



Hamilton Elementary School Student Handbook 2025-2026

It's All about Learning!

Contact Us:

Ph: 816-583-4811

Fax: 816-583-7919

Ashley Ford, Elementary Principal

Email: aford@hamilton.k12.mo.us

School Hours: 8:00-3:00

Office Hours: 7:30-4:00

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, HS Principal Hamilton R-II School District P.O. Box 130
Hamilton, Missouri 64644 (816) 583-2136

Hamilton R-2 District Mission Statement:

The Hamilton R-II District is dedicated to understanding the past and building for the future of our students. In the accomplishing this endeavor our mission is to require students enrolled in the district's school to develop and demonstrate scholastic, technical, social and problem solving skills essential for achieving personal, academic and occupational success.

Hamilton Elementary Mission Statement:

The Hamilton Elementary School provides a safe, positive environment fostering high levels of learning.

Vision:

We believe that the most promising strategy for achieving the mission of Hamilton Elementary School is to develop our capacity to function as a Professional Learning Community (PLC).

WE envision a school in which a committed staff:

- Unites to establish a common purpose and clear goals that focus on a high level of learning for both students and staff

- Uses research-based methods/materials for instruction, participates in professional development opportunities, and networks with other learning institutions

WE envision a school in which a committed staff:

- Uses the Missouri Learning Standards to guide instruction and assessment using school-wide resources and current instructional strategies

- Maintains a high level of expectations which encourages academic growth for themselves and others

WE envision a school in which a committed staff:

- Utilizes Positive Behavior Support (PBS) structures to instill Respect, Responsibility, and Self-Control in order to increase learning opportunities

- Allows children to practice making decisions in a safe environment

WE envision a school in which a committed staff:

- Utilizes a three-tiered Response to Intervention (RtI) model which encourages and provides support for academic and behavioral success

- Monitors performance through data collected from formal and informal assessments concerning academics and behavior

WE envision a school in which a committed staff:

- Communicates openly with parents, community, and other staff members

- Creates opportunities to build trusting relationships

Motto: **IT'S ALL ABOUT LEARNING!**

Hamilton Elementary Staff Email

Office Staff	~ Principal – Mrs. Ashley Ford ~Secretary – Mrs. Aalia Hon ~Nurse – Mrs. Heather Evans ~ Lunch Clerk – Mrs. Julie Hendricks	aford@hamilton.k12.mo.us ahon@hamilton.k12.mo.us hevans@hamilton.k12.mo.us jhendricks@hamilton.k12.mo.us
Preschool	~Mrs. Carolyn Zorn ~Mrs. Kaley Gentry	cjennings@hamilton.k12.mo.us kgentry@hamilton.k12.mo.us
Kindergarten	~ Mrs. Rosemary Buntin ~ Mrs. Trisha Greenwood ~ Ms. Aaliyah Paul	kbuntin@hamilton.k12.mo.us greenwood@hamilton.k12.mo.us apaul@hamilton.k12.mo.us
First Grade	~ Mrs. Tara Murray ~ Mrs. Laci Bestgen ~ Mrs. Christen Creekmore	tmurray@hamilton.k12.mo.us bestgen@hamilton.k12.mo.us creekmore@hamilton.k12.mo.us
Second Grade	~ Mrs. Bethany Cole ~ Mrs. Sara Ohlberg ~ Mrs. Kaylee Baker	bcole@hamilton.k12.mo.us sohlberg@hamilton.k12.mo.us kbaker@hamilton.k12.mo.us
Third Grade	~Miss Carli Beck ~Miss Kari Youtsey ~Mrs. Maggie Angle	cbeck@hamilton.k12.mo.us youtsey@hamilton.k12.mo.us angle@hamilton.k12.mo.us
Fourth Grade	~Mrs. Ashlyn Ford ~Ms. Kathy Digiacomo ~Mrs. Taylor Hinton	ashlyndemint@hamilton.k12.mo.us kdigiacomo@hamilton.k12.mo.us thinton@hamilton.k12.mo.us
Fifth Grade	~Mrs. Lacey Carpenter ~Mrs. Emily Sanderson	lcarpenter@hamilton.k12.mo.us sanderson@hamilton.k12.mo.us
Specials	~PE – Miss Morgan Prather ~Art – Mrs. Mica Westover ~Library – Miss Rebecca Bentley ~Music – Mrs. Kati Smith	mprather@hamilton.k12.mo.us westover@hamilton.k12.mo.us rbentley@hamilton.k12.mo.us smithk@hamilton.k12.mo.us
Title 1 Reading	~K-2 – Mrs. Kelli Claypool ~3-5 – Mrs. Lauren Henry	claypool@hamilton.k12.mo.us bacon@hamilton.k12.mo.us
Special Education	~Mrs. Briana Surber ~Mrs. Halley Anderson ~Mrs. Jami Williams	bsurber@hamilton.k12.mo.us handerson@hamilton.k12.mo.us jwilliams@hamilton.k12.mo.us
Guidance Counselors	~K-4 – Mrs. Deanna Wiederholt ~5 – Mrs. Jan Wilkerson	dwiederholt@hamilton.k12.mo.us wilkerson@hamilton.k12.mo.us
SLP-A	~ Ms. Hannah Daley	hdaley@hamilton.k12.mo.us

Dear Hamilton Elementary School Families,

It is my pleasure to welcome you to Hamilton Elementary. Our dedicated faculty and staff are excited to partner with you to ensure an academically successful year for your child.

It is important to us that we maintain personal connections with the families of our students. We invite you to become an active participant in our school community through volunteering, joining our PTO, or participating in school events. Research clearly supports that when parents/guardians participate and are involved in their child's education, there is a greater likelihood of academic success for the child.

We believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best educational experience for the children of Hamilton Elementary School. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals.

Stay connected to what is happening at HES by utilizing these resources:

School Webpage: View pictures, find teacher contact information, important dates, and much more at: <https://hes.hamilton.k12.mo.us/>

Text Caster: Receive weather related texts, event updates, etc. Sign up at: <https://www.hamilton.k12.mo.us/>

Parent Portal: Check your child's lunch balance, discipline records, attendance and more. Contact the superintendent's office, 816-583-2134, to get signed up.

HES Facebook Page: Search: Hamilton Elementary School

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Ashley J. Ford
HES Principal

2025-2026 Hamilton R-II School District Calendar

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Hamilton R-II School District

419 S. Hughes Street
ph. 816-583-2134 fax 816-583-2139
Hamilton, MO 64644

Board Approved on 01/15/2025
 Aug 13-14, 18 District Professional Development
 Aug 15 NO SCHOOL
 Aug 19 **EARLY OUT 1PM - First Day of School**
 Sep 1 NO SCHOOL-Labor Day
 Sep 26 **EARLY OUT 1PM - Homecoming**
 Sep 29 NO SCHOOL - Professional Development
 Oct 23 **EARLY OUT 1PM - PT Conferences**
 Oct 24 NO SCHOOL
 Nov 26-28 NO SCHOOL - Thanksgiving Break
 Dec 19 **EARLY OUT 1PM - Winter Break**
 Dec 20-Jan 2 NO SCHOOL - Winter Break
 Jan 5 NO SCHOOL - Professional Development
 Jan 19 NO SCHOOL - Martin Luther King, Jr. Day
 Feb 9 NO SCHOOL - Professional Development
 Feb 16 NO SCHOOL - Presidents' Day
 Mar 13 NO SCHOOL
 Mar 16 NO SCHOOL - Professional Development
 April 2 **EARLY OUT 1PM - Easter Break**
 April 3-6 NO SCHOOL - Easter Break

May 15 **EARLY OUT 1PM - Last Day of School**

End of Quarter & Mid-Term Dates	
Sep 12	1st Quarter Mid-Term
Oct 17	End of 1st Quarter (42 Days)
Nov 14	2nd Quarter Mid-Term
Dec 19	End of 2nd Quarter (41 days)
Feb 6	3rd Quarter Mid-Term
Mar 12	End of 3rd Quarter (45 Days)
Apr 10	4th Quarter Mid-Term
May 15	End of 4th Quarter (42 Days)
	170 Student Contact Days (1083.30 Hours)
	177 Teacher Contract Days

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

District Holidays	
Sep 1	Labor Day
Nov 26-28	Thanksgiving Break
Dec 22-Jan 2	Winter Break
Jan 19	Martin Luther King, Jr. Day
Feb 16	Presidents' Day
Apr 3-6	Easter Break
May 25	Memorial Day

Early Dismissal Dates	
Aug 20	First Day of School
Sep 26	Homecoming
Oct 23	Parent-Teacher Conferences
Dec 19	Winter Break
Apr 2	Easter Break
May 15	Last Day of School

Professional Development Days	
Aug 13-14, 18	Beg. Of Year PD Days
Sep 29	PD Day
Jan 5	PD Day
Feb 9	PD Day
Mar 16	PD Day

School Closed

 Early Out

Professional Development (No School for Students)

 End of Quarter

Parent Teacher Conferences
 First & Last Day of School

Bus Expectations

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering, and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible. (Policy JFCC)

Bus discipline is as follows:

3rd Bus Conduct Report: student will be removed from the bus for 10 school days.

4th Bus Conduct Report: student will be removed from the bus for the remainder of the semester.

5th Bus Conduct Report: student will be removed from the bus for the remainder of the school year.

Students riding Hamilton R-II buses will observe the following expectations:

Listen and follow the drivers' directions promptly.

Give passes immediately to the driver when entering the bus.

Keep aisles clear of all objects.

Enter and exit quickly and safely.

Sit flat, facing forward in the assigned seat until the bus is stopped.

Use quiet voices (1 or 2), be polite, and use manners when speaking to others.

Be respectful of others.

KAHFOOTY

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.

Food may be brought to school if placed in plastic containers/bags.

Arrival/Dismissal Procedures

Arrival – Buses will unload at the main doors beginning at 7:40 a.m. when students are permitted into the building. Students who are riding in another vehicle will need to be dropped at the upper east parking lot. Students may be dropped off at 7:40 a.m. or after (There will be no supervision prior to 7:40 a.m.) **Please do not drop your child in the lot south of the building as they will have to walk between buses. Teachers will be outside until the buses have unloaded.**

Dismissal – School will dismiss at 3:00pm. (Preschool is dismissed at 2:50 pm.) Students riding home with a parent will be dismissed first in the following order: K-5. Car riders will exit out the front entrance and cars will loop around the south parking lot for pick-ups. Those riding the bus will leave next, at approximately 3:10pm, in the same order. Bus riders will exit and walk towards the upper east parking lot to board the buses. Anyone riding a bicycle or walking will exit last and will be held at the bike rack until all cars and buses have departed. **All students will need to leave the building unless under the direct supervision of a teacher. Students will not be able to re-enter the building after 3:20 unless accompanied by an adult.**

***Parents: There is no supervision at the school BEFORE 7:30am and AFTER 3:30pm. Do leave you child at the school during those times as they will be unsupervised.**

Transportation Requests

Transportation on school buses will be guaranteed to those who complete online registration prior to the start of the school year. Bus changes will only be granted after the beginning of the school year with the approval from an administrator.

Please provide transportation if you are having children come to your home after school for birthday parties, 4-H meetings, etc. Our buses are full and extra students cause crowded conditions.

Children going home with you need a permission note from **their** parent/guardian. It is also helpful to provide the office with a list of students who will be going with you.

Students Leaving Early

If your child needs to leave school early, **please send a note to the teacher stating when and whom will be picking up your child.** – The note will be sent to the Office with the attendance reports. When picking up your child, please report to the elementary foyer and push the button on the office door to speak to the secretary. The teacher will be notified to send your child to the Office at that time.

If there is an **emergency**, please contact the Office at 583-4811.

Visitors

The secretary will communicate with visitors through the door speaker and a table will be set up in the foyer area to drop off and pick up items. Visitors will sign in on the log sheet and will wait in the foyer. Visitors will then be given a visitor's pass and allowed to go to their destination within the school.

Tardies

School begins at 8:00; the students are expected to be in their classrooms at that time. Students entering the building after the morning bell, will need an 'admit slip' from the Office before going to their classroom. A record of tardies is maintained in the School Information System. Excessive tardies will be reported to the Division of Family Services as required by law.

Attendance

Good attendance is essential to student achievement. Please make every effort to ensure that your student is at school daily and arrives on time so that he/she is able to achieve at his/her highest potential. Our goal is for everyone to have 90% attendance or better.

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 816.583.4811.

Absence – Student misses school due to illness, death of a family member, scheduled religious activity, unavoidable medical or dental appointment, and school sponsored activities. Every absence and tardy will be recorded in our student information system. **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.**

Tardies – Each tardy will be recorded. If your child has an excessive amount of tardies, a letter will be sent notifying the parent/guardian.

A student will be given the same number of days that he/she was absent to make up any missed assignments.

The district will contact the Division of Family Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that

parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective. (School Board Policy JED: This policy can be read in full in the Discipline Policy Handbook)

Please understand that we truly care about your child. We must inquire about illness as we are mandated to turn in reports to the Caldwell County Health Department regarding types of illnesses in the area. If you do not call when your child is absent, you will receive a call from the school inquiring about the welfare of your child. We want to make sure your child is safe and accounted for, getting from your house to our building without incident.

Dress Code

Students are expected to come to school looking clean, neat, and dressed in a manner, which is accepted as being in good taste.

Some basic guidelines that will help you give guidance to your child would include the following:

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 a outer shirt that is buttoned;
3. Fish net shirts;
4. Shorts that are shorter than finger-tip length when arms are hanging at the sides;
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. Tee shirts with obscene suggestions, vulgarity, profanity, or advertising drugs;
9. No wearing apparel that is disruptive;
- 10.No caps or head cover, including hoods on sweatshirts.

Health Information

Health Services:

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

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

Illness at School:

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

Medication Administration:

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

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

Contractable Diseases:

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

Lice Policy:

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

Emergency Medications:

The school has a supply of stock EpiPens containing epinephrine for emergency use in the case of an anaphylactic reaction (life-threatening allergic reaction that can lead to death if not treated). EpiPens will be administered by nurses and other trained employees to students suspected of having an anaphylactic reaction. If you do NOT wish for your child to receive a dose of epinephrine during the unforeseen event of a life-threatening allergic reaction you MUST contact the school nurse.

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

The MS/HS nurse has a supply of stock Naloxone (brand name Narcan). Narcan will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. If you do NOT wish for your child to receive a dose of Narcan in the unforeseen event of a possible drug overdose, you MUST contact the school nurse.

Statement regarding possession or use of CBD or medical marijuana products:

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

Cafeteria Services

The following are the prices for the 2025-2026 school year:

Students:

Lunch \$3.00

Reduced Lunch \$0.40

Breakfast \$2.25

Reduced Breakfast \$0.30

Extra entree' (5th only) \$2.00

Milk \$0.50

Visitors:

Lunch \$3.79

Breakfast \$2.55

Meal Charges

Free and Reduced Lunch Forms will be distributed to each student during Open House. **These need to be completed each year, promptly, for them to be effective at the beginning of the year. You will be charged full prices until this form has been approved by the school district.** Applications will be available from the school office if your needs change during the school year.

The district expects students to pay for meals prior to the time of receipt. A student may not accumulate more than 10 unpaid meal charges. All balances must be paid up at the end of each quarter for a student to receive his or her grade card. *(Please see Board Policy EF-AP1 for more information regarding meal charges.)*

If possible, please pay for meals a week at a time and send the money in an envelope with your child's name, teacher's name, and the amount enclosed written on the outside. Money needs to be given to the classroom teacher and will be sent to the office with daily attendance. **If possible, PLEASE SEND checks made to Hamilton R-II School District.** Cash is easily misplaced or lost, and checks create their own tracking system. If you are paying for multiple children, include a note in the envelope of how you want the money divided. Lunch bill reminders will be emailed to parents at the end of each month. For meal charge concerns or questions, please contact lunch clerk, Julie Hendricks, at 816-583-4811.

FREE and REDUCED-PRICE MEALS

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 publicized each year by the district in accordance with law. The criteria and procedures are established at the state and federal level.

The district will establish a school breakfast program or will adopt a resolution requesting a waiver excusing the district from this requirement, in accordance with law. The resolution, if adopted, will be filed with the Missouri Department of Elementary and Secondary Education.

The students who participate in the free or reduced-price meals, snacks or milk program will not be overtly identified, distinguished, or served differently than other students and will have the same choice of meals, snacks or milk as other students. The district may charge all students for à la carte menu items. No person other than employees and contracted food service personnel responsible for the administration of the free and reduced-price meals program will have access to information:

1. Obtained from an application for free or reduced-price meals.
2. Received for the purpose of direct verification.
3. Pertaining to eligibility status for free or reduced-price meals, snacks or milk, unless specifically authorized by law.

The superintendent or designee will investigate whether the district can continue to provide meals to students receiving free and reduced-price meals when schools are closed for an extended period due to an emergency or health crisis. The superintendent or designee will determine whether such a program is practically and financially feasible by consulting with:

1. Food service personnel regarding purchasing and supplies.
2. Facilities staff to determine storage options.
3. Local emergency planners to develop a preparation and delivery system.

Lunch Schedule: PreK = 11:00—11:25 (Full Day Preschool students will eat in PreK classroom.)

GRADE LUNCH	
5th	11:00 -11:25
1st	11:05-11:30
K	11:15-11:40
3rd	11:35-12:00
2nd	11:40-12:05
4th	11:50-12:15

*** Sack Lunches:** Whenever your child brings his/her lunch to school, you are encouraged to send nutritional food and drink items. We recommend no pop in sack lunches. Too much sugar can cause sleepiness and too much caffeine can cause restlessness. We want our students to be just as receptive to learning in the afternoon as they are in the morning. **Please send food choices that your child can open independently when at all possible.**

Cafeteria Expectations

The cafeteria expectations are as follows:

BEE Respectful:

- Eat only your food.
- Use table manners, including polite language.
- Raise your hand to obtain the teacher's attention.

BEE Responsible:

- Report spills.
- Clean your area when you are finished.
- Go directly to your table carrying your tray with both hands.

BEE Self-Controlled:

- Face forward in line and at the table.
- Use a quiet voice (0-1) and speak only with those near you.
- Ask permission before leaving assigned area.
- KAHFOOTY.

MO HealthNet for Kids Program

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

Celebrating Birthdays

Students are welcome to celebrate their birthday with their class by bringing in commercially prepared treats. We encourage parents to make healthy choices when selecting birthday treats to share. Please check with the classroom teacher for any food allergies. We discourage passing out birthday party invitations at school.

Field Trips

Field trips often enhance the program of instruction and add much to the education of a student. All field trips are planned with an educational purpose and in relation to a unit of study. All students **must** ride the bus on the way to field trips. Unfortunately, due to insurance reasons, parents will not be able to ride the bus on field trips. A student may ride home from a field trip with his/her parent if the parent has signed the student out. Also, please keep in mind that if a student is signed out prior to 3pm, this will count against the student's attendance.

Student Insurance

Students interested in obtaining school insurance may pick up a form in the Office. To be insured, it is necessary to complete the form, enclose the proper amount by check or money order, and mail it to the insurance company in the envelope provided. This insurance will be effective upon their receipt of payment.

Student insurance is voluntary, except for those participating in sports. Sports participants will be required to have school insurance or give proof of adequate insurance.

Guidance Services

All students have the service of our guidance counselor available to them and may see the counselor as many times during the year as necessary. A student may request a visit with the counselor or ask his/her teachers to arrange an appointment. Teachers or parents may also request for the student's appointment with the counselor. Assistance is available for any problem a child may have.

Parents are encouraged to utilize the guidance services to better understand the child's academic program. An appointment can be made by contacting Mrs. Deanna Wiederholt at 816.583.4811.

Student Counseling

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

It is necessary for counselors to build trusting relationships with students and district staff; however, counselors are not permitted to promise students complete confidentiality. Counselors may at times be required to disclose information to parents/guardians, report child abuse or neglect, convey to district staff information necessary to better serve a student, or report to supervisors as appropriate.

Care should be taken in explaining to students, in a developmentally appropriate manner, the limits of confidentiality. Notice of the limits of confidentiality may be made by a variety of methods including classroom lessons, student handbooks, the district website and school counseling brochures in addition to oral notification of individual students.

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

Hornet Help

Thirty minutes each day has been set aside for 3rd-5th grade level teachers and support staff to work with students. Some students will be involved in enrichment activities, some perfecting a recently learned skill, and others receiving additional instruction on skills they do not completely grasp. Our intention is to implement an immediate support system to help children who are struggling, reinforce new learning, and challenge students who need enrichment.

Physical Education (PE)

Your child will be required to participate in recess each day and P.E. classes on scheduled days unless a note from you indicates otherwise. For an ***extended time*** of missed recesses or P.E. ***a note from your physician is required. Please have your child wear sensible shoes on P.E. day (no flip-flops, boots, or sandals).***

Visiting with Your Child's Teacher

Parent-teacher conferences are scheduled in October but are recommended throughout the year as needed. Should a student experience academic or behavior issues, it is highly recommended that the parent call the office and schedule a conference. Teacher emails are available on the school website. **Please make an appointment to visit with your child's teacher.** Classroom disruptions need to be kept to a minimum, so after-school times are preferred. The school number is (583-4811).

Standards Based Grading

Hamilton Elementary utilizes standards based grading and reporting in grades K-5. Report cards are designed to report on each child's performance in relation to specific criteria. The goals of standards report cards include the ability to:

- Reflect academic achievement
- Provide meaningful feedback
- Be honest, fair, transparent, credible, useful, and user friendly
- Be aligned with the Hamilton R-2 curriculum and Missouri Learning Standards
- Reflect consistency among classrooms, courses, and grade levels
- Separate non-academic factors like participation and effort

Instead of traditional letter grades, you will see the following marks on your child's grade card:

- 3=Mastering-The student has thorough knowledge, understanding, and application of the concepts, skills and processes the standard requires.
- 2=Developing-The student is gaining understanding of the concepts, skills, and processes the standard requires, but has not been able to consistently demonstrate learning.
- 1=Beginning-The student is just starting to understand the concepts, skills, and processes the standard requires and needs consistent support.

*The grade card represents an individual's progress in relation to year-end goals.

Standardized Tests

The Missouri State Assessment Tests (MAP) or (MAP-A where applicable) are administered in the spring to students in grades 3rd-5th. MAP Testing at Hamilton Elementary for the 2024-2025 school year will occur in the spring of 2024. Benchmark screening in Reading, Math, and Writing will be given throughout the school year to students in grades K-5th.

Benchmark Screening and Dyslexia

Benchmark screeners are administered to all students in grades K-5 at the beginning, middle and end of the school year. The purpose of these screeners is to identify students' learning levels so that teachers may adjust instruction to ensure that all students are receiving the supports they need to be successful. These screeners may also indicate if your child is at risk of having dyslexia; however, screeners DO NOT diagnose dyslexia. Should screeners indicate that your child may need more academic support, you will be contacted by Title 1 Reading teachers about placing your child in supplemental Title 1 Reading services. Title 1 Reading services are provided in the form of 30 minute small group or one-on-one intensive Reading instruction each day. If you have questions regarding screenings, please contact your child's classroom teacher.

Reading Assessment and Intervention

The district will administer a state-approved reading assessment to all students enrolled in kindergarten through third grade at the beginning and end of each school year. In addition, the district will assess any newly enrolled student in first through fifth grade. The district will provide reading success plans to students at the beginning of the school year or when they transfer into the school district. The district will give reading success plans to students who:

Exhibit a substantial deficiency in reading that creates a barrier, based on teacher observation or reading assessment, to reading progress; or have been identified through the statewide dyslexia screening as being at risk of dyslexia or have a formal diagnosis of dyslexia.

A substantial reading deficiency exists when a student is one or more grade levels behind in reading or reading readiness. The district will provide students with intensive reading instruction under a reading success plan until the reading deficiency is remedied.

(Please refer to Policy IGAB and Procedure IGAB-AP(1) for more information)

Homework

The purpose of homework is to help students develop work and study habits, learn to budget their time and to finish projects begun in school. Homework will be given to reinforce areas of study, to make up work and to enable students to work on special projects. Parents are asked to be supportive of their child in the completion of homework assignments. It is suggested that students read at least 20 minutes each evening. Studies indicate that students who read at least 20 minutes each day score in the 90th percentile on standardized tests. Parents should try to provide a quiet spot and to remember that self-direction is one of the major goals of homework.

English Language Learners

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

The district will screen for EL students by administering the Language Use Survey (LUS) created by the Missouri Department of Elementary and Secondary Education (DESE) to all enrolling students. The LUS will be administered in a language the parent/guardian understands using translation or interpretation. This survey may be incorporated into district enrollment forms provided to all students.

Students whose LUS indicates a language other than English and possible language barriers will be referred to the superintendent or designee for additional screening using the DESE-adopted screening tool for determining the level of English language proficiency. The screening results will be used to identify students eligible for EL services and assist in a program placement that meets the students' needs. The district will make every effort to complete the screening process within 30 days of the first day of school or, for students who enroll after the first day, within 30 days of the student's enrollment.

Retention

Research shows that students who are performing below grade level at the end of grade 1, have a very difficult time catching up. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student. Academics, social, and emotional development will be considered. Parents/Guardians will receive prior notification and explanation concerning the retention. Tutoring may be required to help the child achieve grade level expectations. If the student fails to attend remediation, assigned as a condition of promotion, the student can be retained. The final decision will rest with the school administration and will be based on the student's performance.

Cell Phones and Electronic Devices

Cell phones, smart watches, iPods, mp3 players, video games, and all other non-educational electronic devices are prohibited from being used during the school day. Educational electronic devices may be allowed with prior approval by the teacher and/or principal. The school day is defined as being from the time the student enters the building until the bell rings at the end of the day. If a cell phone and/or electronic device is seen during the school day it may be confiscated.

If at any time from 8 am to 3 pm a cell phone is seen or heard, HES will be implementing the following disciplinary action:

First Offense:

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

Second Offense:

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

Third Offense:

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

Fourth Offense:

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

Subsequent Offenses:

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

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.

Notice of Policy on electronic communication between staff and students

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Safety Drills

Safety drills are held on a regular basis throughout the school year. These drills may include fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-ins. Crisis and policy manuals including emergency drill practices and procedures are located at each building under the security of the building administrator and/or his/her designee.

Notice Regarding the Presence of Asbestos

The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings. The district is required by law to have an asbestos management plan for each school building containing asbestos. The asbestos manager will work with an accredited professional to create, maintain and update the district's asbestos management plans to keep them current with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities, as required by law.

Notice Regarding Searches

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.

Notice regarding searches, including: a. Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. b. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. c. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. d. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law. e. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. f. The details of extracurricular drug testing, if applicable. g. (Fourth Amendment of U.S. Constitution, Policy JFG and JFCI when applicable)

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 IGCDA. 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 IGCDA.

Student Conduct/Discipline

Hamilton Elementary School uses the **Positive Behavior Support System for discipline**. Expectations for appropriate behavior have been established and will be taught and reviewed throughout the year. Our focus is on teaching students to be Respectful, Responsible, and Self-Controlled. Not only are these important for a safe learning environment but are necessary life skills. The Expectation Matrix is part of this handbook.

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 prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures, and regulations: JG-R1, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of

conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

**Hamilton Elementary School
Behavior Management Plan**

Upon receiving a discipline referral, the building principal will meet with each student to determine the level of the offense. When students repeat the same offense the next highest discipline level consequence will be given. Depending on the severity of the offense, students may be placed at a higher or lower level. All discipline is at the discretion of the principal. The list of offenses is not exhaustive and the Hamilton R-2 School District can discipline students for any action that is disruptive to the school environment, whether it occurs on or off school property.

Level 1 Conference with Principal	Level 2 Conference with Principal and Parent	Level 3 Conference with Principal and Parent, 1-2 Days ISS	Level 4 Conference with Principal and Parent, 3-5 Days ISS, 1-5 Days OSS, Possible Referral to Superintendent for Further Action	Level 5 Conference with Principal and Parent, 3-10 Days OSS, Possible Referral to Superintendent for Further Action
Not Prepared for Class	Disrespect	Use of Demeaning Language or Gestures	Assault	Possession of Controlled Substance
Lack of Homework	Insubordinate	Tobacco	Extortion	Weapons
Improper Dress	Academic Dishonesty	Fighting	Abuse To Staff Of A Threatening Nature	Arson
Unexcused Tardiness	Cheating or Lying	Vandalism		
Disruptive Speech or Conduct	Swearing	False Alarms		
Public Display of Affection		Bullying/Harassment/ Sexual Harassment/ Cyberbullying/Sexting		
		Chronic Lower Level Referrals		

Application

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. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

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. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

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 Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

In addition to these expectations, the following is part of the Safe Schools Act:

There shall be NO fighting, vandalism, or use of profanity.

NO guns, knives, cigarettes, chewing tobacco, vapes, matches, lighters, or toy guns/knives shall be brought to school.

Noncurricular Student Publications:

Guidelines

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

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

Procedures

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

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

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

BULLYING

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

Definitions

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

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not

involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

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

Reporting Bullying

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

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

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

Investigation

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

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

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

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

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal

from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

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

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

Policy Publication

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

Training and Education

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing, and responding to incidents of bullying.

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

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

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

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

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

Additional School Programs and Resources

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

Report complaints to:

John Schieber
Complaint Officer

PO Box 130
Hamilton, MO 64644
Phone: 816-583-2136
Fax: 816-583-2717

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

SUICIDE AWARENESS AND PREVENTION

Purpose

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

Definitions

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

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

Suicide Crisis – A situation in which a person is attempting to kill him- or herself or is seriously contemplating or planning suicide.

Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Crisis Response Team

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

Response Plan

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

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. Contact DESE at <https://dese.mo.gov/traumainformed>

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

Students Who May Be at Risk of Suicide

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

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

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

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

Students Who May Be Having a Suicide Crisis

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

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

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

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

Confidentiality

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

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

Abuse and Neglect

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

Accommodating a Disability

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

School and Community Resources

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

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

Response to Incidents Impacting the School

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

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

Staff Education on Suicide Prevention and Response Protocol

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

Suicide Prevention Education for Students

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

Policy Publication

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

HAZING

To promote a safe learning environment for all students, the Hamilton R-II School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

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

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

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

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

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

TEACHING ABOUT HUMAN SEXUALITY

The Board of Education recognizes that parents/guardians are 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. Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

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

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:

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.

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

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.

COMMUNICABLE DISEASES

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

Immunization

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization. If an immunization exemption is on file for a student, the district may only release the fact that there is at least one student with an exemption.

Universal Precautions

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

Categories of Potential Risk

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do *not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

Exceptional Situations

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both bloodborne and non-bloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

Confidentiality

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

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

Reporting and Disease Outbreak Control

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

Notification

Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.

STUDENT ALCOHOL/DRUG ABUSE

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.

TEACHING ABOUT DRUGS & ALCOHOL

The Board of Education believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and direction of programs to alleviate the problems of drug abuse. Therefore, the school district will abide by the following:

1. Establish and maintain a realistic, meaningful drug, alcohol and tobacco education program that will be incorporated into the total educational program.
2. Establish and maintain an ongoing professional development program for school personnel in the areas of drug, alcohol and tobacco use.
3. Cooperate with government and private agencies offering services related to drug, alcohol and tobacco problems.
4. Encourage and support activities that will develop a positive peer influence in the area of drugs, alcohol and tobacco.
5. Create a climate whereby students may seek and receive counseling about drugs, alcohol and tobacco and related problems without fear of reprisal.
6. Follow federal mandates concerning drug, alcohol and tobacco education.

INFORMATION ABOUT TRAUMA INFORMED TRAINING

Information regarding the trauma-informed schools initiative can be found at <http://mimhtraining.com/introduction-to-trauma/>.

Student Records (FERPA)

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 transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. 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.

Health Information

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.

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. The school district designates the following items as directory information:

► **Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the

district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

► **High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights 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 revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

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 20 U.S.C. § 1232g (b)(1)(E).

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.

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 Children's Division (CD) of the Department of Social Services 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.

Annual Notification of Rights to Parents/Guardians and Students

"Directory Information" will be released as deemed necessary by school officials. The school district designates the following items as directory information:

Student's name, parents' name, address, telephone number, data and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photographs including but not limited to school yearbooks, school Website, and newspapers. Parents or eligible students will have **ten (10) school days** after the annual public notice to view the student's directory information and to **provide notice in writing to the school district** that they choose to not have this information released. Unless

notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

Title I.A Parents Right to Know

Parents of each student attending a school receiving Title 1 funds have the right to request information regarding the professional qualifications of the student's classroom teachers.

Parents will be notified when their child's teacher is not properly certified for a class or has been taught four or more consecutive weeks by a teacher who is not fully or properly certified for that class.

Hamilton Elementary Schoolwide Program (as required by ESEA programs)

This Schoolwide Program Plan is developed with the involvement of parents and other members of the community to be served and individuals who will carry out the plan. *Section 1114 (b)(2). If you are interested in becoming involved in the development of this plan, please contact Ashley Ford, Elementary Principal, at aford@hamilton.k12.mo.us.*

This plan has been developed, if appropriate and applicable, in coordination with other Federal, State, and local services, resources, and programs. The programs that will be coordinated and integrated as part of the development of the Consolidated Federal Programs plan include Title II.A and Title IV.A with Mrs. Silvey.

The following strategies will be implemented to address prioritized school needs:

Hamilton Elementary will continue to employ common grade level plan times and bi-weekly meetings with SPED and Title 1 teachers to analyze student data, set SMART goals, and develop instruction and strategies to support all learners. HES will continue to utilize two Title 1 Reading teachers to offer push-in and pull-out services to provide interventions to lower achieving students in the areas of Reading and Language Arts. HES will continue to implement RTI time each and provide tutoring before and after school. Summer school will be offered to students in grades K-8. All students receive Tier 1 instruction from the classroom teacher utilizing a balanced literacy model. Teachers use writing and reading workshop models and Pathways to Reading curriculum to support early learning of phonics and phonemic awareness. Students will be assessed four times per year and progress monitored using i-Ready Reading diagnostics, Pathways to Reading Assessments and locally developed benchmark tests.

Students scoring below grade level in Reading will receive Tier 2 supports from Title 1 teachers. Classroom teachers also support students to prevent or remediate skill deficits for students who are reading below grade level during Hornet Help RTI time, 30 minutes four days per week. Teachers will offer tutoring to Tier 2 and Tier 3 students. Hamilton Elementary will provide increased learning time in the form of tutoring provided through the Hornet Building Blocks program. (Tutoring is not paid for out of Title 1 funds.) Hamilton Elementary will provide opportunities for enrichment. Students who qualify for enrichment services participate in an enrichment course four days per week for 30 minutes while others participate in RTI instruction. These students may also participate in STEAM TEAMS and other fun opportunities during via the Hornet Building Blocks program after school hours.

Hamilton Elementary will provide opportunities that address the needs of those at risk of not meeting the Missouri Learning Standards. All students receive Tier 1 instruction from the classroom teacher utilizing an explicit balanced literacy model. Teachers use writing and reading workshop models and Really Great Reading curriculum to support early learning of phonics and phonemic awareness. Students will be assessed three times per year and progress monitored using i-Ready Reading diagnostics, Really Great Reading, and locally developed benchmark tests. Students scoring below grade level will receive Tier 2 supports from Title 1 teachers. Classroom teachers also support students to prevent or remediate skill deficits for students who are reading below grade level during Hornet Help RTI time, 30 minutes four days per week. Check In/Check Out Program, Small social skills groups provided by the school counselor, PBS Ambassadors program where 4th and 5th grade students support younger students will be utilize to support student skills outside of academics.

Hamilton Elementary will provide professional development and other activities for teachers, paraprofessionals, and other school personnel to improve instruction and use of data. Training in Reading and Writing workshop, Really Great Reading Phonics and Phonemic Awareness instruction, school wide positive behavior support, teaching students who live in poverty, teaching students who have been through trauma, using quality assessment such as i-Ready diagnostics, writing curriculum, and implementing the Missouri Learning Standards is provided.

To retain high quality teachers, the district offers a pay scale that is comparable to surrounding districts of a similar size, affordable insurance plan, and Hornet Building Blocks where teachers can make extra money by tutoring students after school hours. The district and community have a reputation of being close-knit and for offering strong academic and athletic programs.

To assist preschool children in the transition from early childhood education programs to local elementary school programs, Hamilton Elementary holds a Preschool and Kindergarten Readiness Night in April each year. Hamilton Elementary houses Little Honey Bees Preschool and preschool, PAT, and kindergarten teachers communicate regularly to address the needs and to offer a smooth transition for all students. Incoming kindergartners are invited to summer school prior to their kindergarten year.

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.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- a. Political affiliations or beliefs of the student or student's parent.
 - b. Mental or psychological problems of the student or student's family.
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating or demeaning behavior.
 - e. Critical appraisals of other individuals with whom respondents have close family relationships.
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student's parent.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
- a. Any other protected information survey, regardless of the funding source.
 - b. 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.
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.
3. Inspect, upon request and before administration or use:
- a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor.

The Hamilton R-II School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

John Schieber 903 N. Davis, PO Box 130 Hamilton, MO 64644

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

FILE: AC-AF1
Critical

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

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

The Board also prohibits:

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

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

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

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

Wellness Committee

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

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

Wellness Program Coordinator

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

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

Nutrition Guidelines

The nutrition guidelines outlined in this section do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program.

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

Nutrition Promotion and Education

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

Physical Activity and Education

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

Other School-Based Activities

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

Assessment

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

Records

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

Interim Measures

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

Consequences and Remedies

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

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

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

Definitions

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

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

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

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

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

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

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

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

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

Compliance Officer

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

John Schieber
High School Principal
P O Box 130, Hamilton, MO 64644
Phone: 816-583-2136

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. McGraw
P O Box 130, Hamilton, MO 64644
Phone: 816-583-2134
Fax: 816-583-2139
E-mail: mcgraw@hamilton.k12.mo.us

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Hamilton R-II School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.

7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

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

Reporting

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

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

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

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline

policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

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

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer

will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

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

Confidentiality and Records

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

Training

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

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

Office for Civil Rights Phone: 816-268-0550 TDD: 877-521-2172

E-mail: OCR.KansasCity@ed.gov

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

U.S. Department of Justice Phone: 202-514-2000 TTY: 202-514-0716

E-mail: AskDOJ@usdog.gov

Missouri Commission on Human Rights Phone: 800-735-2466 TDD: 800-735-2966

Relay Missouri: 877-781-4236 E-mail: mchr@dolir.mo.gov

Every Student Succeeds Act of 2015 (ESSA)

Complaint Procedures

Programs include Title I.A, B, C, D, Title II, Title III, Title IV.A, Title V

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.

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

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

For Hamilton R-II School Information: 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.

<https://dese.mo.gov/>