in force.

Requirements for Transportation of Students in Authorized Common Carriers

1. Authorized common carriers shall be used only to transport students to and from field trips or other special trips for educational purposes and shall not be used to transport students to and from school. Authorized common carriers, as used in this procedure, are over-the-road, intercity-type coaches equipped with reclining seats and air conditioning. Authorized common carriers must also hold authority from the Missouri Department of Transportation Motor Carrier Services or the Federal Motor Carrier Safety Administration.
2. There shall be a written contract between the district and the individual or firm providing the vehicle.
3. All contracts with authorized common carriers shall include:
 - Proof of liability insurance in the amount of five million dollars per accident.
 - Proof of safety inspections and compliance with applicable Federal Motor Carrier Safety Regulations.
4. The driver of an authorized common carrier shall hold a valid Missouri commercial driver's license or a similar license valid in any other state and shall comply with all applicable driver qualifications of the Federal Motor Carrier Safety Regulations.

INCLEMENT WEATHER:

- In the event of school being canceled for bad weather, the following radio stations will be notified and announcements given at regular intervals: KMRN 1360 AM - Cameron KFEQ 68 AM - St. Joseph - KSFT 105 FM - St. Joseph KKSO 15.5 AM - St. Joseph WDAF 61 AM - Kansas City KMZU 101.0 FM - Carrollton KAOL 1430 AM – Carrollton KAAK 87 AM or 96 FM – Bethany KCHI 1010 AM or 104 FM - Chillicothe
- Should school be dismissed during the school day, the same procedure will be followed.
- Cancellations are also sent out via text caster. Anyone can sign up for text caster by going to the school website. Text caster is the most reliable way to receive cancellations. If you need assistance signing up, please call the HS office.

DISTRICT OBLIGATION TO IDENTIFY AND PROVIDE FOR STUDENTS WHO ARE HOMELESS, MIGRATORY, AND/OR LEARNING ENGLISH AS A SECOND LANGUAGE

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact John Schieber, High School Principal, at (816) 583-2136.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION:

General Rule

The Hamilton R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Hamilton R-II School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

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

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Accommodation of Student with Disabilities

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any district program, including nonacademic services and extracurricular activities.

The district seeks to identify and evaluate students who may have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA). The district will provide students with disabilities a free and appropriate public education as required by law. If you suspect that a student has a disability, please notify HS Principal, John Schieber at (816) 583-2136.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

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

High School Principal

P O Box 130, Hamilton, MO 64644

Phone: 816-583-2136

E-mail: jschieber@hamilton.k12.mo.us

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

Superintendent

P O Box 130, Hamilton, MO 64644

Phone: 816-583-2134

Fax: 816-583-2139

E-mail: mcgraw@hamilton.k12.mo.us

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Hamilton R-II School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Hamilton R-II School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary. **Student-on-Student**

Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.
Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.
Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.
2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.
Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent’s decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final. **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district’s attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

FILE: AC-AF1
Critical

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

The Hamilton R-II School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Hamilton R-II School District is an equal opportunity employer.

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

The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability—regardless of whether the student is currently enrolled in the Hamilton R-II School District—is encouraged to contact the district’s compliance officer listed below.

Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.

The district’s nondiscrimination policy and grievance forms are located on the district’s website at www.hamilton.k12.mo.us or any district office.

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

John Schieber, Principal, Hamilton R-II School District, P.O. Box 130, Hamilton, MO 64644
Phone: 816-583-2136 Fax: 816-583-2319 E-mail: jschieber@hamilton.k12.mo.us

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

Billie McGraw, Superintendent, Hamilton R-II School District, P.O. Box 130, Hamilton, MO 64644; Phone: 816-583-2134 Fax: 816-583-2139 E-mail: mcgraw@hamilton.k12.mo.us

Inquiries may also be made to the U.S. Department of Education’s Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable. Office for Civil Rights
Phone: 816-268-0550 TDD: 877-521-2172

E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission Phone: 800-669-4000 TTY: 800-669-6820

PUBLIC INFORMATION PROGRAM

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. The following information will be provided to the public upon request or as otherwise designated:

1. Notice of all Board meetings and meetings of committees created by or at the direction of the Board will be posted at the district's administrative offices and on the district's website when required by law. (§ 610.020, RSMo.)
2. All written Board policies, related documents and district handbooks will be available on the district's website. (§ 162.208, RSMo.)
3. A written copy of the district's discipline policy will be provided to the student and parent/guardian of every student enrolled in the district at the beginning of every school year and made available in the superintendent's office during normal business hours for inspection. (§ 160.261, RSMo.)
4. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)
5. The district's policy on student participation in statewide assessments will be distributed to each student and parents/guardians of minor students at the beginning of each year. A copy will also be maintained in the district office for public viewing during business hours. At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. The notice will include information on whether a parent/guardian can opt a student out of an assessment and, if so, the procedure for doing so. (20 U.S.C. § 6312, § 160.570, RSMo.)
6. The district shall post on the district's website and, where practicable, on the website of each district school, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when such information is available. (20 U.S.C. § 6312)
7. Information, presented in terms understandable to a layperson, on the methods and materials used to teach reading in kindergarten through fourth grade will be available in the district's administrative offices. (§ 167.645, RSMo.)
8. Information, presented in a way that does not permit personal identification of any student or educational personnel, on the number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment will be available in the district's administrative offices. (§ 167.645, RSMo.)
9. All human sexuality curriculum materials will be available to the public at the district's administrative offices. Parents/Guardians will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program. (§ 170.015, RSMo.)
10. Notification that the district does not tolerate illegal discrimination or harassment and information about the procedures for filing a harassment or discrimination complaint will be posted in all buildings and included in district publications in addition to being available in the district's administrative offices. (34 C.F.R. § 104.8, 106.8, 106.9; OCR Guidance)
11. Information regarding schools identified as persistently dangerous under federal law and an explanation of any options that parents/guardians have as a result of the designation will be available in the district's administrative offices. (Federal Guidance)
12. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:
 - ▶ Publish one public notice on the district's website that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.
 - ▶ Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages 3 to 21.
 - ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. (State Plan for Special Education)

13. The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

14. The district will distribute information about the district's nutrition program, including breakfast, lunch and snack programs administered pursuant to the National School Lunch Program. Information about the School Breakfast Program must be distributed just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. (7 C.F.R. § 210.12)

The district will publicly announce the eligibility criteria for free and reduced-price meals to each parent/guardian at the beginning of each school year or within ten days after the state notifies the district of the approved eligibility criteria if such notice is received after the beginning of the school year. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. The announcement will be made in the following manner:

▶ Except in situations where students are directly certified for the program, on or about the beginning of each school year, the district will distribute a free and reduced-price meals application and a letter or notice explaining the eligibility criteria for the Free and Reduced-Price Meals Program and other details of the program to the parents/guardians of all children in attendance at the school.

▶ On or about the beginning of each school year, the district will provide a public release containing the same information supplied to parents/guardians, including free and reduced-price meals eligibility criteria, to the informational media, the local unemployment office and any major employers contemplating large layoffs in the area. Copies of the public release shall be made available upon request in the district's administrative offices to any interested persons. (7 C.F.R. § 245.5)

15. The district will cooperate with Summer Food Service Program (SFSP) sponsors in the area, if any, to distribute materials informing families of the availability and location of free SFSP meals for students when school is not in session. (7 C.F.R. § 210.12)

16. The district will provide written notice of the district's procedure on unpaid meal charges to each household in the district at the beginning of each school year and maintain a copy of the procedure on the district's website. In addition, a copy of the procedure will be provided to households of students who transfer into the district during the school year. (Federal Guidance)

17. The district will annually distribute information about concussions and brain injuries to each student participating in district athletic activities. Parents/Guardians must submit a signed acknowledgment of having received the information before the student will be allowed to participate. (§ 167.765, RSMo.)

18. The district will annually notify parents/guardians and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA). The district will also provide:

▶ Notice of the categories of information the district has designated as public directory information. (34 C.F.R. §§ 99.7, 99.37)

▶ Notice to parents/guardians of secondary school students of the district's obligation to release the names, addresses and telephone listings of secondary school students to representatives from institutions of higher education and military recruiters. Parents/Guardians and secondary school students who are at least 18 may submit a written request not to release the information without prior written consent of the parent/guardian or student. (20 U.S.C. § 7908)

19. The district will provide notice to parents/guardians and students at the beginning of every school year, and within a reasonable time after any substantive change to the district's policies, detailing the following:

▶ No student, without prior parental consent, or the consent of the student if the student is an adult or an emancipated minor, shall be required as part of any federally funded program to submit to a survey, analysis or evaluation that reveals the political affiliations or beliefs of the student or student's parent/guardian; mental or psychological problems of the student or student's family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income, unless required to determine eligibility for financial aid or participation in a program; or religious practices, affiliations or beliefs of the student or the student's parent/guardian.

▶ Prior notice of a survey the district administers on any of the above subjects, even if they are not federally funded, and information on how parents/guardians can opt their students out of the survey.

▶ The right of a parent/guardian to inspect surveys before they are given and instructional material upon request, and the procedures for doing so. (20 U.S.C. § 1232h)

20. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which any nonemergency invasive physical examination or screening will be performed that is required as a condition of attendance, administered by the school, scheduled in advance, not necessary to protect the immediate health or safety of the student and that exposes private body parts or includes incision, insertion or injection into the body. The notice need not include hearing, vision or scoliosis screenings. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. Currently the district does not conduct such examinations, and there are no plans to initiate them in the future. (20 U.S.C. § 1232h)

21. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which personal information about students will be collected, disclosed or used if that information will be used for marketing or selling or otherwise provided to others for that purpose. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. (20 U.S.C. § 1232h)

22. The district will inform students or their parents/guardians about asbestos inspections, reinspections, surveillance, response actions and post-response action activities at least once a year. (40 C.F.R. § 763.84)

23. At the beginning of each school year the district will distribute earthquake information prepared by the Federal Emergency Management Agency (FEMA), the State Emergency Management Agency (SEMA) or by other agencies that are experts in the area of earthquake safety. (§ 160.455, RSMo.)
24. The district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment. (§ 105.1445, RSMo.)
25. The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district. (§ 210.003, RSMo.)
26. The district will post in a public area of each school and in all student restrooms a sign that contains the toll-free child abuse and neglect hotline number established by the Children's Division of the Department of Social Services. The text of the signs will be in both English and Spanish, be on a poster at least 11 x 17 inches, contain large print and be placed at eye level to the student. (§ 160.975, RSMo.)
27. The district will provide the address of the Department of Elementary and Secondary Education's website on the Trauma Informed Schools Initiative to parents/guardians before October 1 of each school year. (§ 161.1050, RSMo.)
- The website can be found through the following link: <https://dese.mo.gov/traumainformed>
28. The district will provide annual notice to students, parents/guardians and staff of policy JFCF, Bullying. (§ 160.775, RSMo.)
29. At the beginning of each school year, the district will notify parents/guardians with students attending a school that receives Title I funds that they may request information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. (20 U.S.C. § 6312)
30. In accordance with federal law, if a student attends a school that receives Title I funds and has been assigned to or taught for four or more consecutive weeks by a teacher who is not certified at the grade level and subject area in which the teacher provides instruction, the district will provide timely notification to the student's parents/guardians. (20 U.S.C. § 6312)
31. If the district receives a grant or subgrant from the U.S. Department of Education (ED) under the Elementary and Secondary Education Act of 1965, the district will display in a public place the hotline contact information for the Office of Inspector General of the ED, so that any individual who observes, detects or suspects improper use of taxpayer funds can easily report such improper use. (20 U.S.C. § 7933)
32. The district will disseminate notice of the rights of homeless children and youth in locations frequented by parents/guardians of such children and youth, and unaccompanied youth, including schools, shelters, public libraries and soup kitchens. (42 U.S.C. § 11431) The board of education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

PROGRAMS FOR ENGLISH LEARNERS

Definitions

English Learner (EL) – Any student who:

1. Is age 3–21, and
2. Is enrolled or is preparing to enroll in the district, and
3. Has difficulties speaking, reading, writing or understanding English that may be sufficient to deny the individual the ability to attain proficiency on state assessments, the ability to be successful in a classroom where instruction is in English, or the opportunity to participate fully in society, and
4. Meets one of the following additional requirements:
 - Was not born in the United States or whose native language is a language other than English, or
 - Is Native American, an Alaska Native or a native resident of the outlying areas who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency, or
 - Is a migratory individual whose native language is a language other than English and who comes from an environment where a language other than English is dominant.

Immigrant Student – A student between the ages of 3 and 21 who was not born in a state of the United States of America and who has not been attending schools in any one state for more than three full academic years.

Identifying EL Students

The district will screen for EL students by administering the Language Use Survey (LUS) created by the Missouri Department of Elementary and Secondary Education (DESE) to all enrolling students. The LUS will be administered in a language the parent/guardian understands using translation or interpretation. This survey may be incorporated into district enrollment forms provided to all students. Students whose LUS indicates a language other than English and possible language barriers will be referred to the superintendent or designee for additional screening using the DESE-adopted screening tool for determining the level of English language proficiency. The screening results will be used to identify students eligible for EL services and assist in a program placement that meets the students' needs. The district will make every effort to complete the screening process within 30 days of the first day of school or, for students who enroll after the first day, within 30 days of the student's enrollment. The completed LUS and all other screening results will be retained in the student's permanent record.

Placement of EL Students

Students will be placed in a language instruction educational program (LIEP) based on their current level of English proficiency and in accordance with the standards established by DESE. The district's program is designed to increase English proficiency and academic achievement. Students in these programs will be held to the same academic achievement standards established for all students. If the district offers more than one type of LIEP, students will be placed in an LIEP that is in their best educational interest. Students will transition out of an LIEP only after meeting state-established exit standards.

Parental Information

The district will, through parental involvement and outreach activities, provide parents/guardians of English learners with information about how the parents/guardians can be active participants in helping their students learn English, achieve at high levels in core academic subjects and meet state-established learning standards. The parents/guardians of each student identified as an EL student will be informed of:

1. The reasons for identifying their student as an English learner in need of placement in the district's LIEP.
2. The student's level of English proficiency in reading, writing, speaking and listening; how that level was assessed; and the status of the student's academic achievement.
3. The method of instruction that will be used in the program the student is or will be participating in and the methods of instruction used in available alternative programs, including how such programs differ in content, instructional goals and the use of English and a native language in instruction.
4. How the program will meet the educational strengths and needs of the student.
5. How the program will help the student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
6. The specific exit requirements of the program, including expected rate of transition from such programs into classrooms that are not tailored for EL students.
7. The expected rate of graduation from high school, including four-year and extended-year adjusted cohort graduation rates for the program if Title III funding is used in high schools.
8. If the student has an individualized education program (IEP), how the LIEP will meet the student's IEP objectives.

Parental Rights

Parents/Guardians will be notified within 30 days after the opening of school enrollment if their student is identified for participation in or is participating in an LIEP. For those students who were not identified as EL prior to the beginning of the school year, but are identified during the school year, such notice shall be provided within two weeks of the student being placed in an LIEP.

Parents/Guardians of EL students have the right to decline the placement of their student in an LIEP, choose an LIEP other than the one recommended by the district (if other programs are offered by the district) or have their student immediately removed from an LIEP upon their request. Parents/Guardians may opt their student out of the district's LIEP by contacting the EL coordinator and attending a meeting with the coordinator and one or more LIEP instructors to discuss the results of the student's screening assessment and information about the LIEP. Parents/Guardians who decline language instruction will be asked to sign a waiver exempting their student from instruction. Students removed from the district's LIEP will continue to receive language supports in the regular classroom, and the district will continue to monitor the student's progress toward English proficiency. Parents/Guardians may not refuse regular classroom supports and may not opt their students out of statewide assessments to determine English proficiency. A written copy of these rights, which may be a copy of this policy, will be provided to parents/guardians of EL students and, to the extent practicable, will be provided in a language the parents/guardians understand.

Parental Notification

Pursuant to federal law, if the district's English language program fails to make progress on annual measurable achievement objectives, the district will notify parents/guardians of students participating in the district's program. Such notice shall be provided within 30 days after the district learns of the failure.

EL Coordinator

The district's EL program coordinator is Leslie Miller (miller@hamilton.k12.mo.us, 816-583-4811). The EL coordinator shall have the following duties:

1. Provide parents/guardians with notice of and information regarding the LIEP as required by law.
2. Ensure that any student whose LUS indicates a language other than English will be further screened and assessed for English proficiency using the state-provided instruments.
3. Determine the appropriate instructional environment for EL students.
4. Maintain records relating to the LIEP and prepare reports for submission to DESE.
5. Reach out regularly to parents/guardians of EL students, assist them in becoming active participants in their students' learning, and provide information about the district's parent and family involvement and engagement activities.
6. Evaluate the effectiveness of the LIEP and make recommendations for revisions.
7. Prepare reports on immigrant students for submission as required by DESE.

LIEP Staff

Teachers and paraprofessionals working in the district's LIEP will have all required state and federal certifications and other qualifications required by law. In addition, teachers and paraprofessionals providing services to English learners will be comparable in terms of education, experience and effectiveness to teachers and paraprofessionals who are providing services to students who are not English learners.

Assessment

In addition to other required assessments, the district will annually assess the English proficiency of EL students in accordance with state and federal law and the district's assessment policy.

Nonpublic Participation

The district will consult with representatives of nonpublic schools as required by federal law.

STUDENT POLICIES

STUDENT CONDUCT:

1. Students shall conduct themselves in an orderly manner and, at all times, practice good self-discipline. Poor conduct not only degrades the student but the student body as a whole. Disrespect will not be tolerated. Treat others, as you would expect to be treated.
2. By Federal Law, any unauthorized possession of firearms, knives, or other weapons by students on school property or at school sponsored activities will result in an automatic expulsion of that student from school for a period of not less than 365 days.
3. The use, possession or distribution of alcohol, drugs, drug paraphernalia or tobacco, in the building, on school grounds, or at school-sponsored activities is prohibited. This applies to all situations involving use of the following by students or their dates while attending, or before attending, school or any school activity; alcoholic beverages of any type, controlled substances as defined by Missouri Law, uncontrolled medicine and drugs and prescription drugs. This policy applies equally to local school activities as well as away-from-home events. Violation will result in suspension as well as notification to the proper authorities.
4. The High School student parking lot for Seniors is located on the south side of the school. The Freshmen, Sophomore, and Junior parking lot is located beside the softball field. The school also retains the right to have any vehicle towed at the owner's expense if the vehicle is not parked according to guidelines set by the high school principal. When arriving at school, lock your vehicle and proceed to the commons area. Do not loiter in your car or the parking lot. Students who violate these regulations or rules of safety will lose the privilege of driving their car to school. Students who choose to park off school property will not be allowed to go to their vehicle to retrieve items.
5. Students are not permitted to leave the school building once they enter it without permission.
6. School and school activities are not the place for displaying affection.
7. There will be no loud, boisterous conduct in the halls.
8. Students are to be in their respective places at all times. Classes are in the classrooms and not in the hallways.
9. Students remaining after school for practice of an activity must have a teacher present in a supervisory capacity. Students will not be permitted to remain alone unsupervised for any reason.
10. From 8 am to 3 pm student cell phones and other wireless communication devices will not be seen or heard. Wireless devices include, but are not limited to, wireless earbuds and smart watches. These devices should be turned off and kept in their backpack, locker, or left in their vehicle. If at any time from 8 am to 3 pm a cell phone or other wireless communication devices are seen or heard
11. Any items deemed to be a distraction to student learning will be banned. Students will be notified of this.
12. See Board of Education Policy 006.2 Due Process.

CODE OF DRESS:

Students are expected to come to school looking clean, neat, and dressed in a manner, which is accepted as being in good taste. Some basic guidelines that will help you give guidance to your child would include the following:

1. Blouses or shirts that allow the midriff, back, or undergarments to be visible at any time;
2. Shirts or dresses that have less than two finger width strap over each shoulder unless covered by a outer shirt that is buttoned;
3. Fishnet shirts;
4. Shorts that are shorter than finger-tip length when arms are hanging at the sides;
5. Skirts or dresses that are shorter than hand width from the top of the knee cap;
6. Unusual or outlandish clothing that disrupts the normal operation of school;
7. Tee shirts with obscene suggestions, vulgarity, profanity, or advertising drugs;
8. No wearing apparel that is disruptive;
9. No caps or head cover.

NONCURRICULAR STUDENT PUBLICATIONS

Guidelines

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for noncurricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- Are obscene to minors.
- Are libelous.
- Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar language (elementary schools).
- Advertise any product or service not permitted to minors by law.
- Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
- Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

Procedures

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to the principal or designee at least 24 hours in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting the request.
- Date(s) and time(s) of day of intended distribution.
- Location where material will be distributed.
- The grade(s) of students to whom the distribution is intended. Within 24 hours of submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

PHS CELL PHONE & WIRELESS COMMUNICATION DEVICES USE POLICY

Cellphones and other wireless communication devices can be a major distraction for students in school, pulling their attention away from lessons and reducing their ability to focus. Other wireless devices are defined as any device that can be used to communicate with others. **Wireless devices include, but are not limited to, wireless earbuds and smart watches.** Constant access to social media, games, and texting can lead to decreased academic performance and disrupt the learning environment. Additionally, cellphones and other wireless communication devices can contribute to issues like cheating, cyberbullying, and sleep deprivation, making it harder for students to succeed both academically and socially. Because of these reasons, Penney High will be moving forward with the following policy. **From 8 am to 3 pm student cell phones and other wireless communication devices will not be seen or heard. They should be turned off and kept in their backpack, locker, or left in their vehicle. If at any time from 8 am to 3 pm a cell phone or other wireless communication devices are seen or heard, PHS will be implementing the following disciplinary action:**

First Offense:

- The student's phone will be turned over and locked away in the office.
- A parent/guardian will be required to pick it up.
- The student will receive a one hour detention.

Second Offense:

- The student's phone will be turned over and locked away in the office.
- A parent/guardian will be required to pick it up.
- The student will receive 1 day of ISS

Third Offense:

- The student's phone will be turned over and locked away in the office.
- A parent/guardian will be required to pick it up.
- The student will receive 2 days of ISS

Fourth Offense:

- The student's phone will be turned over and locked away in the office.
- A parent/guardian will be required to pick it up.
- The student will receive 1 day of OSS

Subsequent Offenses:

- The student's phone will be turned over and locked away in the office.
- A parent/guardian will be required to pick it up.
- The student will receive 3 days of OSS

OUTSTANDING OBLIGATIONS:

Students with outstanding obligation to the school will not be issued grade cards until such matters are cleared. This could include lost or damaged textbooks, library fines, vandalism charges, lost gym locks, etc.

CRITICAL NEED OCCUPATIONS INFORMATION

1. The department of economic development shall annually identify occupations in which a critical need or shortage of trained personnel exists in the labor markets in this state and provide such information to the state board of education. Upon receipt of such data, the state board of education shall, in collaboration with the department of economic development, compile the following data and information:

- (1) Information on how to obtain industry-recognized certificates and credentials;
- (2) Information on how to obtain a license and the requirements for a license when licensure is required for an occupation;
- (3) Access to assessments and interest inventories that provide insight into the types of careers that would be suitable for students;
- (4) Resources that describe the types of skills and occupations most in demand in the current job market and those skills and occupations likely to be in high demand in future years;
- (5) Resources that describe the typical salaries for occupations and salary trends;
- (6) Information on how to obtain financial assistance for postsecondary education;

- (7) Information on how to choose a college, school, or apprenticeship that aligns with the student's career goals and values;
 - (8) Information on self-employment;
 - (9) Resources related to creating a resume, interviewing, networking, and finding job opportunities; and
 - (10) Information on the skills and traits necessary to succeed in various careers.
2. The educational materials and data derived from the state board of education's collaboration with the department of economic development under subsection 1 of this section shall be distributed by the board to each high school in this state for the purpose of emphasizing areas of critical workforce needs and shortages in the labor markets in this state to high school students to support such students' career pathway decisions. Each high school shall provide its students with the information provided to the school by the state board of education before November first of every school year.

INCENTIVE PROGRAM:

Students will apply for a card at the beginning of each quarter. Six criteria:

- 1. Tardies: 3 or less for the quarter
- 2. Have an attendance percentage of 95% or higher for the quarter.
- 3. G.P.A.: 2.5 or above for the quarter
- 4. No-homeworks: Three or fewer for the quarter.
- 5. Discipline Referrals: No more than one for the semester, and not assigned ISS or OSS.
- 6. Community Service or volunteerism: 3 hours minimum documented per quarter (for first quarter, 9 required)

An ISS will automatically revoke your card for the remainder of the quarter and all the next quarter. An OSS will automatically revoke your card for the remainder of the quarter and all the next two quarters.

Platinum level card: Meet all six criteria

Gold level card: Meet five of six criteria

Blue level card: Meet four of six criteria

Seniors

Blue Level	Gold Level	Platinum Level
\$1.00 entry to home activities	\$1.00 entry to home activities	\$1.00 entry to home activities
Use of wired earbuds to listen to music on chromebooks when teacher allows	Use of wired earbuds to listen to music on chromebooks when teacher allows	Use of wired earbuds to listen to music on chromebooks when teacher allows
	Last day of week leave school 10 minutes early.	Last day of week leave school 10 minutes early.
	Report to school at 8:15 on Monday mornings (Vo Tech Students only)	Report to school at 8:15 on Monday mornings (Vo Tech Students only)
		Last day of week open lunch period for one hour.

Juniors

Blue Level	Gold Level	Platinum Level
\$1.00 entry to home activities	\$1.00 entry to home activities	\$1.00 entry to home activities
Use of wired earbuds to listen to music on chromebooks when teacher allows	Use of wired earbuds to listen to music on chromebooks when teacher allows	Use of wired earbuds to listen to music on chromebooks when teacher allows
	Last day of week leave school 10 minutes early.	Last day of week leave school 10 minutes early.
	Report to school at 8:15 on Monday mornings (Vo Tech Students only)	Report to school at 8:15 on Monday mornings (Vo Tech Students only)
		Open lunch period for one hour on the second and the last Friday of the month.

Sophomores

Blue Level	Gold Level
\$1.00 entry to home activities	\$1.00 entry to home activities
Use of wired earbuds to listen to music on chromebooks when teacher allows	Use of wired earbuds to listen to music on chromebooks when teacher allows
	Last day of week leave school 10 minutes early.

Freshmen

Blue Level	Gold Level
\$1.00 entry to home activities	\$1.00 entry to home activities
Use of wired earbuds to listen to music on chromebooks when teacher allows	Use of wired earbuds to listen to music on chromebooks when teacher allows
	Last day of week leave school 10 minutes early.

SCHOOL LOCKERS:

Lockers are assigned at the time of registration and students are to use only those lockers assigned to them. Do not change lockers without office approval. You are advised not to keep valuables in lockers. Most items are lost because of failure to securely close lockers or keep lockers locked between classes. If your locker does not properly lock, report this to the office immediately so we can have the locker fixed.

TELEPHONE:

The school telephones in the various offices are for school business only. They are not to be used by students for any reason except illness or emergency. **Students will not be called to the telephone during class time except in the event of an emergency.** Messages may occasionally be taken by the office and given to students in a few cases when it is convenient to do so.

STUDENT ALCOHOL AND DRUG USE**Definitions**

Controlled Substances – Substances listed in schedules I, II, III, IV, and V of the federal Controlled Substances Act, 21 U.S.C. § 812. For the purposes of this policy, a controlled substance shall also include any controlled substance, counterfeit substance, or imitation controlled substance as defined in § 195.010, RSMo., and any chemical substances structurally similar to and treated as controlled substances under state law.

District Activity – Any activity, event, or function that is sponsored or approved by the district and where students are under district supervision, such as field trips or athletic events.

District Property – Any property owned or leased by the district, including any vehicle owned, leased, or used for district purposes, and any location where a district-sponsored or district-approved activity takes place.

Prohibited Substances – For the purposes of this policy, a prohibited substance shall include:

1. Alcohol
2. Controlled substances for which the student does not have a valid prescription.
3. Unauthorized inhalants.
4. Counterfeit or imitation controlled substances.
5. Marijuana or marijuana-infused products.
6. Any other illegal drug.
7. Any drug or medicine prohibited on district property by law or policy.
8. Substances intended to create a false negative on a drug test.

Prohibited Substances

The district is concerned with the health, welfare, and safety of its students. Therefore, the district prohibits individuals from manufacturing, using, selling, transferring, distributing, possessing, or being under the influence of prohibited substances on district property, at district activities, and in any district-owned or district-approved vehicle used to transport students to or from district activities. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited.

Marijuana

Because marijuana and marijuana-infused products are prohibited under federal law, the district does not permit their possession, use, or administration for medicinal or other purposes on district property or at district events even with a valid, Missouri-issued medical marijuana card.

Under the Influence

If there is evidence that a student is under the influence of a substance prohibited by this policy, the student may be removed from school or activities and may be disciplined depending on the circumstances. The student will be given an opportunity to explain the apparent impairment prior to being removed. The district may conduct student drug testing in accordance with policy JFCI.

Consequences

Students who violate this policy will be disciplined in accordance with the district's code of student conduct. In accordance with law, the district is required to immediately notify law enforcement when a student is in possession of a controlled substance and will also notify law enforcement when a student is in possession of any other illegal substance or illegal drug paraphernalia.

ATTENDANCE POLICIES

ATTENDANCE:

In order for students to gain the maximum knowledge available in a particular subject area, students must attend school regularly and consistently. Below are the attendance codes used at PHS as well as an explanation of what they mean.

Attendance Codes from Teacher Ease

P - Present: A student is present and in school receiving instruction under the direct supervision of a certificated employee of the district.

FT - Field Trip/Sports: A student is present but not in the school building. They are under the direct supervision of a certificated employee of the district. This might be an educational field trip, participating in a school sponsored contest, competing in a sporting event, etc. Since your student is accompanied by the certified employee of the district, they are considered present.

AE - Excused Absence: A student is absent from school and you, parent or guardian, have excused them. This can be for personal illness, death in family, and court date. A note from home, email from a parent, or a phone call from the parent is required for an absence to be verified. Out-of-town with family and emergency help at home can count if prior approval is received by the parent and/or guardian and from the principal. This type of absence should be held to a minimum and will only be approved sparingly by the principal. Students will be responsible for obtaining their assignments when the absence occurs and turning them in to their respective teachers immediately upon return if they wish to receive credit for them.

a. The absence will be documented as unexcused until parents have made this contact with the office. After 24 hours from the student's arrival back in school, a parent contact will not be accepted and the absence will be permanently recorded as unexcused. Any doctor excuse must be returned to the office within one calendar week for the absence to be accepted.

b. After a student misses 4 days of school in a semester, parents will be notified by mail, and a doctor's excuse or our school nurse's excuse will be required. Without a doctor's note/school nurse excuse, the absence will be considered unexcused.

c. Make-up: The teacher of the missed class will assist the student in coordinating their make-up work.

d. Upon return to school after an absence, students will be expected to participate in physical education as usual unless they have a doctor's excuse.

AD - Approved Absences - Doctor Excused: A student is absent from school for a medical reason. This can include doctors, dentist, therapy, orthodontist, and chiropractor appointments. A note from the medical professional excusing the absences must be sent to the high school office. A note must be presented to the office within one week of the absence.

AU - Unexcused Absences: A student is absent from school and the office has received no contact from a parent or guardian. This can also apply if a parent/guardian has used all four of their parent excused absences. Any work that is assigned or completed in class on a day that a student is unexcused cannot be completed by the student for credit. Homework due on the day of the unexcused absence must be returned to the teacher by the next class. If a project or paper is due on an unexcused day, the assignment will not be accepted. Tests taken on unexcused days will receive no credit.

CV - College Visit: A student that is absent from school to go to an independent college visit will be counted as absent during the time that they are away from school. PHS Seniors with no unexcused absences during the current semester will be allowed 2 college days per school year, and PHS Juniors with no unexcused absences during the current semester will be allowed 1 college day per school year. These college visits are considered in addition to the four parent excused absences throughout the semester. Visits need prior approval from the Counselor's Office and appropriate documentation from the college visited. These must be taken before May 1. **For the 2025-2026 school year, College Visits will not count against a student's attendance in regards to: exemption from finals days, perfect attendance, or A+.**

Excessive Absences: If a student has four unexcused absences in a semester, the student will not be allowed to attend school for the balance of the semester until the student and his/her parent/guardian have attended a meeting with the superintendent and principal to discuss ways of improving the students attendance at school. At this meeting, further attendance procedures such as an attendance contract for the semester will be implemented. Any student under an attendance contract for the first semester will automatically be under an attendance contract for the second semester after the fourth absence of the second semester.

Mandatory Attendance: Students are required by law to attend school until their 17th birthday or until they have earned 16 units of high school credit. Any student who is under 17 years of age and is not attending school on a regular basis places themselves and their parent/guardian in violation of the mandatory attendance law. The prosecuting attorney will be contacted if a child has an excessive number of absences.

A+ Students: Attendance policies differ from above policies. Check the A+ student handbook for details.

TARDIES:

Students are expected to be in their assigned classes and ready to go to work when the bell rings. Students who report to their first block class after the bell rings must have an admit slip from the office to enter class.

A cumulative record of tardies for the semester will be kept in the office. Our tardy policy is as follows:

4 tardies = 1 hour detention

4 more tardies = 1 hour detention (Total of 8)

4 more tardies = 1 hour detention (Total of 12)
4 more tardies = 1 day ISS (Total of 16)
4 more tardies = 1 Saturday School* (Total of 20)
4 more tardies = 1 Saturday School* (Total of 24)
4 more tardies = 1 Saturday School* (Total of 28)
4 more tardies = 1 Saturday School* (Total of 32)
4 more tardies = 1 Saturday School* (Total of 36)

*Saturday School will be on the day assigned by the principal. Any student who fails to attend or misbehaves and is asked to leave will be required to come to school the following Monday morning to receive a one-day out of school suspension. Once the student receives the suspension, they will be sent home. If a student does not report on that Monday morning, the student will be unexcused and the out of school suspension will not begin until the student reports to school.

WHAT TO DO IN CASE OF ABSENCE:

Parents/guardians need to call the high school secretary at (816) 583-2136 or send them an email at tschweder@hamilton.k12.mo.us if your child will be absent from school that day. Please leave a voicemail if no one answers the phone. If the parent/guardian does not notify the school, school personnel will attempt to contact the parent at home and at work to verify the absence of the student. If no contact is made before the student returns to school, the student is to bring a note signed by parents and/or guardians explaining your reason for absence (doctor or dental appointment cards are also acceptable). Present this to the proper authority in the principal's office. In the event that the school has not been notified within 24 hours of the child's return to school, the absence will be recorded as unexcused and will not be changed. The student or parent and/or guardian may contact the principal's office to obtain missed homework assignments. The office must be contacted before 12:00 noon in order to give teachers time to compile the assignments by the end of the school day.

STUDENT ACTIVITIES & ATTENDANCE:

In order for students to be eligible for participation in extracurricular activities, they must be present in school from 11am-3pm on the day of the activity, unless arrangements are made in advance with the principal. If the activity takes place on a day that school is not in session, then the student must be in attendance from 11am-3pm on the last day that school was in session, unless arrangements are made in advance with the principal.

EARLY DISMISSALS:

If a student must leave school early for any reason, he must either have a note or a call from the parent and/or guardian to the office before leaving school. Students must bring a doctor's note or dentist appointment card to be allowed to return to that day. This is to prevent students leaving from school over lunch.

EXTRACURRICULAR POLICIES

STUDENT ACTIVITIES:

There will be a wide variety of student activities offered during the school year. It is not expected that students participate in every activity, nor is it encouraged, but each student will derive a great deal of personal experience and satisfaction by participating in activities and organizations. A faculty or staff member will sponsor each activity or club. No student is allowed to be on school property or at a school event if they were not in school the second half of the day without prior approval from the high school principal

ELIGIBILITY POLICY:

Students can fail no more than one class per semester in order to be eligible to participate in the activities listed below. Students involved in work study or other programs must meet MSHSAA requirements in order to be eligible to participate in competition. Preceding semester grades are the criteria, which determine current semester eligibility.

Activities included in the policy are as follows:

Academic Team	Band – Contests/Marching/Solo
Basketball	Cheerleading
Chorus Contests	Class Officers
Cross Country	Dance Corp
Flag Corp	Football
Golf	National Honor Society
Softball	Student Council
Track	Volleyball
Wrestling	

School Supported Clubs & Activity Officers

School Supported Clubs & Activity Contests

Also included is any activity that participates in competition with other students.

Activities not included in this policy are: 1. Prom; 2. Dances; 3. Attending activities such as football, basketball games, home or away; 4. Field Trips.

Resident Students Enrolled in Full-time Virtual Schools

The parent must:

- Direct all schools the student attended in the previous semester to send the building principal a transcript that includes the student's courses and the corresponding grades and credits awarded. This must be sent directly from the school. The parent is responsible for making sure this information is provided timely.
- Have any school that the student is currently attending or will attend during the season of the activity verify in writing the student is registered for the appropriate number of course credits and provide the names and content of the courses.
- Instruct these school(s) to release to the Hamilton R-II School District, upon request by the District, other relevant information or records and answer any questions the District might have regarding the student. This may include, but is not limited to, enrollment, attendance rates, grades, and discipline.
- The building principal will make a decision regarding eligibility and inform the Athletic Director and the parents. The parents may request the Superintendent review this decision; however, the Superintendent's decision is final.
- If the student is determined eligible and participates in the activity, the building principal will request one or more reports, and any other relevant information, from the other school(s) during the semester to verify continued eligibility (student is still enrolled in and regularly attending courses that satisfy the eligibility requirements).

Resident Students Enrolled in Full-time Homeschool and Family Paced Education (FPE)

The parent and student must:

- Sign a written declaration verifying the courses the student took in the previous semester and the student's grades in those courses. The parent and student must also provide the building principal other evidence that the student completed the courses, such as test results, completed assignments, work logs and attendance logs. If sufficient paperwork isn't provided, the District may refuse to allow the student to participate or may test the student in the subject area or otherwise assess the student to verify that the student has been educated sufficiently in the subject area.
- Sign a written declaration to verify that the student will be educated in enough courses in the current or future semester to continue to maintain eligibility. The declaration must:
 - a. Include a list of the subjects the student is being educated in;
 - b. State when the education in the subject will begin and end;
 - c. List how many hours per week will be spent on the subject; and
 - d. Explain how the student will be assessed.
- The building principal will require additional evidence of course work, such as a curriculum, copies of syllabi, names of textbooks or other education resources that will be used, and descriptions of assignments or assessments.
- The building principal will make a decision regarding eligibility and inform the Athletic Director and the parents. The parents may request the Superintendent review this decision; however, the Superintendent's decision is final.

- If the student is determined eligible and participates in the activity, the building principal will require the parent and student to sign a declaration and provide other relevant information during the semester to confirm continuing eligibility. The parent and student will also be required to provide other evidence the student is maintaining eligibility such as completed assignments, assessments, work logs, and/or attendance logs.

ACADEMIC PROBATION POLICY

According to our current academic eligibility policy, students must pass seven of eight classes at semester to meet academic eligibility standards. In order to ensure academic success, we are adding the following stipulation. If a student at the beginning of the 2nd quarter or the beginning of the 4th quarter is not passing seven of eight classes, they will be placed on Probation for the remainder of the quarter.

Probation stipulations:

1. The student will do two hours per week of mandatory, outside of school day, study hall/tutoring for every failing grade beyond one. This outside of school day time will be supervised by a staff member. For instance if a student has two failing grades at second or fourth quarter, they would do two hours of extra tutoring. If they had three failing grades, they would do four hours of extra tutoring/study hall. During this time, they will be working on any coursework in classes they are on probation for or are not passing.
2. Probation will last for the entire quarter.
3. While on probation, the failing grades will be checked bi-weekly. If a student raises the grade to passing, they will not be required to stay for study hall/tutoring. At the next grade check, if the grades fall to a non-eligible level, study hall/tutoring will be reinstated.
4. Students who have mandatory study hall/tutoring and do not complete it will not be eligible to play until tutoring is caught up.
5. If a situation involving illness or missed school comes into play, the high school principal will determine how times are to be made up.
6. If student has improved number of F's, such as from 3 to 2, tutoring hours for that cycle will be reduced from 4 to 2. If going from 2 to 1 F, will reduce it to 1 hour of tutoring

ALCOHOL & DRUG POLICY

If it is reported to any administrator in the Hamilton R-II School District that a student was seen using or in possession of alcohol, using or having possession of illegal drugs, using or in possession of prescription drugs that are not prescribed to themselves, or using or having possession of drug paraphernalia, that particular student will be investigated and, if found guilty of the incident without reasonable doubt by the school administrator, that student will be removed from that extracurricular activity.

TOBACCO POLICY

If it is reported to any administrator in the Hamilton R-II School District that a student was seen using or in possession of tobacco products, that particular student will be investigated and, if found guilty of the incident without reasonable doubt by the school administrator, an offending student will be suspended from participation in 20% of the regular season contests for the first offense. A second offense will result in dismissal from the extracurricular activity.

CITIZENSHIP STANDARDS:

Students who represent Penney High School in extracurricular activities must be credible school and community citizens. Those students whose character or conduct is such as to reflect discredit upon themselves or their school are not considered "credible citizens." Conduct shall be satisfactory in accord with the standards of good discipline. A student shall not be considered eligible to participate in extracurricular activities while under suspension from school attendance. Extracurricular activities covered by this policy shall include all activities outside the classroom that are school sponsored.

MSHSAA CITIZENSHIP GUIDELINES:

According to guidelines developed by the MSHSAA, of which Penney High School is a member, a student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fine, court costs, etc.) or special condition of probation (i.e. restitution, community service, counseling, etc.) has been satisfied. If law enforcement authorities determine that charges will not be filed, eligibility will be contingent upon local school policies. Moving traffic offenses shall not affect eligibility, unless they involve drugs, alcohol, or injuries to others. After a student has completed all court appearances and penalties, and has satisfied all special conditions of probation and remains under general probation only, local school authorities shall determine eligibility.

Student Responsibility: Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the above standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from discovery, pending review by the Board of Directors.

ADDITION OF DISTRICT SPONSORED SPORTS:

Any student, parent, or other individual may request the addition of a sport (including the elevation of club or intramural teams) in the District's middle school or high school athletic program by submitting Form IGD-AF to the District's Activities Director. Form IGD AF is available in the Activities Director office, and may be found in board policy on the district website at www.hamilton.k12.mo.us. The Activities Director (Director), in conjunction with the District Superintendent, will consider the requestor's application and any supporting documentation, and make a decision about the requestor's application within 30 days of the date the application is submitted to the Director. If the Director rejects the application, the Director will provide the specific reason(s) for the rejection in writing to the requestor within 30 days of the decision.

The requestor shall have 10 days to appeal the Director's decision to the Board of Education, and must do so in writing to the Superintendent. The Superintendent will forward the application and any related documentation to the Board of Education. The Board of Education will consider the appeal and notify the requestor of its decision within 60 days of submission of the appeal. The Board of Education's decision shall be final.

OVERNIGHT ACTIVITIES:

Anytime a student is going on an overnight school supervised activity, luggage may be searched.

STUDENT INSURANCE:

Student insurance is available to all students for grades 9 - 12. Two types of coverage are offered: To and from and while at school coverage; 24-hour coverage. An insurance registration form will be available in the office for those interested in this insurance. The cost of insurance will be listed on the registration form.

Student insurance is voluntary for all students, except those participating in sports, who will be required to have school insurance or give proof of other adequate insurance.

INTERSCHOLASTIC YOUTH SPORTS BRAIN INJURY PREVENTION ACT:

1. The department of health and senior services shall work with a statewide association of school boards, a statewide activities association that provides oversight for athletic or activity eligibility for students and school districts, and an organization named by the department of health and senior services that specializes in support services, education, and advocacy of those with brain injuries to promulgate rules which develop guidelines, pertinent information, and forms to educate coaches, youth athletes, and parents or guardians of youth athletes of the nature and risk of concussion and brain injury including continuing to play after concussion or brain injury. The primary focus of rules promulgated under this section shall be the safety and protection against long-term injury to the youth athlete.

2. On a yearly basis, each school district shall distribute a concussion and brain injury information sheet to each youth athlete participating in the district's athletic program. The information form shall be signed by the youth athlete's parent or guardian and submitted to the school district prior to the youth athlete's participation in any athletic practice or competition.

3. A youth athlete who is suspected of sustaining a concussion or brain injury in a practice or game shall be removed from competition at that time and for no less than twenty-four hours.

4. A youth athlete who has been removed from play shall not return to competition until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussions as defined in the guidelines developed under subsection 1 of this section and receives written clearance to return to competition from that health care provider.

5. Any rule or portion of a rule, as that term is defined in section 536.010, that is created under the authority delegated in this section shall become effective only if it complies with and is subject to all of the provisions of chapter 536 and, if applicable, section 536.028. This section and chapter 536 are nonseverable and if any of the powers vested with the general assembly pursuant to chapter 536 to review, to delay the effective date, or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2011, shall be invalid and void. (RSMo. § 167.765)

The following is a link to the **CDC Concussion Information Sheet**:

https://www.cdc.gov/heads-up/media/pdfs/youthsports/parent_athlete_info_sheet-a.pdf?CDC_AAref_Val=https://www.cdc.gov/headsup/pdfs/youthsports/Parent_Athlete_Info_Sheet-a.pdf

ACADEMIC POLICIES

GRADING SYSTEM:

The school year consists of two semesters, each of which is divided into two quarters. Report cards will be distributed at the end of each quarter and percent averaged on a semester basis. Interim Reports will be given to parents or guardians during mid-quarter, notifying them that there is a danger of their child making a failing grade with subsequent loss of credit. Students receiving incompletes must complete the missing tests or assignments within two weeks after the quarter ends, unless individual arrangements have been made with the instructor or there are mitigating circumstances.

The grading system is as follows:

- A: 100 – 95
- A-: 94 – 90
- B+: 89 – 87
- B: 86 – 83
- B-: 82 – 80
- C+: 79 – 77
- C: 76 – 73
- C-: 72 – 70
- D+: 69 – 67
- D: 66 – 63
- D-: 62 – 60
- F: Below 60
- I: Incomplete

WEIGHTED CLASSES:

General Guidelines:

Only courses taken at Penney High School in Hamilton will be eligible for weighting. If the student has taken the course at another school, through correspondence, from a college, or by any means other than being taught by a teacher at Hamilton during school hours, it will not be counted as a weighted class. The chart below lists the grade point system to be used.

<i>Grade</i>	<i>Grade point</i>	<i>Tier 1</i>	<i>Tier 2</i>
<i>A</i>	<i>4.000</i>	<i>4.333</i>	<i>4.667</i>
<i>A-</i>	<i>3.667</i>	<i>4.000</i>	<i>4.333</i>
<i>B+</i>	<i>3.333</i>	<i>3.667</i>	<i>4.000</i>
<i>B</i>	<i>3.000</i>	<i>3.333</i>	<i>3.667</i>
<i>B-</i>	<i>2.667</i>	<i>3.000</i>	<i>3.333</i>
<i>C+</i>	<i>2.333</i>	<i>2.667</i>	<i>3.000</i>
<i>C</i>	<i>2.000</i>	<i>2.333</i>	<i>2.667</i>
<i>C-</i>	<i>1.667</i>	<i>2.000</i>	<i>2.333</i>
<i>D+</i>	<i>1.333</i>	<i>1.667</i>	<i>2.000</i>
<i>D</i>	<i>1.000</i>	<i>1.333</i>	<i>1.667</i>
<i>D-</i>	<i>0.667</i>	<i>1.000</i>	<i>1.333</i>

Tier 1 Courses

Accounting II
 Ag Business
 Algebra II
 Biology II
 Language Arts III
 Physics
 Psychology
 Spanish III

Tier 2 Courses

Accounting III
 American History II
 Anatomy & Physiology
 Chemistry I
 Chemistry II
 College Algebra
 Language Arts IV
 Spanish IV
 Trigonometry/Statistics

HONOR ROLL:

The honor roll will be compiled and posted at the end of each semester. Breakdowns for the honor roll are as follows:

Superintendent's honor roll: 3.50 - 4.0 GPA*

Principal's honor roll: 3.0 - 3.4999 GPA*

* Grade Point Average

SEMESTER TESTS:

All courses except Physical Education and Conditioning will be giving semester tests at the end of the first and second semester. All students will be expected to take the test. However, any student who has an 85% semester average in a class and 97% attendance percentage for the current semester will have the option of not taking the semester test. **For the 2025-2026 School Year, College Visits will not be counted against attendance for final exceptions.** Being tardy or missing any minutes throughout a scheduled school day will count against a student's attendance. If the student is exempt from all of their finals they will be able to fill out a *Final Exemption Checkoff Sheet*. The form must be turned in a punctual manner for approval from the Principal. The student will then be exempt from school on the final days. Students can also opt to take the test but have it count only if it positively affects their semester average. Semester tests will be 10% of your semester grade. Teachers will notify their class of what percent the test will be. Any students who have served an in-school suspension or an out-of-school suspension during the current semester will automatically forfeit the right to be exempt from any semester test during that semester. **NOTE:** Some courses, such as a few of our dual credit courses and End of Course tested courses, require all students to take the final, even if they have met the exemption criteria. If your child is in one of these courses, their teachers will notify them of this requirement and the test will count toward their grade in the course.

STATE WIDE ASSESSMENTS:

Penney High School students will participate in Missouri End of Course assessments as required by state law. Currently Missouri requires all students to take an End of Course assessment in Biology, American Government, Algebra I, and Language Arts II before they graduate. Penney High School students enrolled in Algebra I will take the Algebra I EOC sometime during April or May if it is determined that they will earn credit in this class. Penney High School students enrolled in Biology I will take the Biology I EOC sometime during April or May if it is determined that they will earn credit in one of these classes. Penney High School students enrolled in American Government will take the American Government EOC sometime during April or May if it is determined that they will earn credit in one of these classes. Penney High School students enrolled in Language Arts II will take the Language Arts II EOC sometime during April or May if it is determined that they will earn credit in one of these classes.

PARENT-TEACHER CONFERENCES:

Parent-Teacher conferences are recommended and encouraged. Teacher e-mails are available on the school website. Each teacher is provided a preparation hour each day and should be available to talk with a parent during that time if necessary. Teachers are usually available for a conference before or after school each day if prior arrangements are made. Conferences should be made within the working day of 8 a.m. to 3 p.m. when possible.

Should a student be experiencing academic problems, it is highly recommended that the parent call the office and schedule a conference with the teacher and/or counselor.

TEXTBOOKS AND FEES:

Textbooks will be issued at the beginning of the course at no cost to the student. Books numbers will be recorded and the student is responsible for turning in the book assigned to them. Any lost or damaged textbooks (including library books) will be charged to the student. Every student is obliged to give their books the best of care. Fees may be assessed for projects in classes for materials that go beyond required work. Any assessed fees (including lunches) must be paid each quarter in order for a student to receive their grade card or diploma.

SPECIAL COURSES/COURSE CHANGES:

Course Withdrawal: Students are encouraged to remain in their scheduled classes until that class is completed either at the semester or at the end of the year. Many upperclassmen "get caught" because of the switching of classes that occurred in the previous years. A student may withdraw from a course without penalty during the publicized class change time period, which is typically the first three days of the semester, and if another acceptable course is available. Principal and parental permission must be obtained for a student to withdraw from a course. The principal may consider unusual situations.

The following are considered viable reasons for requesting a class change for the second semester.

1. A senior who needs a change in order to graduate.
2. A student who, in the teacher's opinion, has no chance of passing.
3. A student whose original schedule called for a change or if a mistake was made during the original registration process.
4. A student who in a previous year has already taken and passed the second semester of the course.

**All schedule changes are subject to final approval by the High School Principal.*

Dual Credit – Dual credit courses are available for upper-classmen who meet the academic qualifications set by the college participating. See the Career and Educational Planning Guide in the Guidance Office for qualifications and specific course offerings.

MOCAP INFORMATION

Board Policy IGCD

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in this policy. Even if a student or his or her parents/guardians pay the costs for a virtual course, the student or parents/guardians should meet with the principal or designee prior to enrollment to ensure that the course is consistent with the student's academic and personal goals.

The district is not required to provide students access to or pay for courses beyond the equivalent of full-time enrollment. The district will provide supervision for students who take virtual courses in district facilities but will not provide supervision for students taking virtual courses offsite.

Students taking courses virtually are subject to district policies, procedures and rules applicable to students enrolled in traditional courses including, but not limited to, the district's discipline code and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

Enrollment in Virtual Courses

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in virtual courses offered by the district or through MOCAP. These enrollment periods and registration deadlines will be strictly enforced unless the superintendent or designee determines that an exception is warranted due to circumstances such as a change in a student's health or the long-term suspension of a student. Enrollment periods and registration deadlines must align with the district's academic calendar and assessment schedule to the extent practicable.

A student or parent/guardian must notify the student's principal or designee before the student may enroll in a district-sponsored virtual course or a MOCAP virtual course through the district. The student will be enrolled unless the principal or designee, in consultation with the student's parents/guardians and relevant staff, such as the school counselor or district special education director, determines that there is good cause to refuse the student enrollment in the course. For enrollment in a MOCAP course, good cause is limited to situations where it is not in the best educational interest of the student to enroll in the course. Students or parents/guardians who disagree with the principal's or designee's determination about a MOCAP course can appeal the decision to the Board of Education and the Department of Elementary and Secondary Education (DESE) as detailed later in this policy. For all other virtual courses, students or parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. The superintendent or designee is authorized to consult the district's attorney prior to making a decision.

Students with Disabilities

In general, students with disabilities may enroll in district-sponsored virtual courses or MOCAP virtual courses using the same approval process applicable to other students. However, in accordance with federal law, if a student receives special education services, the student's individualized education program (IEP) team may determine that a virtual course is not appropriate for the student even if the course has otherwise been approved. Any appeal of that decision must be made through the special education process rather than to the superintendent or designee or the Board.

If a student who is receiving accommodations for a disability under Section 504 of the Rehabilitation Act (Section 504) is enrolled in a virtual course, the student's Section 504 team will determine whether any additional accommodations are necessary for the student.

Attendance and Completion

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not successful in the course, the district may remove the student from the virtual course and refuse to enroll the student in virtual courses in the future. Students enrolled in virtual courses are expected to complete all course requirements in the time allotted for the course. Extensions of time to complete a virtual course will be permitted only in situations where completion of the course in the allotted time would be impossible due to factors not controlled by the student.

Students enrolled in a district-sponsored or MOCAP course through the district will be considered in attendance for state aid purposes in accordance with law. A completed virtual course shall be counted as no less than 95 percent attendance for purposes of A+ eligibility.

End-of-Course (EOC) Examinations

Students are required to take state-required EOC examinations administered by the district regardless of whether the course for which the examination is required was taken virtually or in the traditional classroom.

Notice

The district will inform students and parents/guardians in handbooks, registration documents and on the homepage of the district's website of the option to enroll in virtual courses, including courses offered through MOCAP, as required by law. **MOCAP**

In accordance with state law, the district will pay the cost of student enrollment in MOCAP virtual courses as long as:

1. The student meets eligibility requirements;
2. The student has approval for enrollment in accordance with this policy; and
3. Taking the course does not cause the student to exceed full-time enrollment in the district.

In addition to the requirements listed above and in accordance with law, a student is eligible to enroll in a MOCAP course through the

district if:

1. The student resides in and is enrolled in the district on a full-time basis;
2. The student has attended a public school or charter school for at least one semester immediately prior to enrolling in a MOCAP course;* and
3. The enrollment is approved by the principal or designee.

*A student will be excused from this requirement if he or she has a documented medical or psychological diagnosis or condition that prevented the student from attending a school in the district during the previous semester.

The district is not obligated to provide students computers, equipment or Internet access to take a MOCAP course unless otherwise required by law to accommodate a student with a disability.

District counselors or certificated staff will develop an individual career and academic plan (ICAP) for district students enrolled in three or more virtual courses. If a student already has an ICAP, the plan will be reviewed and modified as necessary. In accordance with law, school counselors cannot be required to make the final decision regarding a student's enrollment in a MOCAP course.

Appeal

If the principal or designee determines that it is not in a student's best educational interest to take a virtual course, the student and the parents/guardians will be notified in writing, provided an explanation for the decision and informed that the student or parents/guardians may appeal the decision to the Board. However, if the student is receiving special education services, the student's IEP team will make the final decision regarding student enrollment in a virtual course in accordance with federal law, and the decision must be appealed through the special education process rather than through the Board.

If the student or parent/guardian appeals to the Board, the principal or designee will provide the Board written reasons for denying the student's enrollment, and the student or parent/guardian will provide written reasons the student should be allowed to take the course. Both documents will be retained by the Board and will be incorporated into the minutes. In addition, the student, parents/guardians and the principal or designee will be allowed to present their arguments at a Board meeting.

The appeal to the Board shall be held in closed session. The Board will consider the information presented and release a written decision within 30 calendar days of the meeting. The student or parents/guardians may appeal the decision to DESE. The appeal to DESE must be filed within seven days of the Board's final decision.

Payment

The district will pay a MOCAP course provider a monthly pro rata amount based on a student's completion of assignments and assessments, subject to the cost limitations in state law. The district will stop making monthly payments if a student discontinues enrollment. The superintendent or designee is authorized to negotiate lower course rates with MOCAP course providers when possible.

Monitoring and Reporting

The district will monitor the progress and success of students enrolled in MOCAP courses. The district may remove a student from a course if it does not meet the educational needs of the student. The district may terminate access to a course or refuse to allow students to enroll in a MOCAP course if the district determines that the course is not meeting the educational needs of the students enrolled in the course.

All concerns regarding the quality or delivery of a MOCAP course will be reported to DESE. The district may consider concerns regarding the quality of a course when making approval decisions for other students. In addition, the district will consider recommendations made by DESE regarding continued or future enrollment in MOCAP courses.

Transfers

The district will accept transfer credits students earn by successfully passing approved MOCAP courses if the course provider gives the district an official record of the completed course and the grade earned. Students who transfer to the district while enrolled in MOCAP courses will be allowed to continue enrollment in those courses even if the course provider is not one used by the district.

NOTICE OF QUALIFYING STUDENTS ABILITY TO ENROLL IN VIRTUAL COURSES

Students may request to enroll in virtual courses at district expense. For more information about this process, see Hamilton R-II School District Board Policy IGCD. Virtual Course Request to Enroll forms are available from the high school principal at student request.

ADMINISTRATIVE POLICY WITH REGARD TO MOCAP

Virtual Course request to enroll forms are available from building principals at student request. Enrollment for MOCAP is during the same time as enrollment for semester classes, which is during the first week of the semester. Students at Penney High School will not be taking MOCAP courses on student property unless authorized to do so by superintendent or his/her designee.

GRADUATION POLICIES

REQUIREMENTS FOR GRADUATION:

The following are the required courses or areas of study for graduation from Penney High School.

You should constantly bear in mind that you must enroll for required courses before choosing elective courses. You are advised to check with your counselor any time if you have any questions as to whether you have fulfilled the requirements for graduation. If a required course is failed, this deficiency must be included on your new enrollment form for the next year. Communication Skills 4 units

Social Studies 3 units

Science 3 units

Mathematics 3 units

Practical Arts 1.5 units

Fine Arts 1 unit

Physical Education 1.5 units

Health .5 unit

Personal Finance .5 unit

Total Requirements: 18 units

Total Electives: 9 units

Total: 27 units

Included in the above credits are specific courses that you are required to by law to earn credit in order to graduate from Penney High School. These courses are:

- Algebra 1, American Government, Biology 1, and LA II (DESE Graduation Guidelines)
 - If Algebra 1 was taken before high school, or in another state, Algebra II will be required in its place •
- American History (170.011, RsMo.)

In addition to these classes, students must also complete 30 minutes of CPR instruction (170.310, RsMo.) and pass the US Constitution and Missouri Constitution Tests that are administered in the American Government and American History classes (170.011, RsMo.).

*Three years of Agriculture Credits will count as one unit of General Science credit.

*Two years of Votech Credits will count as one unit of General Science credit.

*College bound students are encouraged to check with the guidance counselor. Many universities now require 4 communication skills, 4 units of science, 4 units of social studies, and 4 units of math.

Grade classifications are: Grade 9: 0 to 5.5 credits Grade 10: 6 to 11.5 credits Grade 11: 12 to 17.5 credits Grade 12: 18 to 26.5 credits

*Student's grade classifications do not change after August 1st until the beginning of the next school year.

GRADUATION CEREMONY:

Students who have not met graduation requirements,* are under disciplinary action from the school, or are not dressed according to the "Graduation Code of Dress" (see below), are not allowed to participate in the graduation ceremony. *Completed with passing grades all graduation credit requirements of the Hamilton R-II School District.

EARLY GRADUATION:

Current students who wish to graduate early will be required to meet with a school counselor and submit written notification to the principal by August 1st of the upcoming school year. New students will be required to meet with a school counselor and submit written notification of their request to graduate early to the principal within five days of enrollment. The school counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Hamilton R-II School District's graduation requirements.

Early graduates will be permitted to participate in graduation exercises in May provided they follow the same guidelines, expectations and attend scheduled practices as those completing graduation requirements in May, but the student will be considered an alumni for all other activities. Students who are granted early graduation are responsible for making all necessary arrangements to stay informed on events that might affect them.

GRADUATION CODE OF DRESS:

Obtaining a high school diploma is a significant accomplishment and commencement is a dignified ceremony commemorating the occasion. Students who wish to participate in the graduation ceremony must dress accordingly. Students who, in the opinion of the high school principal, are not dressed appropriately will not be permitted to participate.

Some examples of appropriate dress for boys include dress slacks or khakis (no denim jeans, shorts, or pants) and a collared shirt. Ties are optional. Socks and dress shoes (no sandals or tennis shoes) are required.

Some examples of appropriate dress for girls include a dress or slacks (no denim jeans, shorts, or pants) and a nice blouse. Dress shoes (no tennis shoes) are required.

Some examples of inappropriate dress include, but are not limited to jeans, shorts, sunglasses, tennis shoes, t-shirts, head garments, or clothes with any writing on them. No casual sandals such as flip-flops or leather casual sandals are permitted. No writing is permitted

on caps and gowns.

Students or parents who have questions regarding this policy or who require assistance obtaining appropriate attire should contact the high school principal at 816-583-2136.

Exceptions to this policy will be made as necessary to accommodate students with disabilities.

Students who do not participate in the graduation ceremony can pick up their diplomas at the high school principal's office from 8:00 a.m.-3:00 p.m. any weekday after graduation.

ADMINISTRATIVE POLICY ON GRADUATION COLOR CORDS

Penney High Graduates will be provided with an A+ medallion if they qualify and will be loaned a NHS stole if they are a member of NHS. Any Penney High School organization formally recognized by the student council may provide color cords for their members with the following stipulations:

1. All color cords will be the gold color.
 2. Color cords are to be standard size.
 3. The organization must notify the high school principal by no later than May 1 of the year they are being provided and also must notify the high school principal of the qualifications required to earn the right to wear the graduation color cord during the graduation ceremony.
 4. Organizations are responsible for the cost of the color cords
- Only school issued cords that meet the above stipulations will be allowed. No outside stoles will be allowed.

DISCIPLINE POLICIES

DISCIPLINE POLICY:

All parents or guardians are provided with a complete discipline policy. Some specifics on disciplinary actions follow: Out-of-school suspension: Students serving out-of-school suspension are not allowed to attend any school activities while on suspension. Students receive no credit on work while gone. However, students may apply to attend Night School. The principal has the authority to approve or deny the application. This application must be made at the time the student is given the out-of-school suspension. Students who attend Night School have the opportunity to make up work missed on a given day by attending school from 4:00 to 8:00 p.m. on the day the out-of-school suspension occurs. Students who choose to come from 4:00 to 8:00 p.m. will receive at the most 75% credit on all work completed. Students who are planning on attending Night School but are absent will receive no credit.

In-school suspension: Students serving in-school suspension will receive 80% credit on all work completed during the suspension.

Detentions: Detentions given by the principal can be served any day after school from 3:00 to 4:00 p.m. and any morning before school from 7:00 to 8:00 a.m. It is a student's responsibility to schedule the detention with the principal so they can make sure a supervisor is present. Students have one week to serve the detention. If students fail to serve the detention, they will serve a day of in-school suspension. Other consequences may follow if students repeatedly fail to serve detentions.

OUT OF SCHOOL MISCONDUCT:

Students who engage in significant acts of misconduct off campus which materially and adversely impacts the education of district students will be subject to discipline up to and including expulsion.

ACTS OF VIOLENCE & DISCIPLINE POLICY:

This policy is defined per RSMO 160.261 and will be distributed at registration, in the principal's office, and is available on the school website.

STUDENT DISCIPLINE POLICY

The Student Code of Conduct is designed to foster student responsibility, 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. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be transportation manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. 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 Hamilton R-II 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.

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 the student's residence. 4. Students who violate the prohibitions in this section may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

5. Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

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 following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. 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.

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

First Offense: No credit for the work, grade reduction, or replacement assignment.

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

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

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

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

Assault

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

First Offense: Principal/Student 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.

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.

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 district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

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

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

Dishonesty – Any act of lying, whether verbal or written, including forgery.

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

Disrespectful or Disruptive Conduct or Speech (see board policies AC and ACA 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 conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

Drugs/Alcohol (see board policies JFCH and JHCD)

Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, 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: In-school suspension or 1-180 days out-of-school suspension.

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

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

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

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

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value. *First Offense:* Principal/Student 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.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

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

First Offense: Restitution. Principal/Student 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. **Fighting (see also,**

"Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student 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.

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 conference, loss of privileges, detention, or in-school suspension.

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

Harassment, including Sexual Harassment (see board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student's behavior)

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.

First Offense: Principal/Student 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.

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.

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

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

Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.
Any Offense: 10-180 days out-of-school suspension or expulsion.

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

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks. *First Offense:* Confiscation. Warning, principal/student conference, detention, or in-school suspension. *Subsequent Offense:* Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension. *Subsequent Offense:*

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

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

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

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

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

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

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

Technology Misconduct (see board policies EHB and KKB and procedure EHB-API)

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 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.

Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. *First Offense:* Confiscation, principal/student conference, detention, or in-school suspension.

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

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

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

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

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

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

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

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion. **Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student 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.

Tobacco

Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD. *First Offense:*

Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension. *Subsequent Offense:*

Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

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

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension. **Truancy or Tardiness (see board policy JED and regulation JED-R1)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities. **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 conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

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

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

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

Weapons (see board policy JFCJ)

Possession or use of any weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.

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

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

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

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

Subsequent Offense: Expulsion.

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

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

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

BULLYING & HAZING POLICIES

BULLYING

General

In order to promote a safe learning environment for all students, the Hamilton R-II School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students. **Definitions**

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

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

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

Designated Officials

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

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

Reporting Bullying

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

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

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

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

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the

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

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

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

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

Training and Education

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

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

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying. School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:
 1. Cultivating the student's self-worth and self-esteem.
 2. Teaching the student to defend him- or herself assertively and effectively without violence.
 3. Helping the student develop social skills.
 4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

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

HAZING:

General

In order to promote a safe learning environment for all students, the Hamilton R-II School District prohibits all forms of hazing. For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff that violates this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The

district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

PRIVACY POLICIES

STUDENT RECORDS

Definitions

For the purposes of this procedure, the following terms are defined:

Student – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school. *Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Record – A record that is directly related to a personally identifiable student and that is maintained by the school district or an agent acting on behalf of the school district. An education record may include information that is handwritten, in print or recorded using digital, electronic or other means and includes biometric records such as fingerprints. Education records do not include: 1. Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.

2. Records created and maintained by the school district law enforcement unit for law enforcement purposes. 3. An employment record that relates exclusively to an individual in his or her capacity as an employee of the school district and that is not available for use for any other purpose.

4. Records that contain information about a student after he or she is no longer in attendance at the district and that are not directly related to the person's attendance as a student, such as alumni records.

5. Grades on peer-graded papers before they are collected and recorded by a teacher.

Directory Information – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district defines directory information in policy JO.

Health Records – Any record relating to a student's health or disability including, but not limited to: doctor's orders, doctor's notes, medical evaluations, medical diagnoses, information regarding medications, Section 504 plans, individualized education programs (IEP) and individualized health plans (IHP). A health record is a type of education record.

School Official – A person who has a legitimate educational interest and who meets one of the following criteria: 1. A person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff.

2. A School Board member of the Hamilton R-II School District.

3. A person paid by the district to perform a special task that requires access to student records, such as an attorney, auditor, medical consultant or therapist.

4. A person who is employed by the school district's law enforcement unit.

5. A person serving on an official committee, such as a disciplinary committee, a care team, a threat-assessment team or grievance committee, or who is assisting another school official in performing his or her tasks.

6. A contractor, consultant, volunteer or other party performing services on behalf of the district if 1) the service would have otherwise been performed by district employees, 2) the person or party is under the direct control of the district regarding the use and maintenance of education records, and 3) the person or party agrees to follow confidentiality laws regarding the re-disclosure of information.

Legitimate Educational Interest – A school official has a legitimate educational interest if the official is:

1. Performing a task that is specified in his or her position description or by a contract.

2. Performing a task related to a student's education in accordance with the school official's position. 3. Performing a task related to the discipline of a student in accordance with the school official's position. 4. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.

5. Maintaining the safety and security of the campus.

6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Education Records

A. General

1. Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State. The district will not destroy an education record if there is an outstanding request by a parent or eligible student to review the record.

2. Teacher and staff comments on education records will be professional and for the limited purpose of serving the student. 3. Parents and/or students may refuse to disclose a student's Social Security number to the district unless required by law. 4. Pursuant to state law, the permanent record of a student reading below the fifth-grade reading level at the end of his or her sixth-grade year shall carry a notation advising that such student has not met minimal reading standards. The notation shall stay on the student's record until such time as the district determines that the student has met minimal reading standards. 5. It is the responsibility of the principal and the professional staff of the school to see that such records are kept secure and confidential and are utilized in accordance with the law.

B. Review of Education Records by Parents or Eligible Students

1. Education records shall be open for inspection by parents and eligible students. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to

the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions. If a school employee has good reason to believe, based on personal knowledge or information from a reliable source, that a parent's access rights have been limited by a court order that is not on file with the district, the employee may delay access for a reasonable amount of time, but no longer than three business days, to afford the student's parent or the eligible student an opportunity to provide the school with the current applicable order.

2. The parents or the eligible student should submit to the school principal a written request that identifies as precisely as possible the record or records they wish to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given as soon as possible, but within three business days. However, the period for document production may exceed three days for reasonable cause.

3. If a parent or eligible student requests an education record that contains information on more than one identifiable student, the district will not disclose the record unless the district is able to effectively redact information pertaining to the other student(s), all parents or eligible students consent to the disclosure in writing, or the law otherwise allows for the disclosure. 4. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in this procedure.

C. Transfer of Education Records

1. The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the student's record has been marked pursuant to notification by the Missouri State Highway Patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district, and the district will notify the missing persons unit of the Missouri State Highway Patrol of the record request.

2. Upon notification that a student has transferred to any other school district, the district will forward to the superintendent of the new district any written notification the Hamilton R-II School District has received from a juvenile officer, sheriff, chief of police or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense listed in § 167.115.1, RSMo., and the notification of disposition of such case.

D. Annual Notification of Rights to Parents and Students

1. The district shall annually notify eligible students currently in attendance and parents of students currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents and eligible students at the beginning of the school year. 2. The district shall annually notify eligible students currently in attendance and parents of students currently in attendance of the directory information the district will release without written permission.

3. The district shall notify parents, and secondary school students who are at least 18, that the district is required to release the student's name, address and telephone listing to military recruiters and institutions of higher education upon request. The district will also notify parents, and secondary school students, who are at least 18, that they may request in writing that the district not release this information, and the district will comply with the request.

4. The district will notify parents at least annually of its policy on the collection, disclosure or use of personal information collected from students for the purposes of marketing or for selling or otherwise providing that information to others for a marketing purpose, including arrangements to protect student privacy that are provided by the district in the event of such collection, disclosure or use (see policies JHDA and KI). Parents will be directly notified annually at the beginning of the school year of the specific or approximate dates during the school year when such collection, disclosure or use of personal information is scheduled or expected to be scheduled. The district will also offer an opportunity for the parent or eligible student to opt the student out of participation in any such activity.

E. Annual Notification of Directory Information

1. The district shall annually notify parents and eligible students of the directory information the district will release without written consent. Parents or eligible students will have ten school days after the annual public notice to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten-school day period, the school district may disclose any of those items designated as directory information without the parent's or eligible student's prior written consent, including in print and electronic publications of the school district.

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

3. Directory information is considered a "public record" that must be released by the district to any person who requests it under the Missouri Sunshine Law.

F. Release of Education Records

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent in accordance with law, including when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.

2. To officials of another school in which a student is enrolled or seeks or intends to enroll as long as the disclosure is for purposes related to the enrollment or transfer.

3. Directory information. If the district annually notifies parents and eligible students that directory information may be released without prior written consent and gives parents and eligible students the opportunity to notify the district in writing that they do not want the information released, the district may release directory information without prior consent.
4. To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student.
5. To organizations conducting studies for or on behalf of the district or other educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction if the legal requirements for disclosure are met.
6. To state and local authorities, when allowed by state statute, if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed may be required to certify in writing that the information will not be disclosed to any other party except as allowed by law or with the written consent of the parent.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986.
9. To parents of a student who is not an eligible student or to the student.
10. To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, and except in cases where a parent is a party to a court proceeding involving child abuse or neglect or dependency matters and the order or subpoena is issued in the context of that proceeding, the district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action.
11. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid.
12. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or state and local education authorities in connection with an audit or evaluation of federally or state-supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
13. To appropriate parties when there is an articulable and significant threat to the health or safety of a student or other persons. The nature of the threat and the persons to whom the information was disclosed must be recorded.
14. To an agency, caseworker or other representative of a state or local child welfare agency or tribal organization who has a right to access the student's case plan, as determined by the state or tribal organization, when such agency or organization is legally responsible for the care and protection of the student. This disclosure is limited to student records or information from those records used for the purpose of addressing the student's education needs.
15. To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99, or other applicable laws.

Re-Disclosure

In accordance with law, the district may disclose personally identifiable information from education records only on the condition that the person to whom the information is disclosed will not re-disclose the information to other persons or entities without the prior consent of the parent or eligible student. When required by law, a party may be required to first sign a statement in which he or she agrees to abide by this provision and agrees to use the information disclosed only for the purposes for which the disclosure was made. This provision does not apply to disclosures made to the officers, employees and agents of the person or entity to which the information was released for the purposes for which the disclosure was made; disclosures made to the student or parents of a dependent or minor student; disclosures made to comply with a judicial order or subpoena; and disclosures of directory information.

H. Recordkeeping

Unless exempted below, the school district will maintain a record of all requests for and disclosures of information from a student's education records. The district will maintain the record of requests and disclosures with the education records of the student as long as the records are maintained. The record will indicate the name of the party making the request, any additional party to whom the information may be re-disclosed and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student.

When the district discloses personally identifiable information from education records to third parties without parental consent in a health or safety emergency, the district will record the articulable and significant threat to the health or safety of individuals that formed the basis for the disclosure and the parties to whom the district disclosed the information.

The district is not required to maintain a record of requests by or disclosures to:

1. The parent or eligible student.
2. School officials within the district who have a legitimate educational interest in the student's education records.
3. A party with written consent from the parent or eligible student.
4. A party seeking directory information.
5. A party seeking or receiving the records as directed by a law enforcement subpoena if the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

I. Charging Fees

The district may charge a fee for copies of student education records, unless the charge effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The fee will not exceed the amount authorized under the Missouri Sunshine Law.

J. Appeals Procedures

Parents or eligible students have the right to request correction of education records that they believe are inaccurate, misleading or in violation of their privacy rights. Following are the procedures for the correction of education records:

1. Parents or the eligible student must ask the school district to amend a record. In so doing, they must identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights. The request should be made to the building principal.
2. The building principal or an employee designated by the superintendent will decide, within a reasonable period of time after receiving the request, whether to amend the record as requested. The district will notify the parents or eligible student of the decision and, if the request for amendment is denied, will inform them of their right to a hearing to challenge the content of the student's education records on the grounds that the information included is inaccurate, misleading or in violation of the student's privacy rights.
3. The school district will hold a hearing within a reasonable period of time after a request for a hearing is received. The district will notify the parents or eligible student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or eligible student may be assisted by one or more individuals of their choice, including an attorney.
5. The hearing officer will prepare a written decision based solely on the evidence presented at the hearing and provide a copy to the district and the parents or the eligible student within a reasonable period of time after the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the hearing officer decides that the information is inaccurate, misleading or in violation of the student's privacy rights, the district will amend the record and notify the parents or eligible student of the amendment in writing.
7. If the hearing officer decides that the challenged information is not inaccurate, misleading or in violation of the student's privacy rights, the district will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the school district discloses the contested portion of the record, it must also disclose the statement.

AUDIO & VISUAL RECORDING

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means. *Audio Recording* – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Hamilton R-II School District or individuals authorized to act for the district.

Recording by Outside Entities

The Hamilton R-II School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Hamilton R-II School District Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Recording by Students

The Hamilton R-II School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

ELECTRONIC COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

Training

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Penney High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Penney High School may disclose appropriately designated "directory information" without written consent, unless you have advised the Penney High School to the contrary in accordance with Penney High School procedures. The primary purpose of directory information is to allow the Penney High School to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Penney High School to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Penney High School in writing by the first day of student attendance for the upcoming school year. The Hamilton R-II School District has designated the following information as directory information:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

INTERROGATIONS, INTERVIEWS, AND SEARCHES

Searches by School Personnel

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

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials. **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

SEARCHES OF STUDENTS

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

Searches by District Personnel

Searches of District Property

Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law. ***Searches of Student Property*** Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses when possible.

Searches of Students

If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable. District administrators will contact law enforcement officials to perform a search if they reasonably suspect that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. District administrators may contact law enforcement officials for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot be conducted safely. District employees, administrators and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others.

If a student is strip searched, as defined in state law, by an administrator or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. For the purposes of this section, the term "strip search" shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student, give medical attention to a student or screen a student for medical conditions.

Drug-Detection Dogs

The district may arrange for law enforcement officials to use professionally trained dogs to detect the presence of drugs on district property. A dog alerting to the presence of drugs will constitute reasonable suspicion for district administrators to conduct a search. Drug-detection dogs will not come into direct contact with students. The superintendent or designee shall develop procedures for the use of drug-detection dogs.

Student Drug and Alcohol Testing

If district personnel have reasonable suspicion that a student is inebriated or has come to school soon after consuming drugs or alcohol, the district may require the student to participate in a drug or alcohol test given by district authorities. If the student refuses to participate, the student may be disciplined as if the student tested positive for the substance.

In accordance with law, the district may implement a random student drug-testing program for students in extracurricular activities.

Metal Detector Screening Procedures

All students may be subject to handheld metal detector screening. In the event metal detector screenings are conducted:

- Metal detector screenings of students and their belongings shall be conducted in an orderly and safe manner, consistent with industry standards for use of the detectors, and consistent with minimizing intrusion into students' privacy rights.
- Students and their personal belongings shall be screened by District employees using a hand-held metal detector (wand) owned by the District. The screening should be conducted, when possible, by an employee of the same sex as the student.
- Consistent scanning techniques shall be used for each student.

- The District employee conducting the metal detector search should not make contact with the student's body with the wand. Prior to being scanned with a wand, a student will be asked to remove any metal objects (e.g. keys, phones, belt buckles, etc.) and set those objects aside. If during the screening of a student the detector is activated, the student shall be asked whether he or she has anything made of metal in the area scanned. If the article is removable (e.g. a set of keys), the student shall be asked to remove the article and the screening repeated. If the detector is again activated and the article cannot be removed (e.g. a belt buckle), the staff member shall visually confirm the student's explanation. If the activation cannot be explained or eliminated, then the student and his or her belongings shall be directed to a private area. An expanded search shall be conducted, if possible, by an employee of the same sex as the student. At least one other school employee shall be present during any search. Please refer to Policy JFG for information related to Searches of Students.

Random Checks

A. A principal may decide to conduct a random metal detector check on all students at random on a neutral, nondiscriminatory basis. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals. B. Before conducting the metal detector checks, the participating administrator will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

C. An administrator will escort each student with his or her personal effects into a designated area to proceed with the metal detector check.

Avoiding or Refusing Detection Process

When a student attempts to avoid a metal detector screening, it shall be considered sufficient cause to immediately search the person and their belongings. Anyone refusing to submit to the metal detection screening will be considered grounds for disciplinary action.

School Resource Officers

A school resource officer (SRO) may accompany district officials executing a search or may perform searches under the direction of district officials based on the reasonable suspicion standard. However, the SRO may choose not to participate in the search if the SRO believes that such participation might interfere with the successful future criminal prosecution of the student.

HEALTH POLICIES

HEALTH SERVICES

A nurse is available in each building from 7:30-3:30 every day. The following procedures must be followed when it is necessary to go to the nurse's office:

1. Never go to the nurse's office without first getting permission from your teacher or from the office.
2. Go directly to the nurse's office.
3. Return directly to class.

ILLNESS AT SCHOOL:

If a student becomes ill or injured during school hours, they should report to the nurse's office. Parents of the student will be notified by the school should the student need to leave. If the parents or emergency contacts cannot be reached, school administration will take appropriate measures on behalf of the student. A full list of health issues that would require students to be excluded from school will be sent home at the beginning of each school year.

MEDICATION ADMINISTRATION:

The following policy has been adopted by the school district regarding medication administration:

All medications must be administered in the nurse's office by the nurse. If the nurse is not available, medications may be administered by the building administrators. Any medications brought into the school MUST be in the original container from the pharmacy with the label attached containing the student's name, instructions, etc. A medication count will be performed with the parent and school nurse or administrator. A medication will only be administered according to the physician's instructions on the label. For over-the-counter medications, medication must be in the original container and labeled with the student's name. ALL MEDICATIONS REQUIRE A PERMISSION TO ADMINISTER FORM to be filled out when bringing in new medications. Medications should be brought to the office by a parent/guardian - do NOT send medications with your child or their siblings. Students are not allowed to carry and/or administer medications to themselves while at school unless arrangements have been made with the school nurse AND the prescribing physician has filled out and signed appropriate paperwork. Some medications that are prescribed "three times a day" (such as antibiotics, eye drops, ear drops, etc.) will not be administered by the school nurse and should be administered at home on a "before school, after school, bedtime" routine. The school nurse has the right to refuse to administer medication for any reason.

COMMUNICABLE DISEASES:

The Hamilton R-II School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Notification of School

Please contact the school nurse if your child contracts a contagious disease (chicken pox, flu virus, etc.). Children who have been ill may return to school when their temperature is less than 100.4 for 24 hours without the use of fever-reducing medication.

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

Universal Precautions

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff. Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens. Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary. All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

LICE POLICY:

If a student is found to have live head lice, they will be sent home immediately. Before returning to school:

1. the child must be treated with the appropriate head lice treatment product at home, and
2. the child must be brought to school by an adult for re-screening by the school nurse. **STUDENTS SENT HOME WITH LIVE LICE CANNOT RIDE THE BUS UNTIL A RE-SCREEN HAS BEEN PREFORMED AND THEY ARE CLEARED.** If it is found that a child does not have live head lice during re-screen, they will be allowed to go to class. The school nurse will conduct a re-screen of the student in 7-10 days after the original case of lice. If live lice are found during re-screening, the child will again be sent home to start the treatment/re-screening process over. Siblings and/or other students in the household will also be screened once a case of head lice has been found. A child should not need to miss more than one day of school to be properly treated for head lice. If a child is found to have 3 cases of head lice during a school year, the nurse will notify the parents that a fourth case might result in a call to child services.

EMERGENCY MEDICATIONS:

The school has a supply of stock EpiPens containing epinephrine for emergency use in the case of an anaphylactic reaction (life-threatening allergic reaction that can lead to death if not treated). EpiPens will be administered by nurses and other trained employees to students suspected of having an anaphylactic reaction. If you do NOT wish for your child to receive a dose of epinephrine during the unforeseen event of a life-threatening allergic reaction you MUST contact the school nurse. The nurse has a supply of stock Albuterol in the form of an albuterol inhaler, as well as nebulizer treatments. In the unforeseen event that a student has an asthma attack, and their inhaler is not readily accessible, the stock albuterol inhaler may be administered. If you do NOT wish for your child to receive a dose of albuterol in the event they are having an asthma attack and their inhaler is unable to be located, you MUST contact the school nurse. The MS/HS nurse has a supply of stock Naloxone (brand name Narcan). Narcan will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. If you do NOT wish for your child to receive a dose of Narcan in the unforeseen event of a possible drug overdose, you MUST contact the school nurse.

STATEMENT REGARDING POSSESSION OR USE OF CBD OR MEDICAL MARIJUANA PRODUCTS:

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescribed medication in accordance with this policy. A self-carry form will be required to be filled out and signed by the prescribing physician. When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescribed medications.

ALBUTEROL:

The nurse has a supply of stock Albuterol in the form of an albuterol inhaler. In the unforeseen event that a student has an asthma attack and their inhaler is not readily accessible, the stock albuterol inhaler may be administered. If you do NOT wish for your child to receive a dose of albuterol in the event they are having an asthma attack and their inhaler is unable to be located, you MUST contact the school nurse.

IMMUNIZATION OF STUDENTS

It is the policy of the Hamilton R-II School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

Immunization Exceptions

A student is exempted from obtaining immunizations if the district has the completed, original forms from the Missouri Department of Health and Senior Services (DHSS) necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent/guardian that immunization of the student violates his or her religious beliefs.

Homeless students, students in the custody of the Children's Division (CD) of the Department of Social Services and students in the household of an active duty member of the military who do not have an exemption and cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to provide satisfactory evidence that the student has completed all age-appropriate immunizations or has begun the process of immunization. If the student has begun the process of immunization, the student may continue to attend as long as the process is being accomplished according to the schedule recommended by DHSS.

Failure to Provide Evidence of Required Immunizations

The district will exclude from school all students who are not immunized or exempted as required by law. The district must report to DHSS the names of any parents/guardians who neglect to immunize their student or refuse to permit the immunization of a nonexempt student. The district will also report to the CD any instance of educational or medical neglect. Pursuant to law, any contacts with parents/guardians regarding immunizations will also include information about influenza and influenza vaccines.

District-Sponsored Preschool, Daycare Centers and Nursery Schools

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized unless:

1. There is satisfactory proof that immunizations are in progress and that the process is being accomplished in accordance with the schedule recommended by DHSS; or
2. The student is homeless or in the custody of the CD and cannot provide satisfactory evidence of required immunizations. Such students will be given 30 days to provide satisfactory evidence of completion or evidence that immunizations are in process.
3. A parental, medical or religious exemption is on file. Exemptions must be on original forms from DHSS. Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

Records

The superintendent or designee shall institute procedures for the maintenance of health records that show the immunization status of every child enrolled or attending in the district and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

TEACHING ABOUT HUMAN SEXUALITY

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out

The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Human Sexuality and Sexually Transmitted Diseases

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.

4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.

5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.

6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.

7. Teach students about the characteristics of and ways to identify sexual predators.

8. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.

9. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "Cyber Tipline."

10. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends. The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Sexual Abuse

In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on:

1. How to recognize sexual abuse;
2. How to report an incident of sexual abuse;
3. How to obtain assistance and intervention; and
4. Resources for students affected by sexual abuse.

STUDENTS WITH EPILEPSY OR SEIZURE DISORDERS - WILL'S LAW

1. This section shall be known and may be cited as "Will's Law". It will cover definitions of epilepsy or seizure disorders, requirements for individualized emergency health care plans, and immunity from liability.

2. As used in this section, the following terms mean:

(1) "Individualized emergency health care plan", a document developed by a school nurse, in consultation with a student's parent and other appropriate medical professionals, that is consistent with the recommendations of the student's health care providers, that describes procedural guidelines that provide specific directions about what to do in a particular emergency situation, and that is signed by the parent and the school nurse or the school administrator or the administrator's designee in the absence of the school nurse;

(2) "Individualized health care plan", a document developed by a school nurse, in consultation with a student's parent and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, that is consistent with the recommendations of the student's health care providers, that describes the health services needed by the student at school, and that is signed by the parent and the school nurse or the school administrator or the administrator's designee in the absence of the school nurse;

(3) "Parent", a parent, guardian, or other person having charge, control, or custody of a student;

(4) "School", any public elementary or secondary school or charter school;

(5) "School employee", a person employed by a school;

(6) "Student", a student who has epilepsy or a seizure disorder and who attends a school.

3. (1) The parent of a student who seeks epilepsy or seizure disorder care while at school shall inform the school nurse or the school administrator or the administrator's designee in the absence of the school nurse. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student. The parent of the student shall annually provide to the school written authorization for the provision of epilepsy or seizure disorder care as described in the individualized plans.

(2) The individualized plans developed under subdivision (1) of this subsection shall be updated by the school nurse before the beginning of each school year and as necessary if there is a change in the health status of the student.

(3) Each individualized health care plan shall, and each individualized emergency health care plan may, include but not be limited to the following information:

- A notice about the student's condition for all school employees who interact with the student;
- Written orders from the student's physician or advanced practice nurse describing the epilepsy or seizure disorder care;
- The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
- Whether the student may fully participate in exercise and sports, and any contraindications to exercise or accommodations that shall be made for that particular student;
- Accommodations for school trips, after-school activities, class parties, and other school-related activities;
- Information for such school employees about how to recognize and provide care for epilepsy and seizure disorders, epilepsy and seizure disorder first aid training, when to call for assistance, emergency contact information, and parent contact information;
- Medical and treatment issues that may affect the educational process of the student;
- The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
- How to maintain communication with the student, the student's parent and health care team, the school nurse or the school administrator or the administrator's designee in the absence of the school nurse, and the school employees.

4. (1) The school nurse assigned to a particular school or the school administrator or the administrator's designee in the absence of the school nurse shall coordinate the provision of epilepsy and seizure disorder care at that school and ensure that all school employees are trained every two years in the care of students with epilepsy and seizure disorders including, but not limited to, school employees working with school-sponsored programs outside of the regular school day, as provided in the student's individualized plans.

(2) The training required under subdivision (1) of this subsection shall include an online or in-person course of instruction approved by the department of health and senior services that is provided by a reputable, local, Missouri-based health care or nonprofit organization that supports the welfare of individuals with epilepsy and seizure disorders.

5. The school nurse or the school administrator, or the administrator's designee in the absence of the school nurse, shall obtain a release from a student's parent to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers. The release shall also authorize the school nurse or the school administrator, or the administrator's designee in the absence of the school nurse, to share medical information with other school employees in the school district as necessary. No sharing of information under this subsection shall be construed to be a violation of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. 104-191), as amended, if a student's parent has provided a release under this subsection.

6. No school employee including, but not limited to, a school nurse, a school bus driver, a school bus aide, or any other officer or agent of a school shall be held liable for any good faith act or omission consistent with the provisions of this section, nor shall an action before the state board of nursing lie against a school nurse for any such action taken by a school employee trained in good faith by the school nurse under this section. "Good faith" shall not be construed to include willful misconduct, gross negligence, or recklessness.

INFORMATION ON MO HEALTHNET PROGRAM FOR KIDS

Your child may be eligible for affordable health insurance through the MO HealthNet for Kids (MHK), Missouri's Health Insurance Program. Now most families can get low-cost or free health insurance for their children. Children with health insurance are more likely to receive needed vaccinations and receive treatment for illnesses. Please inquire about applications at the elementary office. You can learn more at this link: <https://mydss.mo.gov/healthcare/mohealthnet-for-kids>.

In addition to the information addressed in the district's communications plan and notices provided to district employees, the district will provide information to the public and the media as required by law, including the Missouri Sunshine Law. The following information will be provided to the public upon request or as otherwise designated:

1. Notice of all Board meetings and meetings of committees created by or at the direction of the Board will be posted at the district's administrative offices and on the district's website when required by law. (§ 610.020, RSMo.)
2. All written Board policies, related documents and district handbooks will be available on the district's website. (§ 162.208, RSMo.)
3. A written copy of the district's discipline policy will be provided to the student and parent/guardian of every student enrolled in the district at the beginning of every school year and made available in the superintendent's office during normal business hours for inspection. (§ 160.261, RSMo.)
4. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)
5. The district's policy on student participation in statewide assessments will be distributed to each student and parents/guardians of

minor students at the beginning of each year. A copy will also be maintained in the district office for public viewing during business hours. At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. The notice will include information on whether a parent/guardian can opt a student out of an assessment and, if so, the procedure for doing so. (20 U.S.C. § 6312, § 160.570, RSMo.)

6. The district shall post on the district's website and, where practicable, on the website of each district school, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when such information is available. (20 U.S.C. § 6312)

7. Information, presented in terms understandable to a layperson, on the methods and materials used to teach reading in kindergarten through fourth grade will be available in the district's administrative offices. (§ 167.645, RSMo.)

8. Information, presented in a way that does not permit personal identification of any student or educational personnel, on the number and percentage of students receiving remediation because they have not met reading standards on the state-mandated reading assessment will be available in the district's administrative offices. (§ 167.645, RSMo.)

9. All human sexuality curriculum materials will be available to the public at the district's administrative offices. Parents/Guardians will be notified regarding the basic content of sexuality instruction and of their right to remove the student from any aspect of the program. (§ 170.015, RSMo.)

10. Notification that the district does not tolerate illegal discrimination or harassment and information about the procedures for filing a harassment or discrimination complaint will be posted in all buildings and included in district publications in addition to being available in the district's administrative offices. (34 C.F.R. § 104.8, 106.8, 106.9; OCR Guidance)

11. Information regarding schools identified as persistently dangerous under federal law and an explanation of any options that parents/guardians have as a result of the designation will be available in the district's administrative offices. (Federal Guidance)

12. Information on the district's obligations under the Individuals with Disabilities Education Act (IDEA) will be provided to the public by conducting the following activities prior to November 1 each year:

- ▶ Publish one public notice on the district's website that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. The notice must also describe the district's responsibility to refer infants and toddlers suspected of having a disability to the state early intervention system.

- ▶ Air one public notice on local radio and/or television stations during general viewing/listening hours that describes the school district's responsibility to provide special education and related services to children ages 3 to 21.

- ▶ Place posters/notices in all administrative offices of each building operated by the school district that describe the district's responsibility to provide special education and related services to children ages 3 to 21.

- ▶ Provide written information through general distribution to the parents/guardians of students enrolled in the school district that describes the school district's responsibility to provide special education and related services to children ages 3 to 21. (State Plan for Special Education)

13. The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

14. The district will distribute information about the district's nutrition program, including breakfast, lunch and snack programs administered pursuant to the National School Lunch Program. Information about the School Breakfast Program must be distributed just prior to or at the beginning of the school year. In addition, schools are encouraged to send reminders regarding the availability of the School Breakfast Program multiple times throughout the school year. (7 C.F.R. § 210.12)

The district will publicly announce the eligibility criteria for free and reduced-price meals to each parent/guardian at the beginning of each school year or within ten days after the state notifies the district of the approved eligibility criteria if such notice is received after the beginning of the school year. Any subsequent changes in a school's eligibility criteria during the school year shall be publicly announced in the same manner as the original criteria were announced. The announcement will be made in the following manner:

- ▶ Except in situations where students are directly certified for the program, on or about the beginning of each school year, the district will distribute a free and reduced-price meals application and a letter or notice explaining the eligibility criteria for the Free and Reduced-Price Meals Program and other details of the program to the parents/guardians of all children in attendance at the school.

- ▶ On or about the beginning of each school year, the district will provide a public release containing the same information supplied to parents/guardians, including free and reduced-price meals eligibility criteria, to the informational media, the local unemployment office and any major employers contemplating large layoffs in the area. Copies of the public release shall be made available upon request in the district's administrative offices to any interested persons. (7 C.F.R. § 245.5)

15. The district will cooperate with Summer Food Service Program (SFSP) sponsors in the area, if any, to distribute materials informing families of the availability and location of free SFSP meals for students when school is not in session. (7 C.F.R. § 210.12)

16. The district will provide written notice of the district's procedure on unpaid meal charges to each household in the district at the beginning of each school year and maintain a copy of the procedure on the district's website. In addition, a copy of the procedure will

be provided to households of students who transfer into the district during the school year. (Federal Guidance)

17. The district will annually distribute information about concussions and brain injuries to each student participating in district athletic activities. Parents/Guardians must submit a signed acknowledgment of having received the information before the student will be allowed to participate. (§ 167.765, RSMo.)

18. The district will annually notify parents/guardians and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA). The district will also provide:

- ▶ Notice of the categories of information the district has designated as public directory information. (34 C.F.R. §§ 99.7, 99.37)
- ▶ Notice to parents/guardians of secondary school students of the district's obligation to release the names, addresses and telephone listings of secondary school students to representatives from institutions of higher education and military recruiters. Parents/Guardians and secondary school students who are at least 18 may submit a written request not to release the information without prior written consent of the parent/guardian or student. (20 U.S.C. § 7908)

19. The district will provide notice to parents/guardians and students at the beginning of every school year, and within a reasonable time after any substantive change to the district's policies, detailing the following:

- ▶ No student, without prior parental consent, or the consent of the student if the student is an adult or an emancipated minor, shall be required as part of any federally funded program to submit to a survey, analysis or evaluation that reveals the political affiliations or beliefs of the student or student's parent/guardian; mental or psychological problems of the student or student's family; sex behavior and attitudes; illegal, antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom there is a close family relationship; legally recognized privileges; income, unless required to determine eligibility for financial aid or participation in a program; or religious practices, affiliations or beliefs of the student or the student's parent/guardian.
- ▶ Prior notice of a survey the district administers on any of the above subjects, even if they are not federally funded, and information on how parents/guardians can opt their students out of the survey.
- ▶ The right of a parent/guardian to inspect surveys before they are given and instructional material upon request, and the procedures for doing so. (20 U.S.C. § 1232h)

20. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which any nonemergency invasive physical examination or screening will be performed that is required as a condition of attendance, administered by the school, scheduled in advance, not necessary to protect the immediate health or safety of the student and that exposes private body parts or includes incision, insertion or injection into the body. The notice need not include hearing, vision or scoliosis screenings. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. Currently the district does not conduct such examinations, and there are no plans to initiate them in the future. (20 U.S.C. § 1232h)

21. At the beginning of every school year, and within a reasonable time after any substantive change in the district's policies, the district will notify parents/guardians of the specific or approximate dates on which personal information about students will be collected, disclosed or used if that information will be used for marketing or selling or otherwise provided to others for that purpose. The notice will offer an opportunity for the parents/guardians or a student of appropriate age to opt out of the activity. (20 U.S.C. § 1232h)

22. The district will inform students or their parents/guardians about asbestos inspections, reinspections, surveillance, response actions and post-response action activities at least once a year. (40 C.F.R. § 763.84)

23. At the beginning of each school year the district will distribute earthquake information prepared by the Federal Emergency Management Agency (FEMA), the State Emergency Management Agency (SEMA) or by other agencies that are experts in the area of earthquake safety. (§ 160.455, RSMo.)

24. The district will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment. (§ 105.1445, RSMo.)

25. The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district. (§ 210.003, RSMo.)

26. The district will post in a public area of each school and in all student restrooms a sign that contains the toll-free child abuse and neglect hotline number established by the Children's Division of the Department of Social Services. The text of the signs will be in both English and Spanish, be on a poster at least 11 x 17 inches, contain large print and be placed at eye level to the student. (§ 160.975, RSMo.)

27. The district will provide the address of the Department of Elementary and Secondary Education's website on the Trauma Informed Schools Initiative to parents/guardians before October 1 of each school year. (§ 161.1050, RSMo.)

▶ <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

28. The district will provide annual notice to students, parents/guardians and staff of policy JFCF, Bullying. (§ 160.775, RSMo.)

29. At the beginning of each school year, the district will notify parents/guardians with students attending a school that receives Title I funds that they may request information regarding whether the student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction; whether the student's teacher is teaching under emergency or other provisional certification status; and whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. (20 U.S.C. § 6312)

30. In accordance with federal law, if a student attends a school that receives Title I funds and has been assigned to or taught for four or more consecutive weeks by a teacher who is not certified at the grade level and subject area in which the teacher provides

instruction, the district will provide timely notification to the student's parents/guardians. (20 U.S.C. § 6312)

31. If the district receives a grant or subgrant from the U.S. Department of Education (ED) under the Elementary and Secondary Education Act of 1965, the district will display in a public place the hotline contact information for the Office of Inspector General of the ED, so that any individual who observes, detects or suspects improper use of taxpayer funds can easily report such improper use. (20 U.S.C. § 7933)

32. The district will disseminate notice of the rights of homeless children and youth in locations frequented by parents/guardians of such children and youth, and unaccompanied youth, including schools, shelters, public libraries and soup kitchens. (42 U.S.C. § 11431)

ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Diabetes Medical Management Plan – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing, including essential oils.

General

The Hamilton R-II School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home.

Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Nurses and Other Personnel

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse (RN). Other district personnel may be required to administer medications to a student as long as they have been appropriately trained and are supervised by an RN. An appropriately licensed member of the nursing staff will be responsible for:

1. Developing procedures for the training of unlicensed personnel in the administration of medications;
2. Devising protocols for the administration of medications by unlicensed personnel; and
3. Training unlicensed personnel in the administration of medications.

District employees who administer medications must maintain documentation of all medications provided to students and stored on district property.

Nurses and other staff administering medications will take precautions when administering medications and, when necessary, will clarify authorized prescriber orders prior to administering medications.

In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Medications District Personnel Will Not Administer

Unless required by law to administer a medication to accommodate a disability, nurses who question the necessity of administering a particular medication during the school day may, after consultation with the superintendent or designee, require a written directive by the student's healthcare provider that states why the medication must be administered at school. The district may also refuse to administer any medication for other reasons listed in this policy. The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration.

The district may refuse to administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text unless the district has verified the dosage with the prescriber. Except for the medications that are used only in an emergency situation, the district will not knowingly administer the first dose of any medication. The district expects parents/guardians to administer medications at home or by coming to the school to

administer the medications themselves when possible. Staff, students and all other individuals are prohibited from possessing or administering any medication that is illegal pursuant to state or federal law on district grounds, on district transportation or during district activities. The superintendent or designee is authorized to obtain a legal opinion from the district's attorney when there is a question regarding the legality of administering any medication.

Medical Marijuana and Cannabidiol (CBD) Oil

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

Student Possession and Self-Administration of Medications

The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with this section.

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:

- ▶ The medication was prescribed or ordered by the student's physician.
- ▶ The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- ▶ The student has demonstrated proper self-administration technique to the school nurse.
- ▶ The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of others.

Emergency Medications

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes, asthma-related rescue medications and naloxone. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a serious or life-threatening reaction or episode. A prescription or written permission from a parent/guardian is not necessary to administer these medications in an emergency situation. Epinephrine, naloxone and asthma-related rescue medications will be administered only in accordance with written protocols provided by an authorized prescriber. Naloxone (brand name Narcan) will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. The Board will purchase an adequate supply of prefilled epinephrine auto syringes, asthma-related rescue medications and naloxone based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine, naloxone or asthma-related rescue medications. A current copy of the list will be kept with the medications at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

MENTAL HEALTH & COUNSELING POLICIES

SUICIDE AWARENESS AND PREVENTION:

Purpose

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Hamilton R-II School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Definitions

Crisis Response Team (CRT) – A team of district employees trained in suicide awareness and prevention. Student at Risk of Suicide – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.

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

Crisis Response Team

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan. The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

Response Plan

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

Students Who May Be at Risk of Suicide

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

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

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

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

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

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (988) for assistance. As soon as practical, the employee will notify the building administrator or designee.

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

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.

3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality

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

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

Abuse and Neglect

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

Accommodating a Disability

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

School and Community Resources

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools. A school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have had a suicide crisis to offer additional assistance.

Response to Incidents Impacting the School

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death. The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures. The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students

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

Policy Publication

The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.

Student Identification Cards

The district will include the three-digit for the Suicide and Crisis Lifeline, 998, on student identification cards for all high school students.

COUNSELING SERVICES:

All students have the services of our counseling department available. Each student may see the counselor as many times during the year as is necessary. Here, the student can plan their educational program and better determine their own interests, aptitudes and capabilities.

A student may request a visit with the counselor personally or ask one of their teachers to arrange the appointment. Teachers or parents may also make the initial request for the student's appointment with the counselor. Assistance is available on any problem a child may have that affects their school or personal life. Students should plan to see the counselor during study hall. They should avoid missing any class or any part of their class for such visits. A student may stop in the guidance office between classes and make an appointment with the counselor. A student may obtain a pass to be used during study hall or whenever a student has some time other than classes.

Parents are especially invited to make use of our guidance services to better understand the child's academic program. They are encouraged to call the guidance office and set up an appointment at a time convenient to them. The ultimate goal of the counselor is that each student achieves to the best of his or her ability.

The Hamilton R-II School District's comprehensive school counseling program provides important benefits to all students at all grade levels by addressing their social/emotional, academic and career development needs. Research indicates that a fully implemented comprehensive school counseling program has a positive impact on student achievement and has the potential to increase attendance, reduce discipline referrals and improve End of Course Assessment (EOC) scores. In support of the district's efforts to improve student achievement, the Board requires full implementation of the Missouri Comprehensive School Counseling Program and will adhere to all of its standards. The program shall be implemented in each attendance area and is considered an integral part of each school's education program. School counseling program objectives will be aligned with the district's Comprehensive School Improvement Plan (CSIP) and student performance data. The program shall be implemented by certified school counselors with the support of district staff, students and external organizations and agencies.

It is necessary for counselors to build trusting relationships with students and district staff; however, counselors are not permitted to promise students complete confidentiality. Counselors may at times be required to disclose information to parents/guardians, report child abuse or neglect, convey to district staff information necessary to better serve a student, or report to supervisors as appropriate. Care should be taken in explaining to students, in a developmentally appropriate manner, the limits of confidentiality. Notice of the limits of confidentiality may be made by a variety of methods including classroom lessons, student handbooks, the district website and school counseling brochures in addition to oral notification of individual students.

District counselors have the responsibility to protect the confidentiality of student records and only release information in accordance with state and federal law and Board policy. Information transmitted or stored electronically must maintain the same level of confidentiality as traditional paper records. Care shall be taken to send sensitive information by a means that protects student identity.

CAFETERIA, NUTRITION AND WELLNESS POLICIES

CAFETERIA SERVICES:

Class "A" lunches will be served in the cafeteria each school day.

The 2024-2025 cost of student breakfast is \$2.40 (reduced price \$0.30) and student lunch is \$3.20 (reduced price: \$0.40). Extra entrees will be \$2.00 for all students. Visitors will be charged \$2.55 for breakfast and \$3.79 for lunch. All balances must be paid prior to eating.

A breakfast program will also be available to students from 7:30 to 7:55 each morning. Students who arrive after 7:55am will not be served breakfast. Free and reduced price regulations will apply the same as for lunch. Regular breakfast prices will also be announced prior to the opening of school.

Students bringing sack lunches are also expected to eat in the cafeteria area or classroom, depending on the day. The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior that make the lunch period pleasant and relaxed are:

1. Observe good dining room manners at the table;
2. Leave tables and surrounding area clean and orderly;
3. Put trash in proper container;
4. Do not leave cafeteria while eating or carrying food.
5. No students are allowed in the halls during lunch period without permission.
6. Students are not allowed to leave school to eat lunch.

FREE AND REDUCED BREAKFASTS AND LUNCHES:

Application forms will be distributed to each student on opening day to apply for free and reduced lunch. These must be completed and returned promptly in order to be reviewed for approval. All information must be completed on the form. No approval can be given without each individual's social security number and wages earned.

NOTICE OF NUTRITIONAL STANDARDS FOR FOOD BROUGHT BY PARENTS AND STUDENTS TO BE SERVED DURING SCHOOL HOURS

The primary goals of the Hamilton R-II School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. The following procedures will guide the implementation of the district wellness program.

Nutrition Guidelines

The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day support healthy eating and create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set the following nutrition standards for its meal programs, competitive foods and beverages sold outside the meal programs, and other foods and beverages provided or made available to students during the school day.

For the purposes of this procedure, the school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events. *Nutrition Standards for Meal Programs*

The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA).

Nutrition Standards for Competitive Foods and Beverages

The foods and beverages sold and served during the school day outside the reimbursable school meal programs (competitive foods and beverages) will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards. These standards will apply in all locations any time foods and beverages are sold to students during the school day, which includes, but is not limited to, foods and beverages sold in vending machines, school stores, and snack or food carts; à la carte options in cafeterias; and food and beverages sold through district-sponsored fundraising, including fundraising by student-initiated groups, unless an exemption applies, as described below.

Fundraising Exemption to Nutrition Guidelines

Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers meet USDA standards:

1. Foods sold off campus, outside the school day or to nonstudents do not have to meet the USDA standards. 2. Foods that do not meet USDA standards and are not intended for consumption at school may be delivered during the school day, and order forms for such food may be distributed during the school day, to the extent that these activities otherwise comply with district policies and procedures.
3. Each school building within the district may hold up to five one-day fundraisers per school year on district property during the school day that involve the sale of foods that do not meet USDA standards.

Nutrition Standards for Foods and Beverages Provided to Students during the School Day

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including nonfood celebration ideas.

Foods and beverages should not be used as a reward or withheld as punishment.

Water

Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe and unflavored drinking water will be available to students during mealtimes in the places where meals are served.

Nutrition Education

The district's nutrition education goal is to integrate sequential nutrition education with the comprehensive health education program and, to the extent possible, the core curriculum taught at every grade level in order to provide students with the necessary knowledge and skills to make healthy nutrition decisions. In order to achieve the nutrition education goal, the district will:

1. Provide students at all grade levels with adequate nutrition knowledge including, but not limited to:
 - ▶ The benefits of healthy eating.
 - ▶ Essential nutrients.
 - ▶ Nutritional deficiencies.
 - ▶ Principles of healthy weight management.
 - ▶ The use and misuse of dietary supplements.
 - ▶ Safe food preparation, handling and storage.
2. Provide students with nutrition-related skills that minimally include the ability to:
 - ▶ Plan healthy meals.
 - ▶ Understand and use food labels.
 - ▶ Apply the principles of the USDA's Dietary Guidelines for Americans and MyPlate.
 - ▶ Critically evaluate nutrition information, misinformation and commercial food advertising. ▶ Assess personal eating habits, nutrition goal-setting and achievement.
3. Provide instructional activities that stress the appealing aspects of healthy eating and are hands-on, behavior based, culturally relevant, developmentally appropriate and enjoyable. Examples of activities include, but are not limited to: food preparation, contests, promotions, taste testings, farm visits and school gardens.
4. Provide information to all school staff about the symptoms of nutrition-related conditions such as unhealthy weight, eating disorders and other nutrition-related health problems. Staff members who identify students who may have nutrition-related conditions will notify school counselors or student health services staff. When appropriate, school counselors or student health services staff will provide information about these conditions, including available treatment options, to the student and his or her parents/guardians.
5. Coordinate the food service program with nutrition instruction. Food service staff should also work closely with those responsible for other components of the school health program to achieve common goals.

Nutrition Promotion

Nutrition promotion that uses evidence-based techniques to encourage healthy nutrition choices and participation in school meal programs positively influences lifelong eating behaviors. Students and staff will receive consistent nutrition messages throughout district facilities. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently by school staff, parents/guardians and the community. The district will promote the importance of good nutrition in its schools and in the community through one or more of the following activities:

1. Providing nutrition information to parents/guardians via newsletters, handouts, presentations or other appropriate means.
2. Posting nutrition tips on district websites.
3. Offering appropriate, participatory activities, such as cooking lessons or demonstrations, taste testings, farm visits and school gardens.
4. Disseminating information about community programs that offer nutrition assistance to families.
5. Posting links on district websites to research and articles explaining the connections between good nutrition and academic performance.
6. Providing school meals that meet a variety of cultural preferences with a special emphasis on the populations served by the district.
7. Posting menus, including nutrient contents and ingredients, on district and school websites.

If practical, the district will provide information in a language understandable to the parents/guardians.

Marketing and Advertising

Marketing in district facilities will be consistent with the goals of the district's wellness program and comply with Board policy. The district will strive to promote the wellness program and educate parents/guardians regarding the quality of district foods. Food and beverage marketing will be limited to the promotion of foods and beverages that meet the Smart Snacks nutrition standards. Other examples of marketing and advertising the district will scrutinize include, but are not limited to, pricing strategies that promote healthy food choices; audiovisual programming; educational incentive programs; scoreboards; book covers; district transportation; and vending machine displays.

Physical Activity

Moderate Physical Activity – Low-impact to medium-impact physical exertion designed to increase an individual's heart rate to rise to at least 75 percent of his or her maximum heart rate. Examples of moderate physical activity include, but are not limited to, running, calisthenics or aerobic exercise. Time spent in recess and physical education counts as moderate physical activity. *Recess* – A structured play environment outside of regular classroom instructional activities that allows students to engage in safe and active free play.

The district's physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student has the opportunity to develop the knowledge, skills and desire to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity. In order to achieve the physical activity goal, the district will:

1. Develop a sequential program of appropriate physical education aligned with Missouri Learning Standards for every student. The elementary program will provide for:

- ▶ Sixty minutes of recess per day. Recess may be incorporated into the lunch period, but will be scheduled before lunch and held outdoors when possible.
- ▶ An average of 150 minutes of moderate physical activity each five-day school week or an average of 30 minutes per school day. The program will also provide for 50 minutes per week of physical education under the supervision of a certified physical education instructor.
- ▶ The middle school program will provide for _____ (recommended: 225) minutes of moderate physical activity during each school week and 3,000 minutes of physical education per year.
- ▶ The high school program will provide for two units of physical education prior to graduation. All activity will:

- ▶ Emphasize knowledge and skills for a lifetime of regular physical activity.
- ▶ Meet the needs of all students, especially those who are not physically skilled or who have special needs. ▶ Provide a variety of activity choices, feature cooperative as well as competitive activities, and account for gender and cultural differences in students' interests.
- ▶ Prohibit exemptions from physical education courses on the basis of participation in an athletic team, community recreation program, ROTC, marching band or other school or community activity.
- ▶ Contribute to achieving the goals established in the district's wellness policy and be closely coordinated with the other components of the overall school health program.

2. Provide opportunities and encouragement for students to voluntarily participate in before- and after-school physical activity programs designed to supplement, not replace, the district's physical education offerings, such as intramural activities, interscholastic athletics and clubs by:

- ▶ Providing a diverse selection of competitive and noncompetitive, as well as structured and unstructured, activities to the extent that staffing and district/community facilities permit.
- ▶ Offering intramural physical activity programs that feature a broad range of competitive and cooperative activities for all students.
- ▶ Encouraging partnerships between schools and businesses. Promotion of such partnerships must be appropriate and in accordance with Board policy and applicable procedures.

3. Strive to provide joint school and community recreational activities by:

- ▶ Actively engaging families as partners in their children's education and collaborating with community agencies and organizations to provide ample opportunities for students to participate in physical activity beyond the school day. ▶ Working with recreation agencies and other community organizations to coordinate and enhance opportunities available to students for physical activity during their out-of-school time.
- ▶ Negotiating mutually acceptable, fiscally responsible arrangements with community agencies and organizations to keep district-owned facilities open for use by students, staff and community members during nonschool hours and vacations. ▶ Working with local public works, public safety, police departments and/or other appropriate state and federal authorities in efforts to make it safer and easier for students to walk and bike to school.

4. Prohibit the use of physical activity as a form of discipline or punishment.

5. Discourage periods of inactivity that exceed two or more hours. When activities such as mandatory schoolwide testing make it necessary for students to remain indoors for long periods of time, staff should give students periodic breaks during which they are encouraged to stand and be moderately active.

6. Provide and encourage—verbally and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity for all participants in on-site after-school childcare and enrichment programs sponsored by the district. 7. Provide opportunities and encouragement for staff to be physically active by:

- ▶ Planning, establishing and implementing activities to promote physical activity among staff and providing opportunities for staff to conveniently engage in regular physical activity.
- ▶ Working with recreation agencies and other community organizations to coordinate and enhance opportunities available to staff for physical activity during their out-of-school time.

Other School-Based Activities

The district's goal for other school-based activities is to ensure an integrated whole-school approach to the district's wellness program. The district will achieve this goal by addressing the areas itemized below.

Community Involvement

Staff will collaborate with agencies and groups conducting nutrition education in the community to send consistent messages to students and their families. A list of foods and beverages that meet the Smart Snacks nutrition standards and ideas for healthy celebrations, rewards and nonfood fundraising activities will be provided to community organizations that serve youth. Guest speakers invited to address students will receive appropriate orientation to the relevant policies of the district.

The wellness program shall make effective use of district and community resources and equitably serve the needs and interests of all students and staff, taking into consideration differences of gender, cultural norms, physical and cognitive abilities and fitness level.

Family Involvement

The district will strive to engage families as partners in their children's education by supporting parental efforts to motivate and help their children with maintaining and improving their health, preventing disease and avoiding health-related risk behaviors. Strategies the district may implement to achieve family involvement may include, but are not limited to:

1. Providing nutrient analyses of district menus.
2. Providing parents/guardians a list of appropriate foods that meet the district's nutrition standards for snacks.
3. Providing parents/guardians with ideas for nonfood rewards and healthy celebrations, parties and fundraising activities.
4. Encouraging parents/guardians to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the district's nutrition standards.
5. Designing curricular nutrition education activities and promotions to involve parents/guardians and the community.
6. Supporting efforts of parents/guardians to provide their children with opportunities to be physically active outside of school.
7. Providing information about physical education and other school-based physical activity opportunities available to students before, during and after the school day.
8. Sharing information about physical activity and physical education via the district's website, newsletter, other take-home materials, special events or physical education homework.
9. Working with families to provide consistent sun safety information that includes an overview of the district's sun safety program, an explanation of how parents/guardians can reinforce the program at home and how they can become involved with and support the district's program.
10. Encouraging parents/guardians to volunteer time in the classroom, cafeteria or at special events that promote student health.
11. Providing opportunities for parent/guardian involvement with the district wellness committee.

If practical, the district will provide information in a language understandable to parents/guardians.

Indoor Air Quality

District employees will refrain from using candles, oils, sprays, plug-ins and other sources of fragrance. Pesticides and cleaning products will be used only in accordance with district policies and procedures.

Mealtimes

Students are not permitted to leave school campus during the school day to purchase food or beverages. Mealtimes will comply with the following guidelines:

1. Mealtimes will provide students with at least ten minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
2. Activities such as tutoring or meetings will not be held during mealtimes unless students may eat during such activities.
3. At the elementary level, lunch periods will follow recess periods.
4. Free, safe and unflavored drinking water will be available to students during meals in the meal service area.
5. Students will have access to hand-washing facilities before they eat meals or snacks.
6. The district will take reasonable steps to accommodate the toothbrushing regimens of students.
7. Students will be allowed to converse during meals.
8. The cafeteria will be clean, orderly and inviting.
9. Adequate seating and supervision will be provided during mealtimes.

Staff Development and Training

All staff will be provided with ongoing training and professional development related to all areas of student wellness. The pre-service and ongoing in-service training will include teaching strategies for behavior change and will focus on giving teachers the skills they need to use non-lecture, active learning methods. Staff responsible for nutrition education will be adequately prepared and regularly participate in professional development activities to effectively deliver the nutrition education program as planned. Staff responsible for implementing the physical education program will be properly certified and regularly participate in area-specific professional development activities.

Qualified nutrition professionals will administer the district meal programs and will receive ongoing, area-specific professional development. The district will provide continuing professional development for all district nutrition professionals. Staff development programs will include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers according to their levels of responsibility.

Staff Wellness

The Hamilton R-II School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The district will offer staff wellness programs that include education on nutrition, healthy eating behaviors and maintaining a healthy weight for optimal health. The district will establish and maintain a staff wellness committee composed of at least one staff member; wellness committee member; registered dietitian, school nurse or other health professional; employee benefits specialist; and other appropriate personnel. The staff wellness committee will serve as a subcommittee of the district wellness committee. The staff wellness committee will develop, promote and oversee a multifaceted plan to promote staff health and wellness. The plan will be based on input solicited from district staff and will outline ways to encourage healthy eating, physical activity, sun safety and other elements of a healthy lifestyle. The staff wellness committee will provide a copy of its plan to the wellness program committee.

Sun Safety

"Sun safety" describes a range of behaviors that include wearing appropriate clothing, applying sunscreen and limiting sun exposure. The sun safety program will focus on outdoor behavior and will be developmentally appropriate, active, engaging and taught in lessons that emphasize the benefits of sun safety. Sun safety education will be designed to assist students with:

1. Knowledge about the harmful effects of the sun and ways to protect skin.
2. Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen and lip balm as well as seeking shade and limiting sun exposure when possible and practical during the hours of peak sun intensity.
3. Knowledge about how to assess personal sun safety habits, set goals for improvement and achieve these goals.

Tobacco

Tobacco use prevention education will focus on all grades with particular emphasis on middle school and reinforcement in all later grades. Instructional activities will be participatory and developmentally appropriate. Tobacco use prevention education programs will be implemented in accordance with Board policy, relevant administrative procedures and law.

Oversight and Assessment

The wellness program coordinators are responsible for monitoring implementation and assessing the effectiveness of the district wellness program by:

1. Completing the required triennial assessment.
2. Prioritizing wellness goals and writing work plans for each goal.
3. Measuring implementation of the district wellness policy and procedure.
4. Ensuring that the district meets the goals of the wellness policy and procedure.
5. Reporting to the Board on compliance and progress.
6. Comparing the district's policy to model policies.

Compliance Indicators

The program coordinators will use the Centers for Disease Control and Prevention (CDC) School Health Index as a measure of the overall effectiveness of the local wellness program. In addition, the wellness program coordinators will identify at least one other assessment tool, including those available through the USDA or CDC, that provides measures not covered by the School Health Index. Assessment tools may be locally created.

Policy Review

The wellness program coordinators will provide policy revision recommendations to the Board as part of the periodic report. The recommendations will be based on analysis of the compliance indicators and comparison of the district's policy to model policies provided, recommended or referenced by the USDA. The Board will revise the wellness policy as it deems necessary. Administrative procedures will be revised accordingly.

DISTRICT NUTRITION AND WELLNESS POLICY

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

The district will establish a wellness committee that consists of at least one parent, student, nurse or other school health professional, physical education teacher, school food service representative, Board member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee.

Committee meeting dates and agendas will be posted on the district's website in advance of each meeting and advertised in a manner designed to reach students, staff and members of the community. All wellness committee meeting agendas will include a public comment period in which students, staff and members of the community are encouraged to provide input on the district's wellness program. Meetings, records and votes of the wellness committee will adhere to the requirements of the Missouri Sunshine Law.

Wellness Program Coordinator

The Board designates the superintendent as wellness program coordinator. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. The wellness coordinator, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy.

The wellness program coordinator is responsible for ensuring that each school in the district is in compliance with this policy.

Nutrition Guidelines

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program. It is the policy of the Hamilton R-II School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

Nutrition Promotion and Education

The district will provide nutrition education aligned with the Missouri Learning Standards and Grade-Level Expectations (GLEs) in health and physical education in all grades. In addition, the district will disseminate nutrition messages and other nutrition-related materials received from the USDA to students, staff and the community through a variety of media and methods. The wellness program coordinator, in consultation with the wellness committee, will develop procedures that address nutrition education and promotion.

Physical Activity and Education

The district will provide physical education and opportunities for physical activity aligned with the Missouri Learning Standards and GLEs in health and physical education in all grades. The wellness program coordinator, in consultation with the wellness committee, will develop procedures that address physical education and physical activity.

Other School-Based Activities

The wellness program coordinator, in consultation with the wellness committee, is charged with developing procedures addressing other school-based activities to promote wellness.

Assessment

The local wellness program will be assessed at least once every three years. The assessment will measure the district's level of compliance with implementing the local wellness program, including compliance levels in each of the district's schools; the extent to which the district's policy compares to model wellness policies; and a description of the progress made in attaining the goals of the program. The wellness program coordinator will report the results of assessments to the Board, and the results of each assessment will be made available to the public on the district's website and by other appropriate means. The wellness program coordinator will make recommendations for modifications to the wellness policy in accordance with these assessments, and the Board will revise the wellness policy as it deems necessary based on these recommendations. Administrative procedures will be revised accordingly.

Records

The wellness program coordinator will maintain records necessary to document compliance with law, including a copy of the policy; documentation of community involvement, including sign-in sheets or other documentation of the names of those who provided input to the committee; documentation of triennial assessments; and documentation that assessment findings were shared with the public.

NOTICE OF DISTRICT PROCEDURES FOR ADDRESSING PAST DUE MEAL CHARGES

Unless meals are provided at no charge or reduced, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure. **Notice** At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

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

Employees

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

1. A student may not accumulate more than \$20.00 in unpaid meal charges or charge for à la carte items.
2. A student with money in hand will not be denied a meal or à la carte items even if the student has past due charges.
3. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Interventions

After a student accumulates \$20.00 in unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a principal for intervention. The principal will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the principal could assist.

2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.

3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.

4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

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

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.

2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.

3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 45 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Records

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

1. Evidence of efforts to collect unpaid meal charges.

2. Evidence that collection efforts fell within the time frame and methods established by this procedure.

3. Financial records showing when delinquent debt became bad debt.

4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

EMERGENCY POLICIES

EMERGENCY PROCEDURE:

In any emergency only a parent/guardian is allowed to pick up their student. Students will not be released to anyone but their parent and it must be in person.

FIRE/BOMB /GAS LINE DRILL REGULATIONS:

1. One long bell will signify a fire or bomb drill or gas leak.
2. All students in the room will walk out in a single line and keep together. One line will not rush ahead of or cross the line of another room.
3. Students will not go to their lockers or other rooms. Students will march down the hall and out the designated doors. 4. Groups must move away from the doors to the practice football field ground and stay together. Students will stay with their class. The two students reaching the doors first will hold the doors open until everyone has left the building. Doors should then be closed. 5. Students must not remain in the building. Teachers will close the windows and door to the room vacated. Students who happen to be in the halls or restrooms at the time of the alarm should fall into line quickly with the nearest group. Teachers will stay with their group during the entire time students are out of their rooms.
6. The signal to return is a bell.

STORM DRILL REGULATIONS:

1. Tones over the intercom will signify a storm drill.
2. The hallway outside your classroom is your designated protection area when the drill sounds.
3. Avoid being around windows or glass doors.
4. Do not exit the building for any reason.
5. All students will kneel on the floor, bow their heads, and clasp both arms over their heads.
6. The drill will end when the principal does an all clear.

Note: All students should appreciate the necessity of performing these drills correctly in the event of such an emergency occurring. Good discipline standards are a must and poor behavior during drills will not be tolerated.

EARTHQUAKE SAFETY AT SCHOOL

Unlike hurricanes and some other natural hazards, earthquakes strike suddenly and without warning. Nevertheless, if your local schools are in a region at risk for earthquakes, there are things that you can do to reduce the chances that those who attend or work in the schools will be injured, that school property will be damaged, or that school functioning will be unduly disrupted by an earthquake. These activities all fall under the concept of *preparedness*, because to be effective, they must be done *before* earthquakes occur.

Preparing for earthquakes involves (1) learning what should be done before, during, and after earthquakes; and (2) doing or preparing to do those things now, before the next quake. School preparedness requires the participation of administrators, teachers, students, and parents, as well as those who design, build, regulate, and maintain school buildings.

Before the Next Earthquake

Following are activities that you can undertake now:

Prepare School Facilities

Make your school buildings safer to be in during earthquakes and more resistant to earthquake damage and disruption. Depending on when and how they were designed, built, and furnished, existing school buildings may have weaknesses that make them more vulnerable to earthquakes.

Check with your local building-regulatory agency to find out whether, and for how long, your schools have been subject to building codes containing seismic design provisions. Schools built before adequate provisions came into effect (e.g., mid-rise structures with reinforced concrete frames built before the mid-1970s, buildings with unreinforced masonry walls) may have structural vulnerabilities. It is also important to know whether and for how long local seismic code provisions have addressed nonstructural building components. Nonstructural items include utility systems and architectural elements (e.g., light fixtures, suspended ceilings, windows, partitions), as well as lockers, shelves, video equipment, computers, and other building contents.

Nonstructural seismic weaknesses can prove particularly dangerous, costly, and disruptive in schools. Any nonstructural items that are not effectively anchored, braced, reinforced, or otherwise secured could become safety hazards or property losses in an earthquake.

Design and construction professionals are needed to properly secure some of these components, while others can be made safe by school maintenance staff. It can be educational and empowering for students also to become involved in finding and helping to mitigate nonstructural hazards.

The following FEMA publications describe how to develop earthquake-resistant school facilities:

[Safer, Stronger, Smarter: A Guide to Improving School Natural Hazard Safety \(FEMA P-1000\)](#)

Authoritative information and guidance that schools can use to develop a comprehensive strategy for addressing natural hazards.

[Design Guide for Improving School Safety in Earthquakes, Floods, and High Winds \(FEMA 424\)](#)

Comprehensive guidance on making new and existing schools more resistant to earthquakes.

Incremental Seismic Rehabilitation of School Buildings, K-12 (FEMA 395)

The most affordable, least disruptive, and most effective way to reduce seismic risk in existing buildings.

Reducing the Risks of Nonstructural Earthquake Damage—A Practical Guide, Fourth Edition (FEMA E-74)

Effective methods for reducing risk associated with nonstructural earthquake damage.

Prepare Students and Staff to React Safely

Everyone who attends or works in a school needs to learn What to Do During an Earthquake. Safety training for staff and earthquake curricula for students should emphasize safe places to "drop, cover, and hold on" during earthquake shaking and safe locations where people can rendezvous when the shaking has stopped and it is safe and advisable to evacuate. Periodic earthquake drills should be held to give students and staff opportunities to practice what they have learned and condition themselves to react spontaneously and safely when the first jolt or shaking is felt. Earthquakes should be thoroughly integrated into the school's emergency preparedness, response, and recovery planning.

Build Disaster Resilience in the Community

With their capacity to inform, empower, and motivate the citizens of tomorrow, primary and secondary schools have unique opportunities to broaden popular awareness and understanding of earthquake hazards and of how to reduce the risks that these hazards pose for individuals, families, organizations, and communities. Working in partnership with teachers, emergency managers, scientists, and others, FEMA has developed age-appropriate curricula that can be used by teachers at any grade level to interactively build students' knowledge of earthquakes, seismic safety, and earthquake risk reduction.

To review these materials, visit Earthquake Publications: Teachers and Kids. Other earthquake and disaster-preparedness information for students, teachers, and parents is available at FEMA for Kids, and from the U.S. Geological Survey Earthquake Hazards Program.

Prepare to Shelter Local Citizens

Public school buildings that have been made resistant to earthquakes can be well suited to serve as emergency shelters in the immediate aftermath of earthquakes and other disasters. Their locations are often conveniently situated and widely known within the communities they serve, and they frequently contain gymnasiums or other spaces that can accommodate temporary sheltering requirements for residents displaced from their homes. School sheltering can be implemented more expeditiously when appropriate plans and arrangements are made in advance among school officials, local emergency management authorities, and voluntary relief organizations such as the American Red Cross.

During the Next Earthquake

When earthquake shaking begins, it is time for school students and staff to immediately apply what they have learned about what to Do During an Earthquake. Reacting promptly and safely reduces your chances of being injured.

After the Next Earthquake

Once the shaking stops, schools should be prepared to implement prearranged, earthquake-specific emergency response and recovery plans. Students and staff must keep in mind that aftershocks may strike at any time, exacerbating hazards created by earlier shaking and requiring that everyone again drop, cover, and hold on.

Regardless of the severity of this earthquake, learn from the experience. If there are things that your school could have done better in preparing for this quake, **do them better now in preparation for the next earthquake**. If structures must be repaired or rebuilt, for example, use this opportunity to correct any weaknesses and ensure full compliance with seismic building standards. If building contents were damaged, improve how such items are secured. If students or staff were insufficiently prepared to react safely, increase safety training and the frequency of drills.

HAZARDOUS MATERIALS

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings. This procedure outlines compliance measures but is not intended to expand or conflict with applicable federal law.

Definitions

Asbestos-Containing Material (ACM) – When referring to school buildings, any material or product that contains more than one percent asbestos.

Asbestos-Containing Building Material (ACBM) – Surfacing ACM, thermal system insulation ACM or miscellaneous ACM that is found in or on interior structural members or other parts of a school building.

Friable – When referring to material in a school building, material that, when dry, may be crumbled, pulverized or reduced to powder by hand pressure, including previously nonfriable material after such previously nonfriable material becomes damaged to the extent that, when dry, it may be crumbled, pulverized or reduced to powder by hand pressure.

School Building – Any property the district leases, owns or otherwise uses in the following manner:

1. Any structure suitable for use as a classroom, including school facilities such as laboratories, libraries, eating facilities or facilities used for the preparation of food.
2. Any gymnasium or other facility that is specifically designed for athletic or recreational activities for an academic course in physical education.
3. Any other facility used for the instruction or housing of students or for the administration of educational or research programs.
4. Any maintenance, storage or utility facility, including any hallway, essential to the operation of any facility mentioned in items 1–3 above.
5. Any portico, covered exterior hallway or walkway.

6. Any exterior portion of a mechanical system used to condition interior space.

Asbestos Manager

The superintendent is the district's designated asbestos manager. The asbestos manager will coordinate district efforts to comply with state and federal laws regarding the identification, management and abatement of asbestos.

The asbestos manager will receive training in:

1. The health effects of asbestos.
2. The detection, identification and assessment of ACM.
3. Options for controlling ACBM.
4. Asbestos management programs.
5. Relevant state and federal laws concerning asbestos.

Asbestos Management Plan and Recordkeeping

The district is required by law to have an asbestos management plan for each school building containing asbestos. The asbestos manager will work with an accredited professional to create, maintain and update the district's asbestos management plans to keep them current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities, as required by law.

Each management plan must contain a true and correct statement, signed by the asbestos manager, which certifies that the district's responsibilities under the law have been or will be met.

Copies of the management plans will be available in the superintendent's office and in the individual school building covered by the plan. If all ACBM has been removed from a building, the district will retain the records for six years.

Inspections, Reinspections and Sampling

All buildings the district owns, leases or otherwise uses must be inspected for asbestos. The asbestos manager will coordinate an inspection for any new school building prior to use, unless it is an emergency situation. In an emergency, the inspection will occur within 30 days of use.

At least once every three years after a management plan is in effect, the asbestos manager will coordinate a reinspection of all friable and nonfriable known or assumed ACBM in each school building.

All inspections and reinspections will be done by an accredited inspector and conducted as required by law. The inspections and reinspections will include the collection of samples that will be analyzed by accredited laboratories, as required by law. The inspector will provide a written report to the asbestos manager for inclusion in the district's asbestos management plan.

Response Actions

The asbestos manager will arrange for an accredited person to review the results of each inspection, reinspection and assessment and make recommendations to the superintendent on appropriate district response actions to protect students, staff and the environment from friable asbestos. The district will take immediate action to preserve the safety of students and others using the district's buildings when necessary or required by law.

At the conclusion of any action to remove, encapsulate or enclose ACBM or material assumed to be ACBM, the asbestos manager will visually inspect each area to determine whether the action has been properly completed. Unless the project is of a small scale or short duration, the asbestos manager or designee will collect air samples to be analyzed for asbestos using laboratories approved as required by law.

Surveillance

At least once every six months after a management plan is in effect, the asbestos manager or designee will conduct periodic surveillance in each school building that contains ACBM or is assumed to contain ACBM.

Each person performing periodic surveillance shall:

1. Visually inspect all areas that are identified in the management plan as ACBM or assumed to contain ACBM.
2. Record the date of the surveillance, the name of the person conducting the surveillance and any change in the condition of the materials.
3. Submit to the asbestos manager a written report, which will be included in the district's management plan.

Warning Labels

The asbestos manager or designee shall attach a warning label immediately adjacent to any friable and nonfriable ACBM and suspected ACBM assumed to be ACM located in routine maintenance areas at each school building. All labels will meet the requirements of the law, shall be prominently displayed in readily visible locations and shall remain posted until the ACBM that is labeled is removed.

Information and Notification

The district will annually provide written notification to parent/guardian, teacher and employee organizations of the availability of management plans. In the absence of any such organizations, the district will provide notice to parents/guardians, teachers and employees of the availability of management plans. The district will annually notify employees and other persons working in the building that has asbestos and parents/guardians and students about inspections, response actions and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

Short-term workers, such as independent contractors, who may come in contact with asbestos in a school building will be provided information regarding the locations of ACBM and suspected ACBM assumed to be ACM.

Operations, Maintenance and Repair Program

The district will implement the following program whenever any friable ACBM is present or assumed to be present in a school building so that ACBM is maintained in good condition, asbestos fibers are cleaned and the further release of asbestos fibers is prevented.

Worker Protection and Training

All members of the district's maintenance and custodial staff who may work in a building that contains ACBM will receive awareness training of at least two hours, regardless of whether they are required to work with ACBM. New custodial and maintenance employees shall be trained within 60 days after commencement of employment. Training shall include, but not be limited to:

1. Information regarding asbestos and its various uses and forms;
2. Information on the health effects associated with asbestos exposure;
3. Locations of ACBM identified throughout each school building in which the staff work;
4. Recognition of damage, deterioration and delamination of ACM; and
5. The name and telephone number of the district's asbestos manager.

Maintenance and custodial staff who conduct any activities that will result in the disturbance of ACBM will also receive an additional 14 hours of training that will include, but not be limited to:

1. Descriptions of the proper methods of handling ACBM;
2. Information on the use of respiratory protection and other personal protection measures;
3. The legal requirements for cleaning and maintaining asbestos materials; and
4. Hands-on training in the use of respiratory protection, other personal protection measures and good work practices.

Maintenance and custodial staff who have attended asbestos training approved by the Environmental Protection Agency (EPA) or received equivalent training for operation, maintenance and periodic surveillance activities involving asbestos shall be considered trained for the purposes of this section.

Cleaning

Unless the building has been cleaned using equivalent methods within the previous six months, all areas of a school building where friable ACBM, damaged or significantly damaged thermal system insulation ACM, or friable suspected ACBM assumed to be ACM are present shall be cleaned at least once after the completion of the inspection and before the initiation of any response action according to the following procedures:

1. HEPA vacuum or steam clean all carpets;
2. HEPA vacuum or wet clean all other floors and all other horizontal surfaces; and
3. Dispose of all debris, filters, mopheads and cloths in sealed, leak-tight containers.

The management planner used by the district shall make a written recommendation to the district on whether additional cleaning is needed and, if so, the methods and frequency of such cleaning.

Operations and Maintenance Activities Disturbing Friable Asbestos

Whenever operations and maintenance activities disturb friable ACBM, district employees will:

1. Restrict entry into the area by persons other than those necessary to perform the maintenance project, either by physically isolating the area or by scheduling;
2. Post signs to prevent entry by unauthorized persons;
3. Shut off or temporarily modify the air-handling system and restrict other sources of air movement;
4. Use work practices or other controls, such as wet methods, protective clothing, HEPA vacuums, mini-enclosures and glove bags, as necessary to inhibit the spread of any released fibers;
5. Clean all fixtures or other components in the immediate work area; and
6. Place the asbestos debris and other cleaning materials in a sealed, leak-tight container.

The response action for any maintenance activities disturbing friable ACBM, other than small-scale, short-duration maintenance activities, shall be designed by persons accredited to design response actions and conducted by persons accredited to conduct response actions.

Fiber Release Episodes

When an incident occurs where asbestos fibers are released, district employees will take the following actions.

When less than three square or linear feet of friable ACBM falls or is dislodged, district employees will:

1. Thoroughly saturate the debris using wet methods;
2. Clean the area as prescribed in the asbestos management plan or other plan developed by an accredited person;
3. Place the asbestos debris in a sealed, leak-tight container; and
4. Repair the area of damaged ACM with asbestos-free materials or implement the appropriate response action as determined in the asbestos management plan.

When friable ACBM exceeding three square or linear feet falls or is dislodged, district employees will:

1. Restrict entry into the area and post signs to prevent entry into the area by persons other than those necessary to perform the response action;
2. Shut off or temporarily modify the air-handling system to prevent the distribution of fibers to other areas in the building; and
3. Follow the response action that has been designed by a person accredited to conduct asbestos response actions.

FEDERAL SERVICES POLICIES

504 PUBLIC NOTICE:

The Hamilton R-II School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Hamilton R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations. The Hamilton R-II School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed by appointment at the Penney High School office between the hours of 8:00 and 3:00.

This notice will be provided in native languages as appropriate.

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, students learning English, 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 Hamilton R-II 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 Hamilton R-II 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 Hamilton R-II 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 Hamilton R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individual 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 Monday through Friday, during regular business hours, at the Superintendent's Office, 419 S. Hughes, Hamilton, MO.

This notice will be provided in native languages as appropriate.

ASSESSMENT NOTICE

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Participation

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.

3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:

- ▶ Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
- ▶ Help the professional staff formulate and recommend instructional policy.
- ▶ Help the Board of Education adopt instructional policies.

4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.

5. *Accreditation* – To ensure the district obtains and maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

Reading Assessment

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of district English Learner students in kindergarten through grade 12.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migrant or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

Parental Notice

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available. If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

When possible, the district will provide parents/guardians information on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

Access to Local Assessments by Students Not Enrolled in the District

In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course and ACT assessments. These student scores shall not affect district accountability.

PROCEDURES FOR FILING COMPLAINTS WITH REGARDING FEDERAL PROGRAMS The Hamilton R-II School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE. The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the Penney High School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Penney High School to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law

enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
11. Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to: *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

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

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

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Hamilton R-II School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Hamilton R-II School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hamilton R-II School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hamilton R-II School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution. Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

TECHNOLOGY POLICIES

TECHNOLOGY USAGE

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures. **General Rules and**

Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will district technology or software be removed from district premises, unless authorized by the district.

16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the student's purpose, age, maturity and level of supervision involved.

PHS A+ HANDBOOK

The purpose of this manual is to provide a clear understanding of the various aspects of the A+ Schools Program. There are many guidelines established by the law that Penney High School (PHS) must implement and follow. These policies and the benefits of participating are explained here. A+ funding is dependent upon the availability of state appropriations from the Missouri General Assembly and program regulations provided by the Missouri Department of Higher Education (MDHE). It is the responsibility of the A+ Schools Coordinator to administer the program in a fair and consistent manner. It is the responsibility of the students and parents to read this manual carefully to understand all the guidelines and regulations.

Becoming A+ Eligible and the Benefits

Students must be a U.S. citizen. If a student meets this requirement, they must then meet the requirements below to be eligible for the financial incentives of the A+ School Program. Students meeting these requirements at graduation will be certified by PHS as an A+ Student.

- Sign an A+ School Agreement
- Attend an A+ designated high school for three years
- Graduate with at least a 2.5 grade point average during high school
- Hold a 95% attendance record cumulatively in grades 9-12
- Perform 50 hours of unpaid, academic tutoring of which 12 hours may include school-approved job shadowing
- Maintain a record of good citizenship and avoid the unlawful use of drugs
- Achieve a proficient or advanced on the official Algebra I EOC exam OR a qualifying score on the ACT set by MDHE. ➤ Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment by filing the FAFSA
- Register with Selective Services if applicable.

Students meeting all of these requirements can be eligible to receive A+ funds, as currently provided by Missouri, for use at any Missouri, public community college or vocational technical school. A student must be considered a full-time student by the post secondary institution and maintain a 2.5 GPA to continue receiving the incentive. These incentives will be available for four years after the student's date of graduation from Penney High School. Incentives depend on continued funding by the Missouri General Assembly.

Signing the A+ Agreement

An A+ School Agreement must be completed with all of the appropriate, legible signatures. The agreement simply states that the student and parents are aware of the A+ Schools Program requirements and incentives.

Enrolling in an A+ School

- If a student withdraws from PHS or transfers to a non-A+ school after the beginning of their sophomore year, the student will not be considered eligible for the A+ Schools Program.
- If a student transfers to PHS after the beginning of their sophomore year, the student may only participate in the program if the school transferred from was a designated A+ School.

Maintaining the A+ GPA

The student must graduate from high school with a minimum GPA of 2.5 on a 4.0 scale; 2.499 renders the student uncertifiable. The cumulative GPA is applicable to *all four years* of the student's enrollment in high school.

Meeting the A+ Tutoring Requirement

The A+ Schools Program requires that students complete 50 hours of academic tutoring. The following guidelines are to be used for all tutoring experiences.

- The A+ Coordinator must approve tutoring, and tutor must be supervised by a certified school employee. Approved activities will be posted in the daily bulletin. Some approved examples would be summer school, SAS, and after-school individual tutoring. Other tutoring possibilities may receive specific approval from the A+ Coordinator. However, the coordinator reserves the right to limit some tutoring experiences to a maximum of 20 hours.
- An A+ Tutoring Log must be kept by the student and turned in. The school sponsor who supervises the tutoring time must sign this log, and the A+ Coordinator will verify hours.
- Students are expected to behave responsibly while tutoring. This includes notifying the tutoring supervisor before absences. It is important to the success of the programs involved that A+ students remain dedicated to their responsibility. Students failing to behave responsibly may be removed from the tutoring experience. A pattern of problems can lead to dismissal from the A+ program.
- No financial compensation may be accepted for tutoring activities.

Meeting the Attendance Requirement

To be eligible for the A+ School Incentive, a student must have a 95% (approximately no more than 8 days absent each year) cumulative attendance record at the end of high school. A student who does not meet the 95% attendance requirement will not be eligible for the A+ Financial Incentive.

The following attendance guidelines are required of all students participating in the A+ Program:

- A cumulative attendance record will be kept from the beginning of the A+ student's high school career until graduation. The high school office keeps the official record of attendance. Students attending Grand River Area Vocational/Technical School will have their attendance reported daily and their records maintained in the high school office.
- College Visit Days will not count against a student's attendance record (**for A+ Qualification**) for the 2025-2026 School year.
- Parents, guardians, and students will be provided information that includes the student's attendance record each semester. After receiving this information, the parent, guardian, or student should complete the appeals process if they feel the situation is chronic and/or beyond the student's control. A letter from the physician is required to verify the appeal. Anyone making an appeal should use the A+ Attendance Appeal Form available in the A+ office. A copy of the Attendance Waiver Guidelines may be obtained from the A+ Coordinator or found on the school's web page. Students who will be missing school for a long period of time due to hospitalization, illness, etc. must call the school and request homebound instruction which helps the student maintain academic growth and avoid absences.

Being an A+ Citizen

Students who participate in the A+ program must maintain a record of good citizenship and avoid the unlawful use, possession, and distribution of drugs and alcohol. Certification of good citizenship will be based on the student's official discipline record maintained in the Administrative Offices at Penney High School and any additional evidence outside of the discipline record that the student has not maintained a record of good citizenship and/or avoided the unlawful use, possession, or distribution of drugs and/or alcohol. The principal is responsible for certifying the accuracy of the student's discipline record.

An A+ student **will not possess, sell, transfer, distribute, or use any drug** (1) on school property, (2) at school events or activities away from campus, or (3) off-campus during non-school or school hours. In other words, drug possession, sale, transfer, distribution or use is not permitted regardless of location and time of day. The District will evaluate all potential evidence that a student is not maintaining a record of good citizenship and avoiding the unlawful use, possession, and distribution of drugs and alcohol, including evidence from social media. For purposes of this rule, the term "drug" includes any illegal drug, alcoholic beverage, illegally possessed prescription drug, controlled substance, drug paraphernalia, or item which by markings or by representations made, is represented to be a drug. **The following offenses will result in immediate removal from the A+ school program:**

- Possession, use, sale or transfer of alcohol or drugs
- Possession of drug paraphernalia
- Criminal activity as defined by the Safe Schools Act:
 - First and second degree murder
 - Kidnapping
 - First and second degree assault
 - First and second degree burglary
 - Robbery
 - Distribution of drugs
 - Distribution of drugs to minors
 - First degree arson
 - Voluntary/involuntary manslaughter
 - Sexual assault
 - Felonious restraint
 - Property damage
 - Possession of a weapon (under weapon provisions of Chapter 571 Missouri revised statutes)
- Assault on a student
- Intimidation of school staff
- Physical threat to staff
- Vandalism/theft
- False fire alarm/bomb threats and misuse of emergency equipment
- Expulsion from school
- Behavior that a student receives a long-term (more than 10 school days) out of school suspension for that the A+ Student Review Committee deems should result in immediate removal from the A+ program.

Probation

Disciplinary offenses, other than an offense that causes immediate removal from the program as indicated above, will result in the student being placed on probation. The probation period will be one calendar year. For example, a student placed on probation April 21 will be on probation until April 21 the following year. Any student who, in the opinion of school administrators, exhibits a continuous pattern of disruptive behavior as recorded in his/her discipline record may be placed on probation; and any student placed in a short-term (10 school days or less) out of school suspension will be placed on probation for the first offense. A second short-term suspension will immediately remove the student from the A+ program.

Good citizenship outside the school setting is of equal importance. Records from the Office of Juvenile Services or law enforcement are available to Penney High School. This information will be used in determining citizenship. Any student receiving a misdemeanor charge will be placed on probation. A second offense will result in immediate removal from the A+ program. Any student will be removed from the program if the District receives notice that:

- A criminal petition has been filed against the student for one of the acts identified under Missouri Revised Statute Section 167.115.
- The student has been convicted, an indictment or information has been filed alleging the student has committed, a petition has been filed alleging the student has committed, or the pupil has been adjudicated to have committed one of the acts identified in Missouri Revised Statute Section 167.171.3.

A student may only be reinstated to the program if the student produces proof that the relevant criminal action has been expunged or dismissed without any consequence to the student. A student will not be reinstated if he/she receives probation, suspended imposition of sentence, a plea bargain, court supervision and/or monitoring in lieu of further prosecution, or a dismissal based upon another type of agreement with juvenile, prosecution, probation, or judicial authorities or officials. Each student's citizenship record is subject to review by the A+ Student Review Committee. Participation in the program is a privilege and not a right. However, to minimize the risk of erroneous removal of a student from the program, the District will provide the following appeals process for student expulsions from the program:

Attendance or Review Process

An A+ Student Review Committee will be composed of the following:

- Guidance Counselor
- High School Principal
- A+ Coordinator

After the Student Review Committee reaches a decision, the A+ Coordinator will notify the parents by letter. If a student is expelled from the A+ program, the student or the student's parents/guardians may request an appeal of that decision by notifying the A+ Coordinator within five working days of receiving the notice. The A+ Coordinator will provide notice of the appeal to the Board. The Board of Education, or a committee appointed by the Board, will hear the appeal in closed session at the soonest upcoming regularly scheduled Board meeting. The appeal will be conducted as follows: The A+ Coordinator will provide a written and/or oral statement to the Board (or the appointed committee) of the A+ Student Review Committee's reason(s) for the student's expulsion from the program. The student and/or the student's parents/guardians may provide a written and/or oral statement to the Board (or the appointed committee) of the reason(s) why the student should not be expelled from the program. The Board will notify the student of its decision in writing within five working days of hearing the appeal.

Making a Good Faith Effort

A+ Students are required to make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. Parents must complete and file the Free Application for Federal Student Aid (FAFSA) before A+ funds will be released to the student. The A+ Coordinator is required to report to the State if this has been filed by graduation. The FAFSA summary report must be sent to the community college or public vocational/technical school that the student is planning to attend. A+ incentives will only be awarded to reimburse the unpaid balance of the cost of tuition and fees after available federal post-secondary student financial assistance funds have been applied to these costs.

Selective Services

Eighteen year old males are bound to register with the federal Selective Services, and the A+ Coordinator is required by state law to verify registry prior to certifying graduates. Registration may be completed at www.sss.gov.

Monitoring and Certification of A+ Students

At the end of each semester, students who are participating in the A+ Program will receive a letter reporting their progress in each of the required areas. Any questions or concerns about the information reported should be directed to the A+ Coordinator. Prior to

graduation, the A+ Coordinator will review all records of A+ seniors, and the names of eligible students will be submitted to DESE for certification immediately following graduation.

This handbook is a glance of Board of Education approved policies; not all policies will be included. For a comprehensive list of policies, please visit Board Policies on the district website, www.hamilton.k12.mo.us.