

# Hamilton Middle School Student Handbook 2024-2025



**Telephone 816-583-2173**

**FAX 816-583-2686**

**[www.hamilton.k12.mo.us](http://www.hamilton.k12.mo.us)**

**School Hours: 8:00-3:00**

**Office Hours: 7:30-3:30**

**Lauren Lehane, Middle School Principal**

**Email: [llehane@hamilton.k12.mo.us](mailto:llehane@hamilton.k12.mo.us)**

## **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 (816) 583-2136

## **Hamilton School District Calendar 2024-25**

August 14, 15, 19	District Professional Development
August 20	First Day of School (1PM Release)
September 2	NO SCHOOL-Labor Day
September 13	1st Quarter Mid-Term
September 23	NO SCHOOL-Professional Development
October 11	EARLY OUT 1PM-Homecoming
October 18	End of 1st Quarter (42 Days)
October 24	EARLY OUT 1PM-Parent Teacher Conferences
October 25	NO SCHOOL
November 1	NO SCHOOL-Professional Development
November 15	2nd Quarter Mid-Term
November 27-29	NO SCHOOL-Thanksgiving Break
December 19	EARLY OUT 1PM-Winter Break-End of 2nd Quarter (39 Days)
December 20-January 3	NO SCHOOL-Winter Break
January 6	NO SCHOOL-Professional Development
January 20	NO SCHOOL-Martin Luther King, Jr. Day
February 7	3rd Quarter Mid-Term
February 14	NO SCHOOL-Professional Development Day
February 17	NO SCHOOL-Presidents' Day
March 7	End of 3rd Quarter (41 Days)
March 14	NO SCHOOL - Spring Break
March 17	NO SCHOOL - Spring Break
April 11	4th Quarter Mid-Term
April 17	EARLY OUT 1PM - Easter Break
April 18-21	NO SCHOOL - Easter Break
May 18	High School Graduation
May 20	EARLY OUT 1PM-Last Day of School-End of 4th Quarter(48 Days)
May 26	Memorial Day

**170 Student Days/177 Teacher Days**

**Total Hours: 1083.30**

**(An online version of this calendar is available on the website [www.hamilton.k12.mo.us](http://www.hamilton.k12.mo.us))**

Dear Hamilton Middle School Families,

**Welcome to the 2024-2025 school year!**

We are extremely excited for the new school year and look forward to working with each of you. Our goal is to help your students achieve the successes and experiences that foster their academic, social, and emotional growth.

Our staff at Hamilton Middle School is committed to ensuring that each student achieves at high levels. Ours is an exciting and engaging learning environment with highly qualified teachers and staff members committed to foster learning in a safe and supportive environment. All of us value the diversity of each student. We are committed to the social and emotional development of your student and will provide guidance to help your student learn and grow. Our culture focuses on students and staff displaying “Rigor, Responsibility, and Respect.” We are committed to creating a positive learning environment that ensures equitable student opportunity for growth.

Close partnerships between home and school help students succeed academically, socially, and emotionally. We value your ownership in your role in that partnership and hope you will be active in supporting our expectations for conduct, effort, and especially attendance. If your student is not in school, they miss valuable educational time as well as social interactions that are designed specifically to develop the whole child.

This handbook contains valuable information that will guide your student to have a meaningful experience at Hamilton Middle School this year. It provides basic information about daily school operations and activities, and serves as your official notification of important policies and procedures. These guidelines will supersede portions of the traditional handbook. Please review it with your child and call 816-583-2173 if you have any questions.

Thank you!

*Lauren Lehane*

Lauren Lehane  
Middle School Principal

## **DISTRICT POLICIES AND PROCEDURES**

The Hamilton R-II Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation 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.

To access any policy in its unabridged form you may visit <http://www.hamilton.k12.mo.us> or make a request of the school for assistance.

### **SCHOOL INFORMATION**

Telephone Numbers

Superintendent's Office	816-583-2134
High School Principal's Office	816-583-2136
Middle School Principal's Office	816-583-2173
Elementary School Principal's Office	816-583-4811
Athletic Director's Office	816-583-2136
Missouri's School Violence Hotline	866-748-7047
SuicideLifeline	988
School's Web Page:	<a href="http://www.hamilton.k12.mo.us">www.hamilton.k12.mo.us</a>

### **School Hours**

Classes will begin promptly each day at 8:00 a.m. and will be dismissed at 3:00 p.m. The building will be open at 7:30 each morning. Students are to report to the new gym upon arrival unless eating breakfast, or signing in for tutoring. A bell will ring at 7:55 a.m. at which time students will have five minutes to go to their lockers and proceed to classrooms. All students should be seated in their respective classes at 8:00 a.m. and be prepared for class to begin. The same expectations hold true between classes. Students have three minutes to transition from one classroom to another. If students are not in their seats when the bell rings, they will be considered tardy. (See Tardy consequences.)

When school is dismissed, all students are to leave the building and school grounds unless the student is under the direct supervision of a staff member or coach. It is very important that parents do not drop students off outside of supervision hours. The district will not be responsible for supervising students outside of normal school hours.

If your student participates in an extracurricular activity, it is equally important that you make arrangements to pick up your child at the established time as well.

### **Building Mission**

In alignment with our Comprehensive School Improvement Plan, Hamilton Middle School strives to maintain a collaborative climate and culture.

Our HMS mission is:

The Hamilton Middle School will prepare all students to learn. The goals used to achieve that end will be: to make a successful transition from the elementary school to the middle school, to further develop creative and critical thinking with a positive attitude and self-concept, to be a maturing and responsible person, to develop respect for oneself and others, to be a well-groomed and healthy individual in body and mind, and to be a good citizen.

### **ACADEMICS**

#### **Academic Eligibility Standards**

The Hamilton R-II Board of Education has adopted an eligibility policy. A student taking a full load of classes at HMS with at least 50% of the classes being taught face to face in the Hamilton Middle School buildings, can fail no more than one class per quarter in order to be eligible to participate in extracurricular activities. IEP students must meet their goals. Eligibility will be determined by the previous quarter grades.

Extracurricular activities covered by this policy are those activities that require a student to individually perform, produce, or participate as a team member, organization member, or individual outside the regular classroom.

Building principals will maintain a board-approved listing of all extracurricular activities covered by this policy. The list will be posted and available to all staff members, students, and parents at the beginning of each semester. The effective date of this policy is 08/01/1996.

### **Grading Reporting**

The school year consists of two semesters, each of which is divided into two quarters. Report cards will be generated each quarter and semester, and will be available to view on TeacherEase. Progress reports will be generated at mid-quarter and available to view on TeacherEase. Printed copies can be given upon request. Grade cards will be mailed home at the end of the school year, pending no outstanding balances.

The grading system is as follows:

A	100-95	C	76-73
A-	94-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-0

### **Honor Roll**

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

Superintendent's Honor Roll: 3.50-4.0 Grade Point Average

Principal's Honor Roll: 3.0-3.4999 Grade Point Average

### **TeacherEase for Parents**

If you would like access to your student's grades, attendance, discipline, lunch balance, etc. please sign up for TeacherEase on the district website. Please contact the school if you have any questions.

### **Homework**

Studying at home is a necessary part of each student's educational program. Each student will be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work.

Some assignments are long-range in nature and require planned study time for their completion. Planned study time eliminates the necessity of spending too much time in completing an assignment the day before it is due.

### **Tutoring**

We believe all students deserve to have every opportunity to receive help on their homework. To give them this opportunity, Hamilton Middle School sometimes provides homework assistance before school and/or after school. Contact your student's teacher if you have any questions.

### **RTI**

New in 2023-2024, RTI (*Response to Intervention*) is a time period predominately dedicated to meeting the individual needs of students in the core academic areas of math and communication arts. Math Plus, ELA Plus, and RTI will be exploratory classes for specific instruction in those core areas.

### **Textbooks And Fees**

Textbooks will be issued at the beginning of the course at no cost to the student. However, lost or damaged textbooks (including library books) must be paid for by the student. Every student is obliged to give books the best of care. Fees may be assessed for projects in Vocational Agriculture, Art, and Industrial Arts for materials that go beyond required work. Any assessed fees must be paid each quarter in order for a student to receive his or her grade card.

### **Statewide Assessment**

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 district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education. End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary

Education (DESE).

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.

### **Musical Performances**

Students in Band and/or Choir classes will have performances during the school year. **Students are required to participate in these performances; non-participation may affect the student's grade.**

### **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.

All students will participate in the regular physical education program unless their activities are limited based on advice from a physician. Other excuses for temporary non-participation because of illness or injury can be made by parents in writing and is to be presented to the physical education instructor after the excuse has been approved by a principal.

**NOTE:** All gym clothes should be laundered once a week. ***Students should not wear everyday shoes on the gym floor.*** Shoes designated for PE and not worn outside are recommended. Individual lockers are available for PE. Students should use care to lock up their personal items. Clothes and other items left unattended will be collected each evening and placed in Lost and Found. Failure to bring gym clothes will not exempt a student from participation in P.E. and could result in a failing grade.

## **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.

Students are expected to demonstrate great care when using district technology equipment. Should a student become aware of a problem, deliberate or accidental, the student should immediately notify the teacher.

Privilege is granted to students to use the district technology systems and network for educational purposes. The expectation that all students conduct themselves appropriately applies to technology use as well. Students should not engage in behaviors that either distract from the learning intention of the technology or that could cause harm or otherwise compromise the district network and devices.

#### **Examples of Inappropriate Behaviors:**

- By-passing district filters or security systems
- Tying up network resources by streaming video or gaming without educational purpose assigned by teacher
- Checking personal email or social networking sites during instructional time
- Using chat or instant messaging services without explicit teacher approval
- Downloading or installing programs on district-owned machines
- Accessing sites with inappropriate content such as pornography, profanity, or violence
- Syncing or copying personal devices (iPods, phones, etc) to district machines

Violating these expectations will result in student suspension from technology use and/or other disciplinary action. In the event a student is suspended from technology devices or does not sign an AUP, the student is still responsible for course work assigned. When appropriate, alternative assignments will be issued.

## ATTENDANCE AND ENROLLMENT

### Arrival At School

Students should arrive between 7:30 and 7:55 AM and go directly to the gym. Breakfast is served between 7:30 and 7:55 AM. Students should not be dropped off during unsupervised times unless previous arrangements for practice or tutoring have been communicated.

### Attendance Policy

There is a direct relationship between poor attendance, failure to achieve academically, and dropouts. The purpose of this attendance policy is to assist in assuring that each student at Hamilton Middle School receives the best academic experience possible. Our goal for daily attendance is that all students are in school 90% of the time. Students must check in and out through the middle school office when they arrive late to school or depart early from school. Upon returning to school, the reason for an excused absence must be stated in writing and signed by the parent or legal guardian. In order for the school to ensure the safety of our students, please notify the school if your child is going to be absent by calling 816-583-2173. Prior notice of extended absences should be given to the office.

- **After a student misses four days in a semester, parent(s) and/or guardian(s) will be notified by mail, and a doctor's excuse will be required. Without a doctor's/nurse note, the absence will be considered unexcused.**
- **Excused absences**, including those absences excused with a doctor's note, count towards the 90% attendance calculation.
- 100% attendance during **MAP testing** is required to attend any reward trip.
- **Students must contact parents through the nurse's office if they are ill and need to go home.** Students who are ill should not contact a parent on their own in order to go home. If it is necessary to leave school due to illness, the nurse will contact the parents and dismiss the student through the office. Failure to follow the check-in / check-out procedure will be considered a disciplinary violation.
- **Make-up work or tests** will be permitted for all excused absences and absences for school-sponsored activities. For excused absences not school related, students have one (1) day for makeup for each day of absence. (Example: One day absence = one day for make-up. Three days absence = three days for make-up.) If a student is absent, the student or parent may contact the principal's office to obtain missed assignments. The office must be contacted before noon in order to give teachers time to compile the assignments by the end of the school day.
- **Unexcused absences** result in students being unable to complete work for that day for credit.
- **Mandatory Attendance:** Students are required by law to attend school until their 17<sup>th</sup> birthday. 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 may be contacted if a child has an excessive number of absences.

### Tardy Policy

Students are expected to be in class and prepared to work when the tardy bell rings. Students will receive a consequence for tardies to first period, regardless of the number of minutes they arrive late to class. A cumulative record of tardies for the semester will be kept in the office.

Discipline consequences for semester tardies are outlined below.

**1st-3rd Tardy:** Warning / Documentation of warning

**4th Tardy:** Detention. Students must serve their detention within 48 hours of receiving the tardy. Failure to serve the detention will result in a discipline assignment to in-school suspension (ISS).

**5th-7th Tardy:** Warning / Documentation of warning

**8th Tardy:** Detention. Students must serve their detention within 48 hours of receiving the tardy. Failure to serve the detention will result in a discipline assignment to in-school suspension (ISS).

**9th-11th Tardy:** Warning / Documentation of warning

**12th Tardy:** Detention. Students must serve their detention within 48 hours of receiving the tardy. Failure to serve the detention will result in a discipline assignment to in-school suspension (ISS).

**13th-15th Tardy:** Warning / Documentation of warning

**16th Tardy:** 1 Day ISS

**20th Tardy:** 1 Saturday School

Every 4th tardy after will result in Saturday School.

## **Student Activities And Attendance**

In order for students to be eligible for participation in extracurricular activities, they must be present in school the last ½ of the day on the day of the activity, unless arrangements are made in advance with the principal. Students may be excused by the principal for doctor or dental appointments, funerals, etc., if arranged prior to the absence.

### **Early Dismissal**

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons.

1. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
2. The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting the appropriate authorities.
3. Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
4. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
5. Any person requesting release of a student must present proper identification prior to release of the student.

*For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.*

### **What is Missouri's compulsory attendance law?**

Statute 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial school, home school or a combination of schools for the full term of the school year. The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases. Children between the ages of five (5) and seven (7) are not required to be enrolled in school. However, if they are enrolled in a public school their parent, guardian or custodian must ensure that they regularly attend.

### **What is truancy?**

Truancy is defined as students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students, who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

### **What charges may be filed against the student/parent as a result of unauthorized absences?**

- "Supervision case" filed to the Caldwell/Daviess County Division of Family Services.
- Referral to law enforcement so parents/guardians can be charged with a misdemeanor complaint with the Caldwell/Daviess County District Attorney's Office for enabling or promoting truancy per Missouri State Statute.
- An infraction under Missouri State Statute may be filed against the truant child/parent.

### **What penalties may be applied to the parent(s) guardian?**

- Can be found guilty of a Class C misdemeanor. (Section 167.031)
- Can face fines and/or imprisonment.

### **What can the parent and student do to prevent prosecution?**

- Parents should ensure the child attends school regularly.
- Parents should cooperate with school staff to assist in resolving any attendance problems.



- Parents should attend school staff/parent conferences requested by the school.

### **WITHDRAWAL FROM SCHOOL**

*(See also Policy JEA)*

Any student who is moving should report to the Office, accompanied by his/her parent, prior to moving, and submit a withdrawal slip signed by the parent. Each teacher on the student's schedule will check in the textbook, and sign and post the current grade of the student. The slip is then returned to the office before the student leaves school. This is necessary to ensure that official grades are sent to the new school and all obligations are cleared.

### **STUDENT DISCIPLINE**

*(For full policy see JG, JG-R, and JGA)*

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is contrary to good order and discipline in the schools or impairs the morale or good conduct of other students.

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures.

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal.

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. The list of offenses provided here is not exhaustive. Students may be disciplined for any action that is disruptive to the school environment, whether it occurs on or off school property. Consequences for offenses may be increased or decreased depending on the circumstances as determined by the principal, superintendent and/or Board of Education.

### **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.

### **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. In addition, 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, if appropriate.

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

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

### **Prohibited Conduct**

The following is a partial list of prohibited conduct. For complete descriptions and specific ranges of consequences, see Policy JG-R. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

- Academic Dishonesty
- Assault
- Bullying and Cyberbullying (see Board policy JFCF)
- Bus or Transportation Misconduct (see Board policy JFCC)
- Dishonesty
- Disrespectful or Disruptive Conduct or Speech
- Drugs/Alcohol (see Board policies JFCH and JHCD)
- Failure to Care for or Return District Property
- Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary
- False Alarms
- Fighting
- Harassment, including Sexual Harassment (see Board policy AC)
- Hazing (see Board policy JFCF)
- Nuisance Items
- Public Display of Affection
- Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material
- Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)
- Theft
- Threats or Verbal Assault
- Tobacco
- Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)
- Vandalism (see Board policy ECA)
- Weapons (see Board policy JFCJ)

Consequences for prohibited conduct may include but are not limited to: conferencing with principal, after school detention, in-school suspension (ISS), or out-of-school suspension (OSS).

### **Corporal Punishment**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of Hamilton R-II Schools shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

### **Drug/Alcohol Abuse**

*( For full policy see JFCH)*

The Hamilton R-II School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

### **Hazing and Bullying**

*(For full policy see JFCF)*

In order to promote a safe learning environment for all students, Hamilton R-II Schools prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with policy JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

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

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

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

### **Definitions**

*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 school-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 consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may 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.

*Bullying* – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

### **Discipline Reporting & Records**

*(For full policy see JGF)*

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district.

### **Definitions**

The following definitions and terms apply to this policy:

- *Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- *Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- *Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:
  - Any act of school violence/violent behavior.
  - Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
  - Any offense that results in an out-of-school suspension for more than ten school days.
    - *Need to Know* – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.
    - *School or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

### **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

### **PERSONAL BELONGINGS AND APPEARANCE**

Though, understandably, there will be occasions when students will bring their personal property to school for various reasons, the school recommends leaving personal property not required for educational use be left at home as the school is not responsible for that property.

#### **Searches & Student Privacy**

*(For full Policy see JFG)*

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law.

#### **Law Enforcement in Searches**

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. The district may use law-enforcement dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

#### **Personal Property Or Stolen Property**

Any personal property that causes a disruption at school will not be permitted. This includes such items as radios, cell phones, airpods, headphones, electronic games, skateboards, yoyos, and other toys. **The school is not responsible for lost or stolen property.**

#### **Cell Phones and Electronic Devices**

Electronic devices should not distract from the learning environment. As the school is not responsible for the loss, theft or damage of any student electronic devices, it is most advisable that students keep these things at home. However, if at school, those devices should be kept in the student's locker.

Teachers or administrators may grant permission for students to bring devices to class for instructional purposes, however, such instances will always be voluntary and the students will be responsible for their device and any and all costs of the use of their device in class. Should a teacher or administrator ask, students should be prepared to return their devices to their locker at any time.

**At no time should students use their personal phones or electronic devices to make or receive calls or text messages.** To ensure the safety and security of all students on campus at all times, all outside communication must go through the main office. Failure to do so may result in disciplinary action.

If an electronic device is seen during the school day, it may be confiscated. The first offense will result in the item being taken away and returned at the end of the day. Subsequent offenses will result in the item being taken away and will require a parent to pick it up from the office. Continued use may result in detention or suspension.

## **Gym Lockers**

Students in PE classes may be assigned a gym locker. There is to be only one person assigned to each locker and sharing lockers is prohibited. Periodic inspections may be made by the school staff or principal. Gym lockers are provided as a place to keep personal belongings while students are in PE class. Please keep in mind, lock combinations are a secret. The combination of the lock is to be given to no one. **Students are responsible for the safekeeping of their personal belongings.**

Students are cautioned not to bring large amounts of money, speakers, airpods, phones, or skateboards to school, and if they wear glasses or watches, to keep track of them at all times. **Students, not the school, are responsible for their personal property.**

## **Lost and Found**

Articles found in and around the school should be turned in to school staff or the designated Lost and Found area where the owners may claim their property by identifying the item.

## **STUDENT DRESS**

*(See also Policy JFCA)*

Hamilton R-II Schools prohibit any kind of dress or physical appearance that might be disruptive to the educational environment; or that might pose a health or safety risk to self or others; or that interferes with the education of self or others.

**To ensure appropriate dress, students will be held to the following guidelines:**

### **NO....**

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 an outer shirt that is buttoned or zipped;
3. Fishnet shirts;
4. Shorts that are shorter than fingertip length when arms are hanging at the sides;
  - a. This includes holes in pants that are higher than fingertip length.
5. Shorts that are rolled up at the waist;
6. Skirts or dresses that are shorter than hand width from the top of the knee cap;
7. Unusual or outlandish clothing that disrupts the normal operation of school;
8. T-shirts with obscene suggestions, vulgarity, profanity, or advertising drugs;
9. Apparel that is disruptive;
10. Caps or head cover, including hoods on sweatshirts.

If a student violates the dress code and a staff member addresses it, the student will be asked to change or contact parents to bring a change of clothes and not wear that item again. Disciplinary action may be taken if a problem becomes repetitive or leads to other disruptions.

## **PROGRAMMING AND STUDENT SERVICES**

### **Activities**

The student activities program at the middle school level is designed to provide additional opportunities for students to develop abilities in areas of special interest. We encourage all students to take part in the activities offered. Students need to understand that the activity programs must be of secondary importance to the regular educational program. A student's first priority must be academic classroom work. If a student's schoolwork is not satisfactory, he or she will not be able to participate in a school activity.

Students in Grades 7 & 8 have the opportunity to participate in athletic programs including: Football, Volleyball,

Cheerleading, Wrestling, Basketball, Track. Students in all grades can participate in several non-athletic programs including: Band, Student Council, and Vocal Music.

### **Library**

*(See also Policy IIAC)*

Students are permitted and encouraged to check books out of the library for a limited period of time. Students are also expected to pay for lost books or books that are excessively damaged. Money collected in such a manner goes back into the book fund to help in maintaining the library.

Fiction and other reference materials, including encyclopedias, dictionaries, etc., are carefully selected and kept up-to-date to provide sufficient resource materials for several areas of the curriculum. Since effective use of the library is one of the important study skills, both the librarian and classroom teachers take time to teach students in this respect. In addition, classes move to the media center on regular schedules to work on specific projects.

### **Bus Transportation**

*(See also Policy EEA & JFCC)*

Student behavior on all school buses must be such that a driver can operate the bus in a safe and efficient manner. Good student behavior on a school bus is considered the same as good classroom behavior. The driver is in complete charge of the bus and has the authority to require students to conduct themselves in a manner deemed necessary for the safe operation of the bus. Students should be on time at the designated school bus stop and exhibit appropriate behavior at all times at the bus stop. The student should wait until the bus comes to a complete stop before attempting to enter or exit. While on the bus, students should keep hands and head inside the bus at all times. Shouting, screaming, scuffling, horseplay, moving around while the bus is in motion, or defying the driver's instruction in any way will not be tolerated. Bus riders are not permitted to leave their seats while the bus is in motion. Bus riders are expected to be courteous to fellow students and to the bus driver.

**Due to the safety of our riders and the cleanliness of the buses, students will not be allowed to have open food/drink containers, glass items, or balloons on the bus.** Parents will need to make arrangements for taking balloons and/or flowers in glass vases home.

It is imperative that bus riders follow the district bus rules and regulations. Riding the school bus is a privilege. **Improper conduct on the bus may result in that privilege being denied.** Bus information or concerns may be obtained/expressed by calling the district Transportation office at 816-583-2134.

### **Counseling Services**

*(See also Policy JHD)*

Counselors are available to students. Students may request to see a counselor, and periodically, counselors will also make presentations to students in classrooms. If a parent would like the counselor to visit with your student, please notify the school counselors.

## **SCHOOL MEALS PROGRAM**

### **Free and Reduced Price Lunch Service**

*(See also Policy EFB)*

School officials will determine student eligibility for free and reduced-price meals, snacks and milk in accordance with state and federal law. Eligible students will be provided meals, snacks and milk either free or at a reduced price if state and federal resources for school food programs are available. The superintendent or designee may establish rules and procedures as needed to accomplish this goal.

The criteria for determining a student's need and the procedures for securing free and reduced-price meals, snacks and milk for the student will be outlined and published each year by the district in accordance with law. The criteria and procedures are established at the state and federal level.

**All families are encouraged to complete the application during the registration process.**

## **Lunch Program / District Wellness Policy**

*(See Also Policy ADF)*

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.

Middle School/High School Student Lunch = \$3.20

Middle School/High School Student Breakfast = \$2.40

Middle School/High School Reduced Lunch = \$0.40

Middle School/High School Reduced Breakfast = \$0.30

Adult/Visitor Lunch = \$3.79

Adult/Visitor Breakfast = \$2.55

Payments for meals can be brought to the office or the cafeteria manager. You can place money on your child's lunch account or pay for the meals each day. You may pay by check (made out to Hamilton R-II School District), cash, or online through TeacherEase. All meals must be paid for.

The district expects students to pay for meals prior to the time of receipt. A student may not accumulate more than \$100 or a family more than \$200 in unpaid meal charges. 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. A student who has accumulated \$100 in unpaid meal charges or a student who is a member of a family with \$200 in unpaid meal charges and is still unable to pay for meals may be provided an alternative meal. Please see Board Policy EF-AP1 for more information regarding meal charges.

## **SCHOOL/HOME CONNECTIONS**

### **Custodial and Non-Custodial Parents' Rights & Responsibilities**

*(See also Policy KDA)*

When parents of a student are estranged, separated, or divorced, school personnel will uphold the parents' rights unless a court order (provided by the custodial parent and on file in the school office) restricts any of these rights of the non-custodial parent. Both parents have the right to:

- a. view the child's school records;
- b. receive school progress records;
- c. visit the child briefly at school;
- d. participate in conferences.

The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

**The district will allow either parent to visit the student during school time and will release the student to either parent, unless otherwise directed by a valid court order.** If school personnel anticipate a possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

### **The custodial parent has the responsibility to:**

- Keep the school office informed as to the address of residence and how he or she may be contacted at all times.
- Provide a copy of any legal documents that restrict the rights of the non-custodial parent.

The non-custodial parent is to inform the school office of the telephone number and address where he or she may be contacted regarding the student.

### **Parent-Teacher Conferences**

The district calendar sets aside days for parent-teacher conferences. We encourage parents to make appointments with



your child's teacher. This is done by calling the school and talking to the counselor. The school counselor will set up the conference times. **This year's P/T Conferences are scheduled on October 24, 2024.**

### **Staff Messages**

If a parent needs to discuss a matter with a school staff member, please email the teacher, or contact the school office, and the staff member will receive the message. The staff member will contact you during his or her instructional planning time.

### **Student Messages**

As the primary purpose of school is to provide a safe and productive learning environment, we recognize cases where parents may need to contact their student during school hours. If a parent needs the school to deliver an important message to a student, please contact the school office before 2:00 p.m. By doing so, we will have a better opportunity to get the message to your child before the school dismissal time. Except in emergencies, students will not be called from class but rather messages will be delivered at times that minimize the impact on instruction.

### **Phone Calls**

The office telephone is for school business, and it may be used by students only in case of emergency with the permission of the secretary. Examples of a student emergency would be when the student needs a book or instrument for school or if there has been a change in their arrival time at home.

**At no time should students use their personal phones or electronic devices to make or receive calls or text messages.** To ensure the safety and security of all students on campus at all times, all outside communication must go through the main office. Failure to do so may result in disciplinary action.

### **Staff/Student Communications**

*(For full policy see GBH)*

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 11:00 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.

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.

### **Visiting School**

To ensure the safety of our students, we require that all visits begin at the school office. All parents and visitors will check in at the reception area. All parents and visitors will need to present a valid driver's license or state ID at the time of check in. No one will be permitted in the building without proper ID. All visitors to the school are required to wear a "Visitor" badge. This district policy is carried out for the safety of our students and staff.

## **SCHOOL SAFETY AND SECURITY**

### **Emergency Procedures**

*(See also Policy EBC)*

There will be a list posted in each classroom of safety procedures to follow in case of fire, tornado, and other emergencies. Drills following these procedures are held periodically for the benefit of the students and staff. In the event of an actual emergency, information will be communicated through local media, district website and social media, and use of automated dialer as available.

### **Video & Audio Recordings**

*(For full policy see KKB)*

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.

### **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**

Hamilton R-II Schools 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.

If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession.

## **Safe Schools Act**

Hamilton R-II School District board policies reflect legislation in the Missouri Safe Schools Act. The legislation outlines several policy requirements focusing on promoting a safe school environment. Please take the time to read Board Policy – JG-R1 Student Discipline, become familiar with the policy, and discuss the policy with your children.

## **Weapons in School**

*(For full policy see JFCJ)*

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

## **Courage 2 Report Program**

What you can do to keep your school, your friends, and yourself safe:

Report when you hear of a threat or observe something that makes you think a violent event is being planned:

- Tell your teacher, counselor, or principal.
- If you feel you cannot tell a school staff person, then tell your parents or a trusted adult.
- Telling is important! Reporting that someone is planning to hurt your classmates or your school IS NOT TATTILING.
- You may be saving lives and also helping a disturbed classmate get the help they need.

If You Feel You Cannot Tell an Adult...

- Call Missouri School Violence Hotline, 1-866-748-7047 to report any threats. You can remain anonymous.
- Mobile App: COURAGE2REPORTMO
- Online: [www.courage2reportmo.com](http://www.courage2reportmo.com)

## **STUDENT HEALTH SERVICES**

## **Health Services**

*(For full policy see Policy JHC)*

A registered nurse is in the building from 8:00 a.m. to 3:00 p.m. for cases of illness or emergencies.

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 is injured in an accident during the day, they should report to the nurse's office. Parents of the student will be notified by the school. If the parents cannot be located, school officials will take appropriate measures on behalf of the student.

## **Medication Administration**

The following policy has been adopted by the school district in regards to medication administration:

For prescription medication the medication **MUST** be in the original container from the pharmacy with the label attached containing the student's name, directions, etc. A medication will only be administered according to the physician's order on the label, if the parent requests medication be given differently, a new order from the physician must be given to the school nurse. For over the counter medications, medication must be in the original container and labeled with the student's name. **ALL MEDICATIONS MUST BE ACCOMPANIED WITH A PARENT NOTE** with instructions on when to administer. Medications should be brought to the office by an adult, do **NOT** send medications with your child on the bus. Students are not allowed to carry and/or administer medications to themselves while at school unless prior arrangements have been made with the school nurse and agreed upon by the principal and prescribing physician.

Medications such as antibiotics that are prescribed for "three times a day" will not be administered by the school nurse and should be administered at home. The school nurse has the right to refuse to administer a given medication for any reason.

Call the school (816) 583-2173 if your child contracts a contagious disease (chicken pox, flu virus, etc.) and inform the school nurse. Children who have been ill may return to school when their temperature is normal for twenty-four hours without the use of fever reducing medication.

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

## **Lice Policy**

If a student is found to have head lice, they will be sent home immediately. In order for a child to return to school after having a case of head lice two steps must occur:

- 1) the child must be treated with the appropriate head lice treatment product and
- 2) the child must be brought to school by an **ADULT** for re-screening by the school nurse.

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.

The school has a supply of 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). The EpiPens are available to administer to students if

the need arises. 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. 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.

### **Immunizations**

*(See also Policy JHCB)*

No student will be admitted without all of the required immunizations. Contact your healthcare provider or the Caldwell County Health Department, 255 West Main Street, Kingston, MO 816-586-2311 for an appointment.

<https://health.mo.gov/living/wellness/immunizations/schedules.php>

### **Screenings**

The District will conduct hearing and vision screenings for students in selected grades. Screenings will also be conducted on students new to the district and by request. Parents and/or guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

### **Student Insurance**

*(See also Policy JHA)* The school district's liability insurance does not provide medical coverage in the event of a student's accidental injury at school. Contact our office 816-583-2173 or the school website [www.hamilton.k12.mo.us](http://www.hamilton.k12.mo.us) for alternative coverage options.

### **Mental Health**

*Trauma Informed Schools Initiative* [https://dese.mo.gov/media/pdf/cnsl\\_Missouri\\_Model%20school\\_guidance\\_doc](https://dese.mo.gov/media/pdf/cnsl_Missouri_Model%20school_guidance_doc)

Hamilton Middle School as part of the Hamilton R-II School District, goes to great lengths to recognize and acknowledge the widespread impact of trauma and understanding the potential routes for recovery. All staff are trained to recognize the signs and symptoms of trauma in students, fellow teachers, and staff. We use our knowledge and continued growth to guide policies, procedures and practices as we actively seek to avoid re-traumatization.

### **Suicide Prevention and Awareness**

*(See also Policy JHDF)*

This is a policy required pursuant to § 170.048, RSMo. MSBA based this policy on the model policy created for the Department of Elementary and Secondary Education (DESE) by a committee of attorneys, policy writers and mental health professionals. Much of the content of this policy is from resources recommended by the committee.

### **988 Suicide and Crisis Lifeline**

<https://988lifeline.org/> Use this link to seek assistance for yourself or others or to seek information.

### **STUDENT RECORDS**

*(See also Policy JO)*

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and

transmission of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

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

### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

### **Directory Information**

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

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

### **General Directory Information**

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

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

### **Limited Directory Information**

In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds

for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

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

#### **Law Enforcement Access**

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

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

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

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

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

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

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

#### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

**The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.** Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) 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.

**The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** Parents or eligible students who wish to ask the School to amend a 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 advise them 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.

**The right to privacy of personally identifiable information in 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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or

therapist); a parent or student serving 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 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 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 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.]

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

## **DISTRICT NOTICES APPENDIX**

### **Policy AC: PROHIBITION AGAINST ILLEGAL DISCRIMINATION, HARASSMENT AND RETALIATION**

#### **General Rule**

The Hamilton R-II Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation 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.

#### **Sexual Harassment Reporting and District Response**

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy.

#### **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.

#### **Compliance Officer**

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

John Schieber, High School Principal  
P O Box 130, Hamilton, MO 64644  
Phone: 816-583-2136  
E-mail: [jschieber@hamilton.k12.mo.us](mailto: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:

Dr. Billie McGraw, Superintendent  
P O Box 130, Hamilton, MO 64644  
Phone: 816-583-2134 / Fax: 816-583-2139  
E-mail: [mcgraw@hamilton.k12.mo.us](mailto:mcgraw@hamilton.k12.mo.us)

### **Policy IGBCA: PROGRAMS FOR HOMELESS STUDENTS**

The Hamilton R-II Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

#### **Eligibility for Services**

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

#### **District Liaison for Homeless Students**

The board designates the following individual to act as the district's liaison for homeless students (homeless liaison):

Rena Wattenbarger  
PO Box 130  
Hamilton, MO 64644-0130  
Phone (816) 583-2134, Fax (816) 583-2139

The homeless liaison shall designate and train another district employee to serve as the homeless liaison in the absence of the homeless liaison.

### **Policy IGBCB: PROGRAMS FOR MIGRATORY STUDENTS**

The Board of Education of the Hamilton R-II School District recognizes that migratory students face many educational challenges that may interfere with their ability to succeed in the regular education program and meet the same challenging state achievement standards as other students. The district is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges.

The superintendent or designee will develop an MEP that includes the following components:

1. A written procedure for identifying students who may be migratory that provides for notification to appropriate personnel designated by the Department of Elementary and Secondary Education (DESE) of potentially eligible students.
2. A procedure to help identify and recruit, throughout the school year, those students residing in the district who have family members who have been or are engaged in seasonal or temporary agriculture-related work.

3. Assessment of the educational, health and social needs of each student identified as migratory and development of objectives to address those needs so that migratory students are able to meet Missouri learning standards.
4. Advocacy to allow students and families to gain access to health, nutrition and social services.
5. Review of existing programs and resources to determine which can help meet the needs of migratory children and ensure that the children have access to them.
6. A full range of educational services for migratory students.
7. Instructional programs for migratory students that supplement existing educational programs.
8. An opportunity for meaningful participation in the program by parents/guardians and families of migratory students.
9. A parent advisory committee to consult with district officials and staff in the planning, implementation and evaluation of the program.
10. Professional development for teachers that is designed to improve the quality of education for migratory students, including required training by DESE's Migrant Education and English Language Learning (MELL) program.
11. Provision of information to district personnel about any required participation in professional development provided by DESE's MELL program.
12. Assistance for secondary school students transitioning from school to postsecondary education, employment or military service.
13. Provision of needs assessment, evaluation, financial and other information needed for DESE to carry out its duties.
14. A process for prioritizing the provision of services in order to ensure that if there are limited resources, students most at risk of failing receive services ahead of other students.

#### **Policy IGBH: PROGRAMS FOR ENGLISH LEARNERS**

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.

The district will screen for ELL 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.

#### **Policy IGBA: ACCOMMODATION OF STUDENTS 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.

The superintendent or designee is directed to create procedures to assist the district in properly identifying, evaluating and serving students with disabilities who need accommodation to participate in the district's educational programs.

### **Section 504 and ADA Compliance Officer**

The district designates the compliance officer listed in policy AC as the district's Section 504 and ADA compliance officer. All complaints or concerns regarding illegal discrimination must be brought to the attention of the compliance officer.

District publications will include notification to students and the public that the district does not discriminate on the basis of disability in admission or access to, or treatment in, its programs or activities. The notice will provide district contact information for members of the public to notify the district if they know or believe that a child may have a disability.

### **Grievance Procedure**

All complaints alleging discrimination, violation of law or failure to follow district policies or procedures regarding the education or accommodation of students with disabilities will be made to the compliance officer and will be investigated immediately. The district will use the grievance procedure outlined in policy AC. Complaints may be made at any time to the U.S. Department of Education, Office for Civil Rights.

### **Highly Qualified Teachers**

The Hamilton R-II School District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

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

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

### **MO HealthNet for Kids Program**

Your child may be eligible for 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 office. You can learn more at this link: <https://dssmanuals.mo.gov/wp-content/uploads/2022/01/health-care-brochure.pdf>

### **STUDENT DISCIPLINE**

*(See full Policy JG-R1)*

### **Vapes**

Vaping, especially in middle school, has become one of our most serious problems. Hand in hand with mental health, vaping nears epidemic numbers as reported by students. The district's policy is specific that searching students can be done when a reasonable suspicion exists of a violation of school policy. In the event of credible information shared with a building administrator that a student is in possession of a vaping device, the building administrator can use a metal detecting wand to aid in the expedition of the search of that student. Students can also expect random searches of entire grade levels.

## **STUDENT DISCIPLINE**

*(See full Policy JG-R1)*

### **Tobacco**

1. 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.*
2. 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.*

## **SEARCHES OF STUDENTS**

*(See full Policy JFG)*

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.

### **Policy KLA: CONCERNS AND COMPLAINTS 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.

### **Policy KL: PUBLIC CONCERNS AND COMPLAINTS**

#### Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

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

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

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

## **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.

## **Policy JHDA: SURVEYING, ANALYZING OR EVALUATING STUDENTS**

### **Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

### **Consent Required**

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

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

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

In accordance with law, parents will receive prior notice of rights pursuant to the Protection of Pupil Rights Amendment (PPR) and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

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

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

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

## **Policy IGAEB: SEXUAL HEALTH INSTRUCTION**

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. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:
  - A) *Consent* is a freely given agreement to the conduct at issue by a competent person, and that: An expression of lack of consent through words or conduct does not constitute consent. Lack of verbal or physical resistance does not constitute consent. Submission resulting from the use of force, threat of force or fear does not constitute consent. A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent. The manner of dress chosen by a person does not constitute consent.

B) *Sexual harassment* is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.

C) *Sexual violence* is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.

7. 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.

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

9. 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.

10. 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 "CyberTipline."

11. 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. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

#### **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.

#### **Policy EBAB-AP(1) Administrative Procedure : HAZARDOUS MATERIALS - (Asbestos Control)**

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.

#### **Policy EBC-1: EMERGENCY DRILLS**

##### ***(Districts Not Required to Hold Earthquake Drills)***

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

##### **Emergency Drills**

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give



instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

### **Notice Regarding Virtual Courses**

Virtual instruction can be an effective education option for some students, and the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Eligible students may also enroll in Missouri Course Access and Virtual School Program (MOCAP) courses in accordance with policy IGCD. The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP.

Before a student independently enrolls in and pays for virtual courses not otherwise accessible through the district, the district recommends that the student meet with district staff to ensure that the course aligns with the student's education goals and that the district will accept the course credit.

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 code of conduct and prohibitions on academic dishonesty, discrimination, harassment, bullying and cyberbullying.

When students are participating in virtual courses, what can be seen and heard electronically from the student's location becomes part of the district's education environment. Students are responsible for ensuring that what is seen, heard or otherwise communicated is appropriate for the learning environment and is not disruptive. The district's code of conduct applies to virtual in-class behavior. Student speech that is prohibited on campus is also prohibited in the virtual classroom. In a virtual classroom, such conduct or speech could include, but is not limited to, messaging conveyed by symbols or phrases that are visible on clothing; signage in the visible background; virtual background imagery; graphics or text visible during screen sharing; background audio; communications in classroom chats; disruptive screen names; and any other messaging a student places into the virtual environment that disrupts learning, is not appropriate for the education environment or is contrary to the district's educational mission.

Students may electronically display everyday items that they would be prohibited from possessing at school (such as pets, toys or objects forming typical room décor) as long as the display does not disrupt learning.

The superintendent or designee will establish open enrollment periods and registration deadlines for students to enroll in district-offered virtual courses and MOCAP courses. 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.

If the request to take a virtual course is denied, students or their parents/guardians may appeal the decision to the superintendent or designee, and the superintendent's or designee's decision will be final. Requests to take MOCAP courses will be processed as required by law as outlined in policy IGCD.

### **504 Public Notice**

The Hamilton R-II School District, as a recipient of federal 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, 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 children 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 violated 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 Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed 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.

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

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

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

**1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 <sup>2</sup>In compliance with ESSA Title VIII- Part C.

Sec. 8304(a)(3)(C)

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

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

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

**will a complaint filed with the Department be investigated?**

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

The following activities will occur in the investigation:

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

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

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

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

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

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

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

**Report complaints to:**

John Schieber  
Complaint Officer  
Hwy 13, PO Box 130  
Hamilton, MO 64644  
Phone: 816-583-2136  
Fax: 816-583-2717

**Information Resources**

**Please sign up for TextCaster for emergency information, school closings, early dismissals, and school event reminders.**

<https://my.textcaster.com/asa/Default.aspx?ID=f2dd0a9e-e37f-4c61-9d07-a982dbf9d70e>

**For Hamilton R-II School Information:** [www.hamilton.k12.mo.us](http://www.hamilton.k12.mo.us) – You may sign up for Text Caster through a link at this site

KMRN 1360 AM Cameron  
KKWK 100.1 FM Cameron  
KAAN 95.5 FM Bethany

**For early cancellation and early dismissal information:**

WDAF TV Channel 4  
KCTV TV Channel 5  
KMBC TV Channel 9  
KMRN 1360 AM Cameron  
KKWK 100.1 FM Cameron  
KKJO 105.5 FM St. Joseph  
KGOZ 101.7 FM Trenton

KMZU 100.7 FM Carrollton  
KCHI 1010 AM Chillicothe  
KFEQ 680 AM St. Joseph  
KSFT 1550 AM St. Joseph

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](http://www.hamilton.k12.mo.us).