HARDEMAN R-X

SCHOOL DISTRICT



2021-2022

STUDENT HANDBOOK

**PAUL VAILLANCOURT     SUPERINTENDENT**

**KRISTY L. FORRESTER     PRINCIPAL**

[**http://www.hardemanschool.com**](http://www.hardemanschool.com)

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**2021-2022 BOARD OF EDUCATION**

**Isaac Christy Board President**

**Kelly Boyer Board Vice-President**

**Derek Davis Board Treasurer**

**Shane Christy Board Member**

**Brad Russell Board Member**

**Mike Jewell Board Member**

**Hannah Meyer Board Member**

**Kristy Forrester Board Secretary**

**2021-2022 FACULTY/STAFF ROSTER**

**Paul Vaillancourt Superintendent**

**Kristy Forrester        Principal+ELA+5-8 Social Studies**

**Rayetta Leimkuehler Secretary+Bookkeeper**

**Michelle Whyte Preschool Teacher**

**Kim Griffin Kindergarten Teacher & Student Council Sponsor**

**Kendi Deal                                        1st & 2nd Teacher**

**Hadley Sims                                       3rd & 4th Teacher**

**Jodi Blumhorst 5th & 6th Homeroom & ELA + 5-8 Math**

**Jeanne Parkhurst Special Education Teacher**

**Ashley Hubbard ELA + 5-8 Science + 8th Grade Sponsor**

**Josh Hubbard                                    PreK thru 8th PE and ART**

**Derrian Fletcher PreK thru 8th Music**

**Heather Sanchez Paraprofessional**

**Kathy Monning                                 Nurse Consultant, RN**

**Steven Stewart                                  Custodian + Food Service**

**David Sitzes                                       Bus Driver**

**Judy Coble                                     Bus Driver + Bldg Aide**

**Hand to Hand Rehab                        Speech & Occupational Therapies**

**Steve Weekley Basketball Coach**

**Cindy Imhoff & Megan Parkhurst Cheer Sponsors**

**Hardeman R-10 School**

**SCHOOL HOURS**

**FULL DAYS 7:40-2:45**

**EARLY OUT DAYS 7:40-12:00**

**DELAYED START DAYS 9:45-2:45**

**2021-2022 Board Approved School Calendar**

**AUGUST**

**19, 20, 23, 24 Hardeman Staff Work Days**

**25 1st Day of School**

**SEPTEMBER**

**6 No School-Labor Day\*Us and MHS**

**OCTOBER**

**6 Early Out at 12:00 Noon-Prof Dev**

**22 End of 1st Quarter**

**28 Early Out at 12:00 Noon\*\*then Parent Teacher Conferences (12:30 to 7) + e/o at MHS at 12:30**

**29 No School – After Conferences \* Us and MHS**

**NOVEMBER**

**3 Early Out at 12:00 Noon-Prof Dev + E/O at MHS at 12:30**

**23 Early Out at 12:00 Noon – Thanksgiving Break + NOT MHS**

**24, 25, 26 No School – Thanksgiving Break \* Us and MHS**

**DECEMBER**

**17 Early Out at 12:00 Noon-End of 2nd Quarter + E/O MHS at 12:30**

**20-31 No School – Christmas Break \* Us and MHS**

**JANUARY**

**3 No School – New Year’s Break \* Us and MHS**

**3 Hardeman Staff Work Day**

**4 3rd Quarter Begins \* Us and MHS**

**17 No School for ML King Jr Birthday Recognition \* Us and MHS**

**FEBRUARY**

**2 Early Out at 12:00 Noon-Prof Dev + E/O at MHS at 12:30**

**21 No School for President’s Birthday Recognition \* Us and MHS**

**MARCH**

**2 Early Out at 12:00 Noon-Prof Dev + E/O at MHS at 12:30**

**4 End of 3rd Quarter**

**16 Early Out at 12:00 \* NOT MHS**

**17 & 18 No School – Spring Break \*Us and MHS**

**21 No School – Spring Break (Make-Up Day #1 for Hardeman) \* Us and MHS**

**APRIL**

**6 Early Out at 12:00 Noon-Prof Dev**

**14 No School – Easter Break (Make-Up Day #2 for Hardeman) \* Us and MHS**

**15 & 18 No School – Easter Break \* Us and MHS**

**MAY**

**10 Last Day!! Early Out at 12:00 Noon-End of 4th Quarter \* NOT MHS**

**11, 12, 13, 16 Hardeman Make-Up Days 3, 4, 5 & 6**

**17-20 Days as needed to meet annual hourly requirements**

**JUNE**

**?????? Hardeman Staff Work Day**

 **21/22 \* 1045.8387 Grand Total Hours**

**\*\*Please make sure your child (children) have a plan for prompt pick-up at 12:00 Noon on the above underlined early out dates, if not a bus rider\*\***

**MISSION STATEMENT**

“To provide a quality education that prepares all children for a successful future.”

**BELIEF STATEMENTS**

1. We believe in success.
2. We believe each student can be successful at Hardeman School.
3. We believe in offering each student a challenging academic program.

**DISTRICT EXPECTATIONS**

1. We expect you to meet that challenge.
2. We expect you to begin to demonstrate enough maturity to understand the value of what school offers you.
3. We expect you to complete all work assigned to you to the best of your ability.
4. We expect you to treat others with respect and courtesy.

**IMPORTANT PHONE NUMBERS   \*\*\*911**

Hardeman School 660-837-3400

Hardeman School Fax 660-837-3411

Marshall High School 660-886-2244

Slater High School 660-529-2278

Saline Co. Rural Fire Department 9 1 1

Slater Fire Department 660-529-2450

Missouri State Highway Patrol 660-524-1407

Saline County Sheriff 660-886-5511

Boone Hospital Center 573-875-4545

Fitzgibbon Hospital 660-886-7431

Saline County Public Health Office 660-886-3434

**HOTLINE**

The students’ safety is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff.  If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School Violence Hotline at 866-748-7047. Your call may be anonymous.

**WELCOME**

We would like to welcome you to the Hardeman R-10 School District.  Many new friendships await you every day in the associations you may expect at your new school.  The building, equipment, teachers, and administration are here for your benefit.

This Student Handbook has been prepared to assist each student in adjusting to life in our school.  The Administration and Board of Education believe that an understanding by each student of the school rules and regulations is necessary in order to create a learning atmosphere, and to maintain each student’s individual rights. The Student Handbook should be read by each parent/guardian and discussed with his/her student.

**ATTENDANCE POLICY**

**As of the 2014-2015 school year, all enrolling kindergarten students must have reached the age of five on or before August 1st.**

School begins at 7:40 am and ends at 2:45 pm.  In the morning, students not riding the bus SHOULD NOT arrive on the school grounds before 7:20am.  Students are not allowed to enter the building until 7:20am. School buses will unload at 7:20am in front of the school building.  **If the late start plan is implemented students will be allowed in the building at 9:30 with classes beginning at 9:45. Breakfast will not be served on late start days**. All students that are not being dropped off by the bus should be dropped off in the parking lot that is adjacent to Highway 41. All students should leave the school building/grounds at 2:45pm unless they are under the direct supervision of a teacher or sponsor. Students that are being picked up by a parent/guardian should also be picked up in the parking lot that is adjacent to Highway 41. **Students in the building outside of the normal building hours who are without a teacher or sponsor are subject to disciplinary action.**

Parents/guardians who are picking up students before the regular dismissal time will need to come to the office and have Mrs. Leimkuehler sign the student check-out sheet. Mrs. Leimkuehler will have this in her desk as this form is confidential. This is a security measure for the safety of your child. Students will not be allowed to leave school with anyone other than their legal parent or guardian unless written permission from the parent/guardian is on file in the office. It is the responsibility of the parent or guardian, at the beginning of the school year, to provide the office with the names of individuals who will be permitted to pick up the student. A telephone call will be accepted only if there is an emergency and the identity of the caller is verified**.**

All students are expected to attend school regularly in order to have the maximum benefit from the instructional program. **Regular attendance is extremely important**. Each student is expected to attend school every day except when illness, injury, or some other condition beyond his/her control prevents the student doing so. Frequent absences for any reason can almost guarantee difficulty and failure in class work. Attending school regularly is directly related to developing good habits of punctuality, self-discipline, responsibility, achieving higher grades, enjoying school more, and becoming better citizens.

**If a child must be absent for any reason, call the school office on the first day of the child’s absence.**

A student shall be allowed ten (10) absences per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.  Absences of more than 10 days, whether or not they are in succession, must be authorized by a physician or administrator, or the absence may be treated as a truancy.  After 15 absences, a letter may be sent to the proper authorities.

Students who accumulate in excess of ten (10) days in any class are subject to loss of credit for that class. (Days of student out of school suspension are counted as unexcused days absent for purposes of this policy.) Assignments missed due to unexcused absences will result in loss of credit for work completed.  See Policy 2310 for complete policy information.

Any student sent home from school will not be allowed to participate or attend any school related functions as specified under the medications section of this handbook.  Please refer to this section for more details.

One of the two following methods for reporting absences to the office for verification must be used in the instance of an absence:

1. A telephone call from the parent/guardian to the secretary **on the day of the absence or prior to the absence.**
2. A note from the parent/guardian explaining the reason for the absence **on the day the student returns to school.**
3. If you do not notify the school upon the student’s return, their days will count as unexcused and they will not be able to make up their work which will result in zeroes.

Absences may be excused or unexcused for the following reasons:

|  |  |
| --- | --- |
|  | **EXCUSED ABSENCES** |
| **1** | **Nurse Sent Home** |
| **2** | **Sick with Note or Call** |
| **3** | **Doctor Appointment or Doctor Note** |
| **4** | **Family Emergency or Funeral** |
| **5** | **Family Out of Town with Notice** |
| **6** | **Getting Needed Immunizations** |
|  |  |
|  | **UNEXCUSED ABSENCES** |
| **1** | **Absent with No Note or Call** |
| **2** | **Family Out of Town with No Notice** |

**Long-Term Absences**

In the event a student is to be absent from school due to an illness or accident for more than five (5) consecutive school days during a semester, the parent will provide written verification from a physician or other health care provider.

**Excessive Absenteeism**

Excessive absenteeism may result in one or both of the following:

1. Student retention at present grade for following year.
2. Mandated tutoring time before or after school to catch up on work with transportation provided by parent.

**Absences Due to Suspension**

A student who is suspended from school for a disciplinary problem for any number of days will be counted absent. Absences due to suspension are unexcused and class assignments WILL be made up but for no credit. Refusal by student to perform the required work will result in further disciplinary actions. However, those days will not be counted against the total days permitted in the attendance policy.

**Perfect Attendance**

A student must not miss a single minute of any school day for the entire school year in order to achieve perfect attendance. Perfect and excellent attendance will NOT be taken into consideration for award purposes during the COVID 19 pandemic.

**Make-Up Procedures**

Only those students with an excused absence will be allowed to make up work missed while out of school.  The student will be allowed the same amount of time for make-up work as time absent.  **It is the responsibility of the student to contact the teacher about making up the work, or the parent/guardian may call the school office by 7:40 a.m. the day of the absence and request the student’s make up work to be picked up at the end of the school day (no earlier than 3:00 p.m.).**

**Tardy Policy: Late Arrival to School**

Tardiness is defined as any appearance of a student beyond the scheduled time a class starts unless the student has an appropriate pass and/or permission from a nurse, teacher, or administrator. Each student will be allowed two (2) tardies per quarter with no questions asked. **Upon being tardy** **(for any reason) for** **the third time the administrator will assign a detention.**

Second Tardy:    Warning

Third Tardy: Detention

Fourth Tardy: Detention

Fifth Tardy: 1 day of ISS

Sixth Tardy: 2 days of ISS

Seventh Tardy: 1 day of OSS

Eighth Tardy: 2 days of OSS

A student is considered tardy if he/she arrives **after** 7:40 am.  The student must report to the office and have Mrs. Leimkuehler sign them in upon arrival.  If a student is tardy more than thirty minutes, the result will be a truancy in-school and the student will be counted absent for the hour.

NOTE:  The tardy policy is based on a quarter.  Therefore, at the conclusion of one quarter, the slate is wiped clean for the beginning of the next quarter and the process will be repeated as necessary.

**After School Plan**

As e-mail has become a preferred method of communication, if there is going to be a change in your child’s plan for after school, please initiate the e-mail before 10:00 am.  After 10:00 am, there is no guarantee that the staff will be able to check their e-mail for the remainder of the day.  After 10:00 am, all correspondence must be made by phone call to the main office.  If you have not received a reply by 12:00 pm from the staff that you e-mailed, please assume they are absent that day and contact the office.  The school would prefer that important changes to your child’s plan for after school be made by a phone call to the office.  **Please make yourself aware of early dismissal dates as indicated on the school calendar in the front of this handbook and have a plan for your child(ren) so they may leave the building promptly at 12:00 Noon.**

**EMERGENCY DISMISSAL & LATE START NOTIFICATION**

Dismissal of school or late start notification due to snow, hazardous roads, or other unforeseen circumstances will be announced on 102.9 FM KMMO or 1300 AM on local radio. Early dismissals will also be announced on KMMO, as soon as the decision has been made. Text alerts notifications will also be sent to those who are signed up. Our Text alert letter and directions are attached on **page 51.**

**BUS DRIVERS/TRANSPORTATION**

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education

The bus driver is strictly in charge of his/her bus and are expected to report to the administrator any failure of cooperation of students on the bus. Problems should be referred to the administrator as well. PERMISSION must be given by the parent or guardian before students will be permitted to ride a bus other than their assigned bus or to get off at a stop other than their assigned stop. Students will be picked up and dropped off at appointed stops.  In the event that your child is not able to self-supervise, it will be the parents/guardians responsibility to make supervision arrangements.  Students will not be permitted to stay on the bus past their designated stop.   Personnel have no affirmative duty to assess if a student’s parent/guardian is available.

Inquiries regarding routes and all bus issues should be referred directly to the administrator’s office.

**Transportation regulations** conform to the Missouri State Transportation Code.  Students are encouraged to ride the school buses to increase ridership and promote safety.  All students riding buses operated for the Hardeman R-10 School District, either on daily routes or authorized trips, shall follow these **regulations:**

1. Students must obey and respect the orders of the bus driver.

2. The driver may assign any seat for a student. Three students will use one seat, when necessary.

3. Loud, unnecessary noise, shouting, profanity and scuffling are prohibited. Ordinary conversation and classroom conduct is to be observed.

4. All student handbook rules apply, as if the student were at school, while on the bus.

5. Moving inside the bus from seat to seat is prohibited at all times during the route.

6. Students must not at any time extend arms or any part of their body from the bus window.

7. Students do not throw items, including trash and paper on the floor or out the windows at any time. Throwing items of any nature is prohibited.

8. *No animals of any kind are to be brought on the bus.*

9. No glass items are to be brought on the bus (fish aquariums, jars, etc).

10. Any damage to the bus is to be reported to the driver, before boarding or at bus stops.

11. Never stand in a roadway while waiting for the bus.

12. *Students must be on time – the driver will NOT wait for those who are not ready.*

13. If the bus provides a radio, it will be used at the driver’s discretion. School authorities prohibit the use of other electronic devices on the bus.

14. If a student has been sent home due to head lice, they will not be allowed to ride the bus again until the driver has been given written notice from the school nurse stating the child is lice/nit free.

15. Students must enter the school building immediately upon unloading from the school bus. Students are under the jurisdiction of the school and are not to leave school grounds without permission from the school administration.

16. Students riding the bus to an activity must ride the bus back to school, unless the student’s parents have, in person, given notice to take their child home.

17. Any student not competing in the extracurricular activity must be accompanied by a parent or guardian to ride the bus and permission must be given to the sponsor/coach in advance.

18. *Only children 4 year old or older are allowed to ride the bus, as seat belts are not standard equipment on all school buses.*

**Violations of Bus Rules:**

**First Referral:** The driver will report the incident to the school administrator.  Depending on the      severity of the infraction, the student will not be allowed to ride the bus until parental contact is made by the administrator.

**Second Referral:** The driver will report the incident to the administrator and a written report will be made and sent home.  The administrator will contact the family the same day as the infraction.  Depending on the severity of the infraction, the student will not be allowed to ride the bus until parental contact is made. There is a possibility of suspension of riding the bus for 1-5 days.

**Third Referral:** The driver will report the incident to the school administrator and a report will be sent home.  A meeting will be scheduled with the student, parent or guardian, driver and administrator to resolve the violation.  There will be a 3-10 day suspension of all bus privileges.  It can result in total suspension of all bus riding privileges.  It will then become the responsibility of the parent or guardian to provide all of the student’s transportation.

Depending upon the seriousness of the situation, any of the above steps may be omitted in orderto move tothose actions listed under “Third Referral”.  The bus driver, activity sponsor, or the school administrator may write the referrals.

If these rules and regulations are violated, a student can be denied the privilege of riding the school bus by school administration.  All deviations from established routes will need School Board approval. This type of request will be made in the administrator’s office to be placed on the board agenda. **Bus rider permission was given at enrollment/online registration.**

**Riding of the School Bus for School Activities**

Buses maybe provided for students to attend sports events and school activities that are held at other places.  **All school rules, regulations, and penalties that apply to school activities also apply to school trips.**

**The following regulations apply to those trips:**

1. Students who ride the bus to an activity must also ride the bus back to school unless the student’s parents have, in person given the sponsor a written request to take their child home.
2. Any student not competing in the extracurricular activity must be accompanied by a parent or guardian in order to ride the bus. (Permission of the sponsor to ride is still required)
3. Only children four years old and older are allowed to ride the bus. (Seat belts are not standard equipment on a school bus.)
4. All students are expected to ride the bus to any and all field trips or school-related functions unless circumstances deemed necessary by the administration prevent a student from riding the bus, or if a student has a plan within their IEP or a physician’s excuse that prevents them from being able to ride the bus.  In this case, the student will be transported by a school personnel unless written into an IEP that they are to be transported by their parent/guardian due to individual need.  Upon conclusion of the field trip or school-related function, any student is allowed to ride with a parent/guardian/or other adult as long as hand written consent or face to face consent is given by the parent/guardian, upon being signed out by the parent/guardian or other consented adult approved by parent/guardian.

**2021-2022 BUS PLANS FOR VARIOUS SITUATIONS**

*Hardeman and MHS Afterschool Situations*

1\*Marshall is out at 12:30 and Hardeman is out at 2:45:

 \*David delivers all High Schooler’s home and is then done for the day

![C:\Users\rleimkuehler\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VT8VEK9A\back-to-school5[1].jpg]() \*Judy takes all the Hardeman student’s home

\*\*\*NO BUS to MHS OR BMS on these days\*\*\*

2\*Marshall is out at 12:30 and Hardeman is out at 12 Noon:

 \*David runs route as if normal day – just earlier

 \*Judy also runs route as if normal day – just earlier

3\*Marshall is out at 3:05 and Hardeman is out at 12 Noon:

 \*Judy delivers all Hardeman students home at 12 Noon

 \*David gets High Schooler's and delivers them home at 3:05

\*\*\*NO BUS to MHS OR BMS on these days\*\*\*

*Hardeman and MHS Cancellations and Delayed Starts Situations*

4\*MHS is in session and Hardeman is not

\*No buses will run for the duration of the day – am or pm

\*Mrs. Forrester calls the high school and bus riders are a given an excused absence

5\*MHS has delayed start (10:00 am) and Hardeman begins at normal time (7:40 am)

\*David & Judy would run the normal routes for Hardeman students

\*A bus would then come back around to pick up MHS students and deliver them prior to 10:00 am. Pick up times will vary, MHS students be sure to be ready by 8:45 am

6\*MHS has delayed start (10:00 am) AND Hardeman has delayed start (9:45 am)

\*David & Judy would run the normal routes for all students. Pick up times will vary, ALL students be sure to be ready by 8:45 am

7\* Hardeman has delayed start (9:45 am) and MHS begins at normal time (7:55 am)

\*David & Judy would run the am routes for the Hardeman delayed start time (9:45 am). MHS students will be delivered late (approximately by 10:00 am). Mrs. Forrester calls the high school and bus riders are given an excused tardy

\*We are hopeful that this includes every possible scenario. If there is something that we have not included, please call the Hardeman School at 660-837-3400\*\*

**CAFETERIA/FOOD SERVICE INFORMATION**

The Hardeman R-10 School District has a closed campus policy. Students are not allowed to leave the school grounds to eat lunch or to go and pick up lunch. The only exception to this rule is when a parent picks up his/her child from school and brings the child back or if there is a school sponsored outing, in which proper supervision is provided by the school. Students are required to take a school lunch tray if they did not bring a lunch from home. This is for every day that school lunch is being offered whether it is a half or full day of school.  Parents/ Guardians are welcome to have lunch with their child when the child’s birthday is being recognized.  If parents/guardians choose to bring lunch from outside of the building, it is only to be shared with the immediate family of the child, such as their siblings.  Otherwise it will be expected for the family to provide the same lunch for the entire classroom. We want to discourage student’s feeling left out, if a special lunch is only shared with certain students.

**Food Service Charge Policy**

The school offers the Free and Reduced Meals Program to those who qualify. Forms are included with every enrollment packet.  **A new form *must* be filled out and returned to the office *every* year in order to qualify unless a student automatically qualifies through Direct Certification.**Students will be charged full price for all meals until the free/reduced meal form has been returned and approved.  Please understand that all information is held strictly confidential. Students who qualify for free or reduced meals are not identified or singled out in any form by any school staff.  Also, once each year there is a verification process to review information.  This information is reported to the Missouri Department of Elementary and Secondary Education-School Food Services Division.

**As of now, all student breakfast and lunch meals will be at no charge per the SSO Food Service Grant. This remains in effect until the grant money is exhausted, but should continue throughout the 2021-2022 school year. Staff meal prices will be adjusted at the August 23, 2021 board meeting.**

Full price breakfast is $1.60 per day. Full price lunches are $2.30 per day. Extra milk is available for 40 cents, cookies for 25 cents (on Extra Cookie Fridays and only when pre-ordered) and an extra entrée for $1.00 ( ONLY when pre-ordered). Students may pay at the time or it will be charged to your breakfast and/or lunch bill.  Parents/Guardians may file a “No Charging Extras” form with the office. All breakfast/lunch money is to be turned in or mailed to the office. Please send cash payments in an envelope with the student (s) names on the front.

Adult breakfast prices are $1.90 and lunch prices are $3.10 per tray.  Students will be required to pay meal charges on a bi-monthly basis.  Bills are sent home every two weeks. **Due to new federal requirements, if meal charges reach the maximum of $10.00 per student, the situation will be referred to the Board of Education for further action.**  This means you may want to consider paying for meals in advance in order to maintain a level below the $10.00 per student charge amount.

**Meal Charges Policy 5550**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District’s accounting department of outstanding balances.

**Administration**

1.Student Groups:

 -Elementary students will be allowed to charge a maximum of ten ($10.00) dollars.

These meals will include only the menu items of the reimbursable meal.

After the balance exceeds ten ($10.00) dollars, the student may be given a designated menu alternate.

 - Middle School students will be allowed to charge a maximum of ten ($10.00) dollars. After this maximum has

 been met, no additional charges will be accepted.

 - High School students will be allowed to charge one meal.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by

 phone call by the District Accounting Office, or by the Food Service Department.

4. On May 15 annually all charging will be cut off.

 -Parents/guardians will be sent a written request for “payment in full.”

 -All charges not paid before the end of the school year will be carried forward into the next school year.

 -Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being

 denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time

 during the school year.

6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the

 requirements of this policy. This policy will also be published on the District’s website.

**Discrimination Clause**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.

The Hardeman R-10 School District’s most current Wellness Plan and Food Safety Plan may be viewed on the school web site at www.hardemanschool.com.

**DISCIPLINE POLICY AND CODE OF CONDUCT**

**Philosophy**

The faculty and staff of the Hardeman R-10 School District are committed to providing students with positive self-esteem, respect for others, responsibility, and good citizenship. We believe in a fair and consistent code of discipline and good, caring classroom management. When problems arise, we will work positively and collaboratively to find solutions.  Our district will be implementing the ideas and philosophies of Love and Logic in order to produce a positive environment for our students.  If a circumstance arises in which Love and Logic is not applicable, our new rewards program will then be implemented. School discipline philosophies and programs are enforced to protect the rights of all.  Please note-there are times when certain infractions are too severe to implement the ideas and philosophies of Love and Logic and our student management system, therefore the administration will administer appropriate discipline techniques when/as needed.

**Discipline Plan**

The pupils’ management plans that are adopted by Hardeman R-10 School District for students grades preschool through third are known as the Love and Logic philosophy and a rewards system created by the Hardeman staff  that incorporates turning work in on time, following procedures, meeting and exceeding classroom expectations, along with other opportunities.    When students meet these expectations, they will have the opportunity to take part in a  variety of things such as rewards trips, field trips,  being able to wear a hat or bring electronics on the last day of the week, as well as other opportunities.   Our philosophy is ***"We accept all children where they are and want them to have a safe learning environment. It is okay for a child to have a problem, but it is not okay for the child to stay stuck there. We will help the child to own responsibility for the problem and to develop a plan to be safe in his/her environment."***

Our belief is that all children have the right to learn and if a child's behavior interferes with their ability to learn or another child's ability to learn, then we will help that child develop a plan to take responsibility for his/her actions and solve the problem. Some of the things you will see or hear when you are in our school:

* Teachers and staff members smiling and talking one on one with students in a calm, caring manner. They will be listening and trying to get beneath the hurt to the heart of each concern.
* Class meetings where shared decision-making takes place.
* Teachers offering more choices in the classroom.
* Students taking ownership of their problems.
* Teachers providing students with grace and accountability.
* Students thinking and writing about their choices in a quiet area known as a Safe Spot to regain control of themselves.
* Students being provided the opportunity to go to a Buddy Room to gain control of their emotions.
* Students being provided the opportunity to go to Recovery Area or isolation until they are able to be safe and productive.
* Teachers and students developing plans together.
* Teachers meeting with students to visualize the way they will handle a problem situation (Triage).
* Teachers forming partnerships with parents. Communicating often regarding the student's plans.
* Students with more confidence and increased self-esteem.

Please note- there will be occasions in which a student will not be eligible for the rewards trips or other positive reward opportunities due to excessive missing assignments, poor grades, serving after school detentions, being in  ISS, OSS, or other failures to comply with policies and procedures of the school district.  Students will also be expected to participate in all school related functions and programs in which they are being evaluated on their performance.  This includes, but is not limited to, music programs, science fair night, etc. If they are absent without proper excuse such as illness, death in the family, etc, they may be ineligible for rewards trips or other incentives as these programs do require attendance as they are sometimes a large portion of the students overall grade for a particular class.  Ineligibility for reward trips, and other reward opportunities, will be treated like an ISS.  If a student fails to be present on their scheduled ISS day, they will serve their ISS on a day convenient to the administration.

**Teacher and Staff Responsibilities**

Each teacher and staff member is responsible to set and teach his or her students specific expectations for responsible and productive behavior in the classroom, and the common areas of the school. Staff members will take the appropriate steps or corrective actions to resolve problems when occurring. Actions which may be taken include, but are not restricted to: verbal reprimand, moving the student to another seat in the classroom, moving the student to another classroom, moving the student to the recovery room, loss of privileges, and/or parental contact. If a student refuses to do work or is a disruption to the learning process, the teacher may decide which steps of the Student Management System to implement.

**School Administrator’s Responsibilities**

While most student behavior problems are expected to be resolved at an early stage, when a problem persists or is of a serious nature, the teacher or staff member is to submit a written referral to the school administrator. This referral indicates the student’s behavior. The administrator will review the student’s discipline problem and previous corrective actions, if any, to determine the appropriate level of disciplinary action to be taken. Each step may be repeated as many times as deemed appropriate by the administrator. Each time a student is referred to the administrator his or her parents/guardians will be notified by a phone call and/or in writing.

The principal has the ability to modify, add to, or interpret the rules of the handbook as deemed necessary.  ***Student conduct may result in corrective action that extends beyond this policy as determined by administration and Board of Education.***

**Bullying and Hazing**

In order to promote a safe learning environment for all students, the Hardeman School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Policy 2655. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violate this policy may be disciplined or terminated. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying. The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try-out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

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

**Bullying Incident Report Form**

If you have been the target of bullying or have witnessed the bullying of a district student, complete this form and submit to the building principal.  If the bullying complaint is against the principal, it should be submitted to the superintendent.  If the bullying complaint is against the superintendent, it should be submitted to the Board of Education.  Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Your Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a:   Student \_\_\_\_\_\_ Parent \_\_\_\_\_\_ Employee \_\_\_\_\_ Volunteer \_\_\_\_

Date(s) of alleged bullying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person(s) alleged to have committed the bullying or harassment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Summarize the incident(s) or occurrence(s) of bullying as accurately as possible.  Attach additional sheets or use the back of this form, if necessary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Names of Witnesses:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you reported this to anyone else:   Yes \_\_\_\_\_\_\_        No \_\_\_\_\_\_\_

If yes, who and when?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Complainant:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students have the right to complete this form anonymously.  However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter’s future employment, grades, learning or work environment.  A complainant that falsely accuses someone will be subject to disciplinary action.

**Misconduct and Disciplinary Consequences**

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

**DISCIPLINE VIOLATIONS AND CONSEQUENCES**

Activity suspension on all ISS or OSS days will be given at a rate of 1 day of activity suspension for every 1 day of ISS or OSS.

**Alcohol** - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises

First Offense: 11-180 days of OSS or expulsion, notification of law enforcement officials and docu-mentation in student’s discipline record.

    Subsequent Offense: Expulsion, notification of law enforcement officials and documentation in student’s discipline record.

**Arson** - Intentionally causing or attempting to cause a fire or explosion

First Offense: 11-180 days of OSS or expulsion, notification of law enforcement officials and docu-mentation in student’s discipline record.

    Subsequent Offense: Expulsion, notification of law enforcement officials and documentation in student’s discipline record.

**Assault** - (Refer to Policy and Regulation 2673- Reporting of Violent Behavior)

 **Assault of a Student or Staff Member** - Use of physical force with the intent to do bodily harm.

 First Offense: Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, possible notification of law enforcement officials and documentation in the student’s discipline record

 Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement officials and documentation in the student’s discipline record

**Bullying/Hazing** - Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655 on Page 14, under the Bullying and Hazing section).

 First Offense: Principal/Student conference, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, possible notification of law enforcement officials and documentation in the student’s discipline record.

 Subsequent Offense: Detention, Double Detention, ISS, 11-180 days of OSS or expulsion and documentation in the student’s discipline record.

**Fighting** - Physically striking another in a mutual contact as differentiated from an assault.

 First Offense: Principal/Student Conference, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student’s discipline record.

 Subsequent Offense: 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record.

**Defiance of Authority** - Refusal to obey directions or defiance of staff authority

 First Offense: Principal/Student Conference, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student’s discipline record.

 Subsequent Offense: 11-180 days of OSS or expulsion, and possible documentation in the student’s discipline record.

**Disruptive Behavior -** Conduct which has the intentional effect of disturbing education or the safe transportation of a student

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student’s discipline record and notification of parents.

 Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student’s discipline record.

**Drugs/Controlled Substance -** Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

 First Offense: 1-180 days of OSS, expulsion, Parent notification and possible notification of law enforcement officials and documentation in student’s record.

 Subsequent Offense: 11-180 days of OSS or expulsion, Parent notification, notification of law enforcement officials and documentation in the student’s discipline record.

**Sale** of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

 First Offense: 1-180 days of OSS, expulsion, Parent notification and possible notification of law enforcement officials and documentation in student’s record.

 Subsequent Offense: 11-180 days of OSS or expulsion, Parent notification, notification of law enforcement officials and documentation in the student’s discipline record.

**Prescription Medication-** Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus. Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student’s discipline record and notification of parents.

 Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student’s discipline record.

**Distribution** of prescription medication of any individual who does not have a valid prescription for such medication on school premises, including school buses.

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student’s discipline record and notification of parents.

 Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student’s discipline record.

**Extortion -** Verbal threats or physical conduct designed to obtain money or other valuables

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student’s discipline record and notification of parents.

 Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student’s discipline record.

**Firearms and Weapons** (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

**Possession of a firearm or weapon**

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, notification of law enforcement officials and possible documentation in the student’s discipline record.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student’s discipline record.

**Harassment –** (refer to Policy 2130 Harrassment)

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student’s discipline record and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Improper Display of Affection** - Consensual kissing, fondling, or embracing

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and possible documentation in the student’s discipline record and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Improper Language**

Threatening Language - Use of verbal, physical or written threats to do bodily harm to person or personal property.

Use of Obscene or Vulgar Language - Language which depicts sexual acts, human waste, and blasphemous language

Disruptive or Demeaning Language or Conduct - Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and possible documentation in the student’s discipline record and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Inappropriate Sexual Conduct -** Physical touching of another student in the area of the breasts, buttocks, or genitals

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Use of sexually intimidating language, objects, or pictures**

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Indecent Exposure** - Includes display of breasts, buttocks and genitals in a public location

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Theft** - Nonconsensual taking or attempt to take the property of another

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Tobacco** - Possession or use of tobacco or tobacco products

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student’s discipline record and notification of parents.

**Truancy** - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 - Truancy and Educational Neglect.)

 First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS.

 Subsequent Offense: Detention, Double Detention, 1-10 days of OSS and notification of parents.

**Vandalism** - Intentional damage or attempt to damage property belonging to the staff, students, or the District

 First Offense: Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, possible notification of law enforcement officials and possible documentation in the student’s discipline record and parent notification.

 Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student’s discipline record and parent notification.

**OTHER DISCIPLINARY DEFINED INFORMATION**

**Detention**

Detention requires the student to stay after school for 60 minutes. However, a double detention of 120 minutes may be assigned as punishment as warranted by the offense.  The student must make necessary transportation arrangements with their parent/guardians to get home. Parent/guardian(s) will be notified by letter as to the detention assigned and the reason. The principal will communicate the detention date to the student.  The student must bring work to detention.  Detention will be served after school on Mondays and Thursdays of each week from 2:45 pm to 3:45pm or from 2:45pm to 4:45pm for a double detention as deemed necessary. Parents may pick up students at the front of the building. The purpose of detention is to reinforce the importance of following the policies and displaying the appropriate behavior as established by the Board of Education and the administration. Detention is a prelude to ISS and OSS. Offenses for which detention can be assigned include, but are not limited to: inappropriate language, tardiness, excessive talking, disobedience/disrespect, and failure to complete class work, lack of class materials, mischief, littering, disturbing class, poor attitude, and horse playing.

Failure to attend detention will result in the assignment of 1 day ISS for each missed detention by the administrator.

**In School Suspension**

1. Students in ISS must report to the administrator’s office when classes start.
2. Students are to take all of their books, notebooks, pencils, pens, etc., with them.
3. Students are to speak only with permission.
4. Students may not leave the ISS room without permission from the school administrator.
5. Students are to demonstrate respect to authority and others.
6. Students will be given restroom breaks as deemed necessary.
7. Lunch will be served to the ISS students in the administrator’s office.
8. Students will not be allowed to talk during lunch.
9. Students are to remain awake and alert at all times, no sleeping.

**Suspension (OSS)**

The administration reserves the right to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education or willful conduct which endangers the student, other students, or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school.

A student may be suspended by school administration for up to ten (10) days and up to ninety (90) days with a recommendation to the Board of Education for expulsion.  The Board of Education must be notified of any suspension exceeding ten (10) days, provided such action is in accordance with due process and state statutes.

A student may be suspended by school administration for fighting/assault; possession, use, or attempted use of weapons; verbal abuse to staff; verbal abuse to staff of threatening nature; intimidation; sexual harassment; disrespect, defiance, or insubordination; extortion; theft/stealing; vandalism; truancy; use of obscene language or gestures; use of vulgar or offensive language in classrooms, hallways, and at school activities; use of language that is disparaging or demeaning; use or possession of tobacco products; controlled substances, alcoholic beverages or substances represented to be controlled or alcoholic; gambling; gang-related activities; being disruptive; and inappropriate public displays of affection. The student and/or parents/guardians may appeal the decision to suspend the student to the board of education.

**Expulsion**

If a student consistently refuses to conform to school policies, rules, and/or regulations, the school administrator may recommend to the Board of Education that the student be expelled from school.  The board will review such recommendations and decide whether to proceed with an expulsion hearing.  Should an expulsion hearing be deemed necessary, the following shall occur:

1. Expulsion action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care.  The written notification will include charges, contemplated action, and time and place of hearing on such charges. The student, parents/guardians, or others having custodial care, shall have the right to attend the hearing and be represented by counsel.
2. The hearing will be closed unless the student, parents/guardians, or others having custodial care requests an open hearing.  At the hearing, the school or counsel shall present charges, testimony, and evidence to support the charges.  The school administrator will present and make oral and written reports, and statements concerning the student’s misconduct.   Witnesses can be cross-examined by the student, parents/guardians, or others having custodial care, or counsel.
3. At the conclusion of the hearing, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district.  Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel.

**Activity Suspension**

While on activity suspension, a student may not attend any home or away extracurricular/co-curricular functions or practices.  The student is to leave school by 2:45pm and may not return until 7:30am the following day.  Activity suspension is to be served the same day as ISS or OSS is served. Students will not be able to participate in extracurricular/co-curricular activities until their suspension has been served. This includes events that fall on weekends between suspension days.

**Re-admittance From Expulsion**

Re-admittance of an expelled student at the beginning of a school semester may be possible only through the consent of the Board of Education.  The student and/or parents/guardians shall make a request to be heard in a closed session for re-admittance.

**Corporal Punishment**

Corporal punishment will **NOT** be used as a form of discipline. Corporal punishment is deemed to be the hitting or striking of a student. No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

**Interviews/Searches**

**Interviews with Police or Juvenile Officers/Other Law Enforcement Official**

The Hardeman R-10 School District has legal jurisdiction over students during the school day and the hours of approved extracurricular activities.  **When law enforcement officials find it necessary to question** **students during the school day or during extracurricular activities, the school administrator or designee will contact the parents and acquire parental consent. At this time the MO Division of Juvenile Justice will be called.**

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. If a student is considered a suspect, the parents will be notified prior to questioning. Students must be informed of their constitutional rights by the law enforcement officials, and students must not be subject to coercion or illegal restraint. Students are expected to cooperate with law enforcement officials within the framework of legal rights. **Parental consent is not required for students to be questioned by the MO Department of Family Services, however, parents will be notified of the questioning after it has taken place.**

**Searches by School Personnel**

School lockers and desks remain the property of the Board of Education and may be searched at any time without notice.  Students may be requested to submit to voluntary personal searches, i.e. emptying pockets, shoes, and patting themselves down.  Students who refuse to submit to a voluntary personal search may be referred to the appropriate law enforcement officials.  School officials may seize illegal, unauthorized, or inappropriate materials located on school property.

**Removal of Students from School by Law Enforcement Officials**

An officer of the law may take a student from the school if the officer has a subpoena or a warrant for civil or criminal arrest.  The school administrator will attempt to notify the student’s parents/guardians.  Occasionally the school administrator may need to call a law enforcement official for assistance in handling a student responsible for a serious offense at school.  In this case, the student may be arrested at the discretion of the law enforcement officials and the school administration and a sworn complaint may be filed.

**EMERGENCY PROCEDURES**

During the school year we prepare the children for emergency situations by practicing fire, tornado and earthquake drills. We feel as a school we have procedures that will keep us as safe as possible if we would happen to experience any of the disasters mentioned. To help keep calm and organized in an emergency situation, we ask that you follow these guidelines:

1. Parents or legal guardians only will be allowed to take the children from school, only after an all clear has been declared by the proper authorities. (This means we will not allow a child to leave with a neighbor, friend, or sitter).
2. No children will be allowed to walk or ride their bikes home.
3. Please do not call the school! (If we do have a line working, we may need that to call for assistance).  Listen to KMMO (102.9 FM) for further information.
4. Text alerts notifications will also be sent to those who are signed up. (Text alert letter and directions are attached on **page 51.**
5. If buses are running after the all clear and your child normally rides the bus, your child will be placed on the appropriate bus and sent home.
6. All teachers and staff will remain with students until they have been picked up.

**Fire**

In the event of a fire, everyone should immediately leave the building by the designated exit in an orderly manner. Students should file out in a single file line. The students sitting in the row nearest the windows should see that the windows are ***closed*** before leaving the room. The teachers should direct the class to the assigned exit. The last student should turn out the lights and close the classroom door. When the class is assembled safely outside, the teacher will check the class rolls to determine if any students are missing. After exiting the building, move as far away as possible from the building and at all times students are to respond to the instructions of the faculty. The class will stay outside until the safety signal is given. Designated exit procedures are posted in each classroom.

**Severe Storm/Tornado**

In the event of a severe storm or tornado students should proceed to the designated classroom (#203) for their classroom and squat in rows as close to the wall as possible. Students should put their heads down and cover them with their arms. Stay away from any type of glass in windows or doors. As always, students should remain quiet and listen for any instructions from the faculty.

**Intruder**

In the event of an intruder in the building or on school grounds, teachers should proceed to shut and lock all doors and pull any students into their rooms. Lights are to be left on and students and teachers are to move to a location in the room where they cannot be seen from the door.  In addition to this, if deemed safe to do so, faculty and students are encouraged to exit premises and get themselves to three pre-approved neighboring locations and remain there until law enforcement or school officials are available to give further instructions.  We have practiced both methods and will continue to practice both methods at least one time per semester with one of the sessions being conducted by our area law enforcement, as long as the sheriff’s office has staff availability.

**Earthquake**

In the event of an earthquake, students will immediately get under the nearest table or desk, being sure that their head is protected, and remain there until the evacuation signal is given. When evacuating, use the designated fire routes for the particular classroom as required.

**Earthquake Safety Information for Missouri Schools**

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places. The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5-3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states. The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state. A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0-7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake! A Major Earthquake in the Area-the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Boot heel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906. When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-12 New Madrid earthquakes over a 50-year period to be a 7-10% probability.

***What Can We Do to Protect Ourselves?***

Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

*Prepare a Home Earthquake Plan*

- Choose a safe place in every room: under a sturdy table or desk or against an inside wall where nothing can fall on you.

-Practice DROP, COVER, AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there’s no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

- Choose an out-of-town family contact.

- Take a first aid class from your local Red Cross chapter. Keep your training current.

- Get training in how to use a fire extinguisher from your local fire department.

-  Inform babysitters and caregivers of your plan.

*Eliminate Hazards*

-Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

- Bolt bookcases, china cabinets and other tall furniture to wall studs.

- Install strong latches on cupboards.

- Strap the water heater to wall studs.

*Prepare a Disaster Supplies Kit for Home and Car*

- First aid kit and essential medications.

- Canned food and can opener.

-  At least three gallons of water per person.

-  Protective clothing, rainwear, and bedding or sleeping bags

-  Battery-powered radio, flashlight, and extra batteries.

- Special items for infant, elderly, or disabled family members

- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you’ll need a professional to turn natural gas service back on.)

- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

*Know What to Do When the Shaking BEGINS*

- DROP, COVER, AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you’re sure it’s safe to exit. Stay away from windows.

- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

-If you are in bed, hold on and stay there, protecting your head with a pillow

- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

*Know What to Do When the Shaking Stops*

-Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

-Check others for injuries. Give first aid for serious injuries.

-Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it’s leaking. (Remember, only a professional shout turn it back on).

-Listen to the radio for instructions.

-Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

-Inspect your home for damage. Get everyone out if you home is unsafe.

-Use the telephone only to report life-threatening emergencies.

The information contained in this was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0\_241\_,00html Missouri State Emergency Management Agency website (http://sema.dps.mo.gov//EQ.htm) and the Federal Emergency Management Agency website (http://www.fema.gov/hazard/earthquake). This information could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

**School Evacuation and Reunification**

In working with the Saline County Sheriff’s Department, it was decided that an area within our school safety plan that needed to be further developed is establishing a reunification station for our students and our families. This reunification destination would be only utilized in the event that faculty and students have to evacuate the school property and cannot return (gas leak, fire, etc.)

Law enforcement and school personnel have decided that the best location for reunification with students and their families is at the property of Erich and Hannah Meyer. Their address is 20642 Highway AA, Marshall, MO. This is located approximately ¼ a mile south from the school and is situated on the left hand side of Highway AA if you are traveling toward the Sappington Cemetery from the school.

If property evacuation were ever necessary, you would most likely be notified by a school official and you would be directed to go to the Meyer property to be united with your child or children. However, in the event that communication is not available, please be aware if the school were deemed inaccessible.

The administration will train staff and students so that they may be further prepared in an emergency situation that requires property evacuation. We will educate students how to properly cross 41 Highway, and we will have several staff acting as crossing guards to ensure student’s safety.

Administration will continue working in conjunction with the Saline County Sheriff’s Department to keep our staff and student’s education and our efforts coordinated. Please call the school if you have any questions at 660-837-3400.

**GRADING, CONFERENCES, SPECIAL SERVICES REFERRAL**

**Curriculum**

The Hardeman R-10 School District is in compliance with the Show-Me Standards and implements Missouri Learning Standards for English Language Arts and Mathematics to drive curriculum and instruction.  The district uses the Show-Me Standards and Missouri Learning Standards for the areas of science and social studies to drive their curriculum and instruction.

**Academic Reporting**

Assignment guides may be mandatory for 3rd through 8th grades, at the classroom teacher’s discretion.  It is the student’s responsibility to attain the appropriate signatures, as needed.

Grading scales for students will print on every grade card.  The main grading scale is as follows for grades 4-8:

**GRADING SCALE & PERCENTAGE POINT**

 A 94.5-100    Excellent-Doing Very Well C- 69.5-72..4

 A- 89.5-94.4 D+ 66.5-69.4

 B+ 86.5-89.4 D 62.5-66.4 Below Average Success

 B 82.5-86.4 Above Average Success D- 59.5-62.4

 B- 79.5-82.4 F 0-59.4 Failing

 C+ 76.5-79.4

 C 72.5-76.4 Average Success

**Parent/Teacher Conferences**

First semester Parent/Teacher Conferences will be held for all students on a specific date during a specific times. Second semester conferences will only be scheduled if the classroom teacher and administration deem it necessary (See yearlong calendar). Second semester conferences will be scheduled at a time convenient to all necessary participants. Teachers will be in their classrooms to meet with parents on a scheduled basis. Parents are encouraged to take advantage of the opportunity to communicate with their child’s teacher. If further conferences are desired with a teacher, parents should make an appointment with the teacher at a time when the teacher does not have a class to supervise. Appointments can be made by contacting the office.

**Special Services**

If your child has any problems that require special attention, please contact one of his/her classroom teachers or the school administrator to request an analysis of their progress. Parents will be notified if their child is suspected of having special needs and/or is referred for special education services.  Hardeman R-10 School District has a highly competent staff to serve students with special learning needs in grades Kindergarten through eighth.  Our team is qualified to diagnose and remediate or enrich instruction in a number of areas.  A close working relationship exists between the regular teaching staff and special services staff.  Their efforts combine to offer each child the best possible education.  To better serve our students, evaluations MUST BE requested on or before the last day of third quarter by either parents and guardians or staff.

**Retention**

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved.  Parents/guardians will receive prior notification and explanations concerning the retention

Any 7th or 8th grade student who fails two core subjects (English, Math, Science, Social Studies) for two semesters in the same school year **may** be retained (IEP students will be evaluated by special education staff and the administrator).

Any 4th -6th grade student demonstrating social difficulties and/or academic failure may be recommended for retention. The retention committee will meet and make a recommendation which will be presented to the school administrator for a decision.

**Late Work for Grades 4-8:**

 One day late = 10% off of grade

 Two days late = 20% off of grade

 Three days late = No Credit

**However, work MUST be completed by the third day regardless or disciplinary action will be taken.**

**Honor Roll and Awards**

 A Honor Roll~An “A” average with only ONE “B” allowed.

 B Honor Roll~A “B” average with only ONE “C” allowed.

**Virtual Course Enrollment**

This is to serve notice to parents that this district makes available the Missouri Course Access and Virtual Program and students have the right to participate in it.  The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Beginning with the 2019-2020 school year, students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri student’s equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning.
[***Click here to access  MOCAP***](https://mocap.mo.gov/)[***MOCAP Guidance***](https://mocap.mo.gov/documents/MOCAP.Intro.memo5.31.19.pdf)

**Statewide Assessments**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

**GUIDANCE DEPARTMENT**

At this time, the district does not have a guidance counselor. However, the district will access the services of Burrell Health when needed. The guidance and counseling program is both comprehensive and developmental in nature. This program is an integral part of the entire educational process and commensurate with other educational programs in the school. The process of acquiring knowledge does not exist in a vacuum – students develop emotionally and socially in school as well. Therefore, the guidance and counseling program addresses the issue of growth and development in the affective areas.

The guidance and counseling program is responsible for assisting all students in the development of:

* The knowledge, understanding, and acceptance of self and others.
* The skills necessary for effective career exploration and planning
* The competencies needed for educational and vocational development

**Check-out/Transfer Procedures**

When a student must transfer to another school the following procedures must be followed:

1. Check out through the office.
2. Turn ALL books into their teacher (s).
3. Return ALL books into the library.
4. Clear out your portion of the hall locker or cubby.
5. Turn in all athletic uniforms, equipment, etc.
6. Return all other school property.
7. Pay all fees or material costs incurred to date.
8. Grades will be forwarded to a provided address and next school attending.

**Character Education**

 The 2004 Missouri House and Senate approved Concurrent Resolution 32, concerning the importance of character education. This resolution challenges each school district to “develop a character education process that involves school, home and community…”.

 The Hardeman R-10 School District has a character education program in place. Each month a character trait is implemented to promote a positive school climate and safe learning environment.  Please contact the district office for any additional information.

**Sexual Abuse Awareness Training**

The parents/guardians of each student will be advised of:

-The content of the District's human sexuality instruction;

-Their right to remove their student from any part of the District's human sexuality instruction.

-The District's human sexuality curriculum will be available for public examination prior to its use in actual

 instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

 -Instruction in recognizing sexual abuse;

 -Instruction in reporting incidents of sexual abuse;

 -Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and

 -Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

**Drug Free Schools Policies**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board 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 conduct of programs to alleviate the problems of drug abuse. Therefore, the School District will abide by the following:

-Be concerned with the education of all areas of drug and alcohol abuse.

-Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.

-Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.

-Cooperate with government and private agencies offering services related to drug and alcohol problems.

-Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.

-Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.

-Follow federal mandates concerning drug and alcohol education.

**Trauma Informed Schools Initiative**

Traumatic stress can arise from a variety of sources: bullying at school, dramatic weather events, school shootings -even the day-to-day exposure to events such as divorce or homelessness. Children and adults can be affected by traumatic stress. Having the tools to manage traumatic stress empowers the members of the school community.

In a trauma-informed school, the adults in the school community are prepared to recognize and respond to those who have been impacted by traumatic stress. Those adults include administrators, teachers, staff, and parents. In addition, students are provided with clear expectations and communication strategies to guide them through stressful situations. The goal is to not only provide tools to cope with extreme situations but to create an underlying culture of respect and support. The following is a link to DESE’s training on the trauma-informed schools initiative: http://mimhtraining.com/introduction-to-trauma/

**HEALTH AND IMMUNIZATIONS**

**Communicable Diseases**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

-No longer has the disease.

-Is not in the contagious or infectious stage of an acute disease.

-Has a chronic infectious disease that poses little risk of transmission in the school environment with

 reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

The following administrative guidelines have been developed to assist in implementing Policy 2860.

The District's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be made available to parents of all students attending District schools.

All employees will follow the most recent guidelines issued by the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills (a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse), regardless whether an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action.

**Acute Infectious Disease**

A staff member who has reason to believe that a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease, shall inform the principal. The principal will consult with the school nurse about the child.

If the school nurse determines that the student has an acute contagious or infectious disease, the principal will exclude the student from school for the number of days specified in the latest revision of the Missouri Department of Health Publication, "Prevention and Control of Communicable Diseases - A Guide for School Administrators, Nurses, Teachers and Day Care Operators," PACH-16, or until a physician certifies that the student no longer is liable to transmit the disease.

If a student has been excluded from school by the principal because the student has or is suspected of having an acute contagious or infectious disease, the student and his/her parent/guardian may appeal such decision in writing to the Superintendent. The Superintendent may require the student to be examined by a physician designated by the District, the child's own physician, or both, at the option of the Superintendent. The student shall not attend classes or participate in school activities during the appeal period.

Chronic Infectious Disease

If the principal, after consulting with the school nurse, determines that a student may have a chronic infectious disease, the student may be excluded from school and provided an education in an alternative setting until the following procedures have been concluded. Prior to excluding the student, the student's parents/guardians shall receive written notification of the intent to exclude and their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973.

The principal shall immediately report any student who has or is suspected of having a chronic infectious disease to the Superintendent or his/her designee. The Superintendent or his/her designee shall within three (3) working days appoint a Review Committee to assess the student's medical condition. The Committee should include the following:

-The student's parents/guardians.

-The student's physician.

-A physician specialist in public health or infectious diseases.

-The Supervisor of Health Services, who shall serve as Chairperson of the Review Committee, or his/her

 designee.

-The principal.

-The Superintendent or his/her designee.

-Others mutually agreed upon by the District and the parents/guardians.

-The District's legal counsel may serve on the Committee in an advisory capacity.

If the student has been identified as a student with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA), the student may be excluded from school and provided with an education in an alternative setting, so long as such exclusion does not constitute a change in placement pursuant to the IDEA. The student's medical condition and educational placement will be evaluated in accordance with the procedures set forth above, with the following additional provisions:

Prior to excluding the student, the student's parents/guardians shall receive written notification of their procedural safeguards as set forth in the District's compliance plan for implementing the IDEA, in addition to written notice of their procedural safeguards pursuant to Section 504 of the Rehabilitation Act of 1973.

The Review Committee shall include the chairperson of the student's Individual Educational Program Committee or his/her designee. The members of the Review Committee shall determine the fitness of the student to attend school. The Committee will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment, and shall determine whether the student should (1) be permitted to attend school without restrictions; (2) attend school under stated restrictions and conditions; or (3) be excluded from attending school and provided an alternative educational program. The Committee will prepare a written individual school health care plan for the student and establish dates and/or conditions under which the student's status will be reviewed. The Committee will also identify the persons who have a medical need to know the identity of the student because they are responsible for providing proper health care, and will provide the names of those persons to the Superintendent or his/her designee.

Within three (3) working days after the Committee is convened, the Committee will make a determination and prepare findings of fact, which the Chairperson shall communicate in writing to the student's parents/guardians, the principal, and the Superintendent. The parents/guardians shall again receive written notification of their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and in the District's compliance plan for implementing the IDEA, if applicable). The meetings, records, and votes of the Review Committee shall not be open to the public. The determination will be final unless reversed on appeal pursuant to the Complaint Procedures set out in the District's compliance plan for Section 504 (or the procedures in the District's compliance plan for implementing the IDEA, if applicable).

If a student with a chronic infectious disease is permitted to attend school, the Superintendent will notify those persons who were identified by the Review Committee as having a medical need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information will be cause for disciplinary action.

Staff members who have a medical need to know the identity of a student with a chronic infectious disease include (1) those who are designated by the District to determine the fitness of the student to attend school; (2) those who are responsible for providing health care to the student, such as the school nurse; and (3) those who are most likely to be in a position to render first aid to the student in case of an accident or medical emergency.

A student who has a chronic infectious disease shall be evaluated pursuant to the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and the District's compliance plan for implementing the IDEA, if applicable) to determine whether any accommodations or related services are necessary for the student to receive a free appropriate public education. If accommodations or related services are necessary, the District shall develop and implement a plan for the delivery of all needed services. This evaluation shall be conducted regardless of whether the student is permitted to attend school with or without conditions and restrictions, or is excluded from school.

**Emergency/Accident**

In case of an emergency or accident, an attempt will be made to contact the parent/guardian immediately. It is imperative that your child’s information sheet and health sheet be kept up to date in the office and the nurse’s office. If any information changes during the year, please contact the school or send a note with your child clearly stating any changes.

**Student COVID Quarantining**

Per Board decision, Parents/Guardians will make the decision for their child (ren) concerning COVID quarantining, as long as the close contact is not a direct family member.

**Health Screenings**

All students will be screened for vision, hearing, height and weight. Any student may be tested during the year by parent/teacher request.

**Missouri School Immunization Requirements**

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school. The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date. Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc>. gov/vaccines/schedules/index.html).

To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.) Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

**VACCINES REQUIRED FOR SCHOOL ATTENDANCE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GRADES** | **K** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| DTaP/DTP/DT 1 | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ | 4+ |
| Tdap 2 |  |  |  |  |  |  |  |  | 1 | 1 | 1 | 1 | 1 |
| MCV 3 |  |  |  |  |  |  |  |  | 1 | 1 | 1 | 1 | 2 |
| IVP (Polio) 4 | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ |
| MMR 5 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Hepatitis B 6 | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ | 3+ |
| Varicella 7 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 1 | 1 | 1 |

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.

2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.

3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.

 Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.

4. Kindergarten-9 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months.

 10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. Maximum needed: four doses.

5. First dose must be given on or after twelve months of age.

6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.

7. First dose must be given on or after twelve months of age.

 Kindergarten-9 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

 10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

**\*This information per Missouri Department of Health and Senior Services**. Bureau of Immunizations at 930 Wildwood Drive, Jefferson City, MO 65109. 1-800-219-3224 Revised 11-18

All enrolled students will follow the State of Missouri requirements for immunizations. We make verbal contact on day 1 when immunizations are needed and they have 5 days to get at least an “in progress” statement. After 5 days, they are excluded from school.

In certain special situations, exemptions or “In Progress” statements may be needed.

1. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an “In Progress” card from a physician or health department that identifies when the next dose is due.
2. If the student cannot receive the needed immunization (s) for medical reasons, a medical exemptions will be completed and signed by a physician and filed in the student’s health record at school
3. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the school nurse/aide. This must be renewed annually, Protection against disease as a desirable measure for the protection of the student will continue to be emphasized.

**Head Lice**

Each year thousands of school children are infected with head lice. It is a problem in all communities. Lice are highly communicable and difficult to prevent, making it very important for the entire family to be checked often. Many people wrongly associate lice with unclean people or homes. There is no connection. Frequent bathing or shampooing will not prevent lice nor eliminate them once they are established. Lice cannot jump or fly; they are usually transmitted by contact with infected persons, wearing infested clothing, or by using an infested comb or brush. Children should be warned against sharing hats, clothing, or grooming aids with others. Household pets do not transmit lice. What do you look for? Lice are small insects about the size of a sesame seed. They are usually light brown, but can vary in color. Diagnosis is more often made on the basis of finding nits (eggs). Nits are tiny, yellowish-white oval specks attached to hair shafts. Nits may be found throughout the hair but are most often located at the nape of the neck, behind the ears, and on the crown of the head. It helps to use a magnifying glass and natural light when looking for them. Before one family is treated, all should be examined. Those showing evidence of infestation should all be treated at the same time. If your family is infested, please notify your child’s school, daycare provider, etc., so other parents can be alerted to a possible outbreak. Also notify parent of your child’s playmates.

**Pink Eye**

Pink eye (conjunctivitis) is an inflammation or infection of the transparent membrane (conjunctiva) that lines your eyelid and covers the white part of your eyeball. When small blood vessels in the conjunctiva become inflamed, they're more visible. This is what causes the whites of your eyes to appear reddish or pink.

Pink eye is commonly caused by a bacterial or viral infection or an allergic reaction. It may affect one or both eyes. Pink eye can be irritating, but it rarely affects your vision. Treatments can help ease the discomfort of pink eye. Because pink eye can be contagious, early diagnosis and treatment can help limit its spread.

Pink eye may affect one or both eyes. Its signs and symptoms include:

1. Redness
2. Itchiness
3. A gritty feeling
4. A discharge that forms a crust during the night that may prevent your eye or eyes from

opening in the morning

1. Tearing

**When to see a doctor- Make an appointment with your doctor if you notice any signs or symptoms you think might be pink eye. Pink eye can be highly contagious for as long as two weeks after signs and symptoms begin. Early diagnosis and treatment can protect people around you from getting pink eye too.**

**Medications**

A student health form must be filled out completely during enrollment.  This information is shared only with necessary personnel.  The school Health Room in our school building is to be used for school related injuries and accidents or if a student becomes ill at school.  If a child becomes ill during the school day, the parent/guardian will be notified, in the order indicated on the health form.  If the parent or guardian cannot be reached first, then we will begin calling from the call list.  Please be sure to keep the call list and health history current.

**CHILDREN *SHOULD NOT* COME TO SCHOOL ILL** !  If they are running a fever, have diarrhea or are vomiting, please keep them at home, until they have been symptom free for 24 hours.   The student will not be allowed to participate or attend any school related functions during this period.  This includes, but is not limited, to games, practices, programs , PTO functions, etc.  If your child returns to school prior to the 24 hour time frame, they will need to be accompanied with a doctor’s statement.

If your child has a temperature of **100.4 degrees or higher (per CDC), they will be sent home** by appropriate school personnel.  If they have vomited or have diarrhea and are sent home, they will not be allowed to return until they have been symptom and temperature free for 24 hours, unless they return with a doctor’s statement.

If you kept your child home on a given day due to illness, they will not be permitted to ANY after school functions as a participant or as a spectator.

Medications should be given at home if at all possible.  All medications given at school will be governed thru the Health Room and MUST be turned into the classroom teacher or in the office at the beginning of the school day.  **All medications MUST come in the original labeled bottle or original over the counter container.**  Any pharmacy will label two bottles for prescriptions upon request.  Medicines given during school hours must be accompanied by either a doctor’s note or a note from the parent or guardian with specific dosage and time.   Medications will be given only as requested in the note.  Medications will not be given after 3 p.m.

Medication that is opened and sent in a zip-lock baggie, even with a proper note, will NOT be administered.  Only those in original labeled bottles or boxes and with the proper information on a note will be given.

If a student is unable to have recess or PE due to health reasons, a note from the parent is required BEFORE they are excused from activity.  If the condition requires your child to stay in for more than 5 days, a doctor’s note is required before they will be they will be excused.

Students are NOT to carry any medications (prescription and over the counter) on their person with the exception of prescribed inhalers for asthma. Only the students’ with a letter of consent from their doctor and parent on file, will be allowed to carry their own inhaler.

**MO HealthNet**

MO HealthNet (Missouri Medicaid) can help pay for qualified medical costs for some people with limited income and resources. MO HealthNet also offers benefits not normally covered by Medicare, like nursing home care and personal care services.

If you do not currently have health care through MO HealthNet, the Family Support Division can assist you with your application. During online registration, you will see the insurance coverage question. If you do need coverage for your child (ren), answering YES on the registration question will prompt the school office to send you information on how to obtain assistance with the Family Support Division identifying which medical services you are eligible for and a MO HealthNet Identification Card.

**Liability Accidents**

The school assumes no liability for injured students unless caused by total neglect.  *Please note:  the school  assumes no liability in the event an injury arises from a self-administered medication.*We do provide information relative to state sponsored inexpensive insurance that parents can purchase that will cover the student in case of an accident.  Insurance should be in place the first week of school. We strongly urge that students participating in any extracurricular activity be covered by accident insurance.

**STUDENT LIFE/RESPONSIBILITIES/MISCELLANEOUS**

**Assemblies**

Assemblies are a way to enrich our regular program and are designed to be educational as well as entertaining experiences. They provide one the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student be respectful and appreciative. During “live” entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet, or booing is discourteous. Assemblies must be approved by the school administrator.

**Students are expected to:**

1. Enter and exit quietly.
2. Give full attention to the organizer of the assembly as soon as that person is in front of the group.
3. Listen during the program.
4. Show appreciation by clapping when appropriate, (no booing, yelling, or whistling.)
5. Stay seated during the program.

Parents/Guardians are always welcome to attend assemblies.

**Dress Code**

Students should come to school in clothing that is clean, comfortable, and appropriate for school activities. Since proper appearance contributes to positive self-concept and enhances the child’s motivation to learn, parents should assist their children in learning to make appropriate choices.  Clothing that displays words or slogans that are in poor taste may be distracting to the learning of other students. Parents will be asked to bring a change of clothing if their child comes to school inappropriately dressed.

Any type of appearance that distracts others, poses a safety hazard, or disrupts the learning environment should be avoided. Examples include clothing with obscene, satanic or profane messages, apparel or style known/associated with “gangs”, clothing advertising tobacco, alcohol, or drug related items, clothing that inappropriately exposes private areas of the body including the midriff and stomach, and sagging pants.  Tank top straps must be at least one inch  in width.  All shorts and skirts must be a minimum of fingertip length.  T-shirts with cut out sleeves or ones that are premade as such cannot expose more than three inches below the armpit area.  Head gear is not allowed unless special circumstances arise in which the administration deem necessary.  Hats may be worn on field trips or other special occasions. ***Dress code will be followed at all times.*** Failure to comply with this policy shall result in dismissal until such time that the student adheres to said policy.  OSS will result if the student continues to break the rules.  Any dress or grooming not mentioned in the above policy, which is not appropriate for school attendance, will be dealt with individually by administration.

**Recess Guidelines**

Outdoor recesses will NOT TAKE PLACE when the outside temperatures are 32 degrees or less  OR  if the temperature when combined with the wind chill factor is 25 degrees or less.  Therefore, please dress your child appropriately for outside play; coats, hats, gloves, etc. for when the temperature is 33 degrees and above.

**Lockers**

Lockers may be assigned to students at the beginning of the school year. The lockers are school property and students are expected to take care of them. Lockers may be opened for inspection by appropriate school staff and administration at any time. Use of the lockers is a privilege granted to the student by the school. Inappropriate pictures (the school administrator has final decision) or materials found in lockers will be confiscated and destroyed. **Open containers of** **liquids or foods will not be allowed in lockers.** The school is not responsible for the theft or loss of items from a student’s locker. Students are urged to keep no valuables in their lockers at any time.

**School Computers/ Personal Electronic Devices**

The use of school computers for schoolwork is encouraged; however, permission and supervision by a faculty member is always required. Unauthorized use of school computers will result in disciplinary action. Inappropriate use of computers will result in disciplinary actions (see acceptable use policy). During special events/circumstances and classroom use for academic purposes, student use of personal electronics will be allowed at the discretion of the administration.  This district will not be responsible for lost/stolen or damaged items. In the event that electronic devices are discovered being used without proper permission they will be confiscated by administration. Repeated offenses will result in disciplinary action by the school administration.

**Textbooks**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

At the beginning of each term, or semester as applicable, students are to be informed by each teacher of the school's expectations of responsibility for school property and the need for care and return of books. A constructive and educational approach to the students is desirable, including a discussion of reasons for treating books with respect, caring for them, using them wisely, and returning them in good condition. Penalties for lost or damaged books are to be outlined. A monitoring process is to be devised such as textbook receipt cards or other check-out system that requires the student's signature for use of the book(s).

Parents/guardians are to be informed by the principal/designee as to the textbook status in the building or department; i.e., in which subject students are provided with individual copies, class sets, consumable materials, etc. Newsletters to the homes, Open House presentations and PTO meetings may be used as means of communication.

Parents/guardians are to be informed of the penalties for lost or damaged textbooks early in the school year. Penalties may include a reasonable system of fines or repayments. For example, the student or the student's parents/guardians could be required to pay the fair value for replacement of a lost or destroyed book or for repair of a book. The student could choose to do some work for the school instead, if the principal finds that to be the best option.

No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled. The reporting procedure will be publicized in student handbooks and other school publications. Principals will handle cases individually

**Messages to Students**

In order to ensure classroom interruptions be kept to a minimum, please limit phone messages to your child when at all possible. Students will be notified but not called from a class, except in cases of extreme urgency to take a phone call.  Phone messages from anyone other than a student’s parent/guardian will not be accepted.

**Sportsmanship/School Spirit**

The school administration is responsible for the conduct of our students and fans at all school activities. The Hardeman R-10 School District appreciates all of the fans and students. **Good conduct and sportsmanship should be shown at all times.**

**Extracurricular Eligibility- Athletic and Academic**

Any student who receives ISS or OSS will be ineligible to attend any after school home or away activity (including practice) as outlined by each referral. **Activity suspension is the same day as the ISS or OSS is served. In the event the suspension covers a weekend the student will not be allowed to participate in any activities or practices over that given weekend. Activity suspension will stay in effect until the suspension has been served.**

The following activities are available in the Hardeman R-X School District:

* Basketball
* Cheerleading
* Student Council
* Spelling Bee
* Math Bee
* Geography Bee

**Athletic Participation**

Students wanting to participate in the inter-school basketball and cheerleading programs must first have a physical examination. Students who are absent from school more than ½ day (3.5 hours) will not be able to practice or play in a game that day. Absence due to a funeral or other excused and prearranged absences, such as doctor and dental appointments, may be exempt.

**Concussion Information**

Please click on link for information to help protect your children or teens from concussion or other serious brain injury. The information is to help you learn how to spot a concussion and what to do if a concussion occurs at your children’s or teens’ games and practices.

https://www.cdc.gov/headsup/pdfs/youthsports/Parent\_Athlete\_Info\_Sheet-a.pdf

**Activity Suspension**

While on activity suspension, a student may not attend any home or away extra-curricular or co-curricular functions or practices.  The student is to leave school by 2:45 pm and not return until 7:20 a.m. the following day.  Activity suspension is to be served the same day that ISS or OSS is being served.  Students will not be able to participate in extra-curricular or co-curricular functions or practices until all their suspension time has been served.  This includes events that fall on weekends, between suspension days.

**School Parties**

Classroom birthday or other celebratory parties are at the discretion of the teacher. The school will celebrate the following holidays, with classroom parties: Halloween, Christmas, Valentine’s Day, and Easter.

**Non School Party Invitation Guidelines**

Parents frequently ask permission to send home invitations to birthday and other parties thru the school.  We are happy to cooperate under the premise that the invitation is extended to every member of the class.  When a few children are excluded, their feelings are unnecessarily hurt.

**Field Trips**

The Board of Education believes that field and activity trips often enhance the program of instruction and add much to the education of a student. A permanent permission slip will be signed at enrollment and reminders will be sent home to families prior to each trip. A signed permanent permission slip must be on file before your child will be allowed to attend trips. We also recommend that parents refrain from the use of tobacco products, vapes, and other similar products while acting as supervisors of Hardeman R-X students.

**Things To Leave At Home**

1. All pets. Animals on the playground or in the classroom are potentially dangerous.
2. Knives and other sharp objects, toy guns, baseballs, etc. All of these items can be hazardous to other children and should not be brought to school.
3. Money in large amounts. Please send only the money a child needs for the day for the risk of lost money is always present.
4. Toys, unless prearranged with the teacher. Pupils can be easily distracted with their own toys or with those brought by others.

**Fundraisers**

All fundraiser requests must be submitted to the school administrator for approval. The Board of Education reserves the right to review all fundraising activities and to limit or change said fundraisers as the board sees appropriate.

**Use of School Property**

Arrangements for the use of school property after school hours must be made with the school administrator prior to usage.

**Visitors**

Visitors are welcome at any time. All visitors must check in with the office when first entering the building. Please refrain from use of tobacco products, electronic cigarettes, vapor products and other similar products while on the premises.

**PARENT RESOURCES AND PUBLIC NOTICE INFORMATION**

**Dyslexia**

Dyslexia is a disorder that is neurological in origin, characterized by difficulties with accurate and fluent word recognition and poor spelling and decoding abilities that typically result from a deficit on the phonological component of language, often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction, and of which secondary consequences may include problems in reading, comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

In order to close the gap between struggling readers and their “normally” developing peers, the District will:

1. Identify students at risk for dyslexia or reading failure.
2. Form small groups for instruction and intervention.
3. Plan instruction and intervention.
4. Goal setting for individual student achievement.
5. Set criteria for intervention exit.

**Screening**

Each student, kindergarten through third grade, will annually be screened for dyslexia within the first thirty (30) days of the school year.  In order to monitor progress or lack of progress, benchmark assessments will also be completed for K-3 students in the middle and at the end of each school year.

The dyslexia screening protocol set forth in this policy will also be administered to the following students:

1. K-3 Missouri transfer students who have not been previously screened.
2. K-3 out-of-state transfer students who do not have documentation of previous screening.
3. Students in grades 4 and above with a record of potential dyslexia related issues as determined by the classroom teacher or as requested by the student’s parent/guardian.

The following groups are exempt from dyslexia screening:

1. Students with an existing diagnosis of dyslexia.
2. Students with a sensory impairment (visual/auditory).
3. Students with severe intellectual disabilities.
4. Students who are English Learners where screening administration and/or interpretation are not available. However, English Learners may be screened for dyslexia-related risk factors through screening in the student’s native language, where feasible.

**Screening Components**

There is no one test that encompasses all recommended skills.  The District will utilize screening tools that are both reliable and valid. However, universal screening is not sufficient to identify students with dyslexia.  Universal screening can reveal specific weaknesses that are consistent with dyslexia.  Monitoring a student’s response to high quality reading instruction may be the best way to identify students with severe dyslexia.

The District will identify the appropriate staff to complete student screenings.  These staff members may include:  classroom teachers, reading interventionists, Title I teachers, reading specialists, or coaches or any combination of these individuals.

**Supports and Accommodations**

Once identified, students with dyslexia will be provided with the supports and accommodations tailored to meet the individual student’s needs.  These accommodations will derive from the following supports and accommodations.

1. General classroom instruction modifications.
2. Instructional environment.
3. Technology
4. Social/Emotional
5. Design of Classroom Assignments
6. Test and Exams.

The District will consider the specific supports and accommodations set forth in DESE’s “Serving Students at Risk for Dyslexia:  Guidance to LEAs.”

**Practicing Teacher Assistance Problems**

Practicing teachers will receive two hours of in-service training during the school year regarding dyslexia and related disorders.  Teachers employed by the District in subsequent years, who have not received this training in another district will be provided the same training by video or by in-person training.

Such in-service training should include:

1. Introduction to dyslexia and dyslexia simulation;
2. Key areas of literacy and reading intervention;
3. Screening/progress monitoring, data-based decision-making, fidelity and classroom supports.
4. Training for secondary-level staff will be tailored to the unique needs of secondary students.

**Parent Information Resource Center**

Missouri Parent Information Resource Center (PIRC)

PIRC http://www.missouri-pirc.org/

The Missouri PIRC is comprised of a variety of statewide agencies whose collective mission is to provide high-quality services to meet the needs and interests of Missouri parents. The Missouri PIRC serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school. A collaborative effort of LIFT (Missouri's Literacy Resource Center), the Parents as Teachers National Center, Inc. (PATNC), Parent Link, Practical Parenting Partnerships (PPP), Missouri's Department of Elementary and Secondary Education (DESE), and the St. Louis Public Schools, the Missouri PIRC disseminates parent-related information to parents in all areas of the state. On another level, the Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. During this three-year project, more parents will receive information and training to help them better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school. Building upon existing, high-quality parent education and early education services and programs, the Missouri PIRC works closely with the state department of education to provide parents timely, accurate information so that they better understand Missouri's accountability system and the options and choices in No Child Left Behind. The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans, and activities. The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent trainings, workshops,  toll-free hotlines, print materials, and web sites. The Missouri PIRC also coordinates various Federal, state, and local parental involvement initiatives.  The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement

-to expand and strengthen partnerships among parents, schools, and community organizations

-to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

**Public Notice Individuals with Disabilities Act  (IDEA)**

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 Hardeman R-X School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Hardeman R-10 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 Hardeman R-10 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provisions of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the education record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act

(FERPA).

The Hardeman R-10 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the locations listed below. Contact your agency for times/days available for review.

The Hardeman R-X School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in their programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies. This notice will be provided in native languages as appropriate.

**Public Notice 504**

The Hardeman R-10 School District, as a recipient of federal financial assistance from the United

States Department of Education and operates a public elementary or secondary education program and/or

activity, is required to undertake to identify and locate every qualified person residing in the District who

is not receiving a public education; and take appropriate steps to notify disabled persons and their parents

or guardians of the District’s duty.

The Hardeman R-10 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 Hardeman R-10 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 at the buildings administrator’s office between 9-3 on Monday - Friday. This notice will be provided in native languages as appropriate.

**Notice of Parent and Student Rights**

1. Parents/guardian and students have the right to be informed by the School District of their rights under Section 504. The purpose of these Procedural Safeguards is to advise you of those rights.
2. A student with a 504 disability has the right to a free appropriate public education. An appropriate education is defined as the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the disabled person as adequately as the needs of nondisabled persons are met and are based upon adherence to 504 regulatory procedures.
3. The provision of a free education is the provision of educational and related services without cost to the disabled person or to his or her parents or guardian, except for those fees that are imposed on nondisabled persons or their parents or guardian. Funds available from any public or private agency may be used to meet this requirement. Under the law, insurers and other third parties are not relieved from an otherwise valid obligation to provide or pay for services for a disabled student.
4. A child with a disability has the right to take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
5. The parents(s) or guardian of a child with a disability have the right to receive notice with respect to the identification, evaluation, or placement of the child.
6. A student with a disability has the right to receive services and be educated in facilities that are comparable to those provided to nondisabled students.
7. A student with a disability has the right to have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options. The student also has the right to be periodically reevaluated.
8. A student with a disability has an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
9. A student with a disability has the right to have transportation provided to and from an alternative placement setting (if the setting is in a program not operated by the District) at no greater cost to the parent/guardian than would be incurred if the student were placed in a programmed operated by the District.
10. The parents/guardian of a student with a disability or an eligible student (over the age of 18) have the right to examine all relevant records relating to decisions regarding the student's identification, evaluation and placement.
11. The parents/guardian of a student with a disability or an eligible student and/or the District have the right to request an impartial due process hearing relating to decisions or actions relating to the student's identification, evaluation, program or placement and the parents or guardian have the right to be represented by counsel in such hearings. The parents or guardian or eligible student and/or the District also have the right to a review procedure involving such hearings. The procedures for requesting an impartial due process shearing and the relevant review procedures are described below.
12. The parents/guardian of a student with a disability or an eligible student have the right to file a local grievance with the District for issues unrelated to the identification, evaluation, program or placement of the student. Board Policy 1621 describes the procedures for filing a grievance and can be requested by contacting Kristy Forrester.

Persons who believe that the district is discriminating against eligible persons on the basis of disability may also file complaints with the District's Section 504 Coordinator and/or **[the address for the Kansas City Office of OCR is:**OCR, U.S. Department of Education, 601 E. 12th St., Kansas City, Missouri 64106. **The Kansas City office's jurisdiction extends to the states of Kansas, Missouri, Nebraska, South Dakota, and Oklahoma. For a list of other regional offices and their coverage area, see www.ed.gov**

**Notice of Nondiscrimination**

The Hardeman School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics 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).

The following person is designated and authorized as the District’s Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District’s non-discrimination policies:

Kristy Forrester

21051 Highway D

Marshall, MO 65340

(660)837-3400

kforrrester@hardeman.k12.mo.us

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1301. Policy 1300 and Regulation 1301 shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district’s Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

**Commitment to Compliance Under ADA**

In accordance with the requirements of Title II of the **Americans with Disabilities Act** of 1990 (“ADA”), the  Hardeman R-X School District does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

***Employment:*** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

***Effective Communication:*** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

***Modifications to Policies and Procedures:*** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**Surrogate Parent Program**

Pursuant to the requirements of state law 162.997-9999 RSM, the state board of education is required to appoint a surrogate parent at such a time as it becomes evident that a child with a disability does not have an apparent or a person acting as a parent to participate in matters dealing with the provision of special education.  For purposed of surrogate parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent or a foster parent with whom the child lives.  The term does not include the state if the child is a ward of the state.  This term does not include a person who has had parental rights terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent.  The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent.  Training of persons serving as a surrogate parent will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from Kristy Forrester, Principal at 660-837-3400.

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**English Language Learner (ELL)**

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

School personnel enrolling ELL students are trained in the process of identifying, assessing and providing services to these students.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Where the District has or may have in the future a low number of ELL students, the District may contract with a neighboring district for services until a qualified ELL teacher is employed. However, if the District serves twenty (20) or more ELL students, the District will employ a full-time certified ESOL teacher. The Board designates Kristy Forrester to serve as the District’s ELL Implementer.

**Migrant Students**

**Identification**

For purposes of Board policies and regulations, the phrase *migratory students* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district to another.

The District will identify migrant students by including questions on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

**Services**

School District personnel including secretaries, nurses, counselors, teachers and principals will be advised of the presence of eligible migrant students in their assigned schools to ensure that equal access to all school programs is provided.  Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students.

**Homeless Students**

For purposes of Board policies and regulations homeless students include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who:

 -are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

 -have a primary night time residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;

 -are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

 -Are a migratory child or youth who qualifies as homeless because they are living in circumstances described above.

**School Selection**

Parents, guardians, or unaccompanied youth will be informed of the homeless student’s right to remain in the school of origin. For purposes of this policy, the school of origin means the school that the student last attended when permanently housed, or the school where the student was last enrolled including preschool. In determining the best interest of the student, the Board will consider:

-Keeping the student in the school of origin unless contrary to wishes of parent or guardian;

-Impact of mobility on admission;

-Education, health, safety of the student;

-Consider the views of an unaccompanied student;

-Irrespective of whether the student lives with homeless parents or has been temporarily placed elsewhere.

The District will provide a written explanation, including the right to appeal to the student or parent/guardian if, the Board sends the student to a school other than the school of origin or the school requested by the parent/guardian.

**Enrollment**

A homeless student will be enrolled without undue or unreasonable delay. A homeless student will be enrolled even if their previous academic records, immunization records, proof of residence, or other documents are not immediately available. The District will ensure that homeless students, meeting eligibility standards, do not face barriers in accessing academic and extracurricular activities.

**Transportation**

The District will, upon parent/guardian or unaccompanied youth request, provide transportation to and from the school of origin as follows:

-If the student continues to live in the District, transportation will be arranged to the school of origin.

-If the student continues in their school of origin, but moves into another district, transportation will be arranged upon by the District of origin and the new District of residence.

-Parents, guardians and unaccompanied youth will be fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services.

**Homeless Liaison**

The Board of Education has appointed Kristy Forrester as liaison for homeless students. For responsibilities and dispute resolution processes please see Policy and Regulation 2260.

All school personnel, District service providers and locally known advocates working with homeless families will be informed of the identity of the Homeless Liaison and the Homeless Liaison duties.

**Identification**

Homeless students will be identified by referrals from community organizations and District personnel and by review of the District's enrollment forms.

**Students in Foster Care**

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate, Principal, Kristy Forrester as liaison to oversee and assess the District’s foster care program.

The Board recognizes students in foster care experience mobility in and out of the foster care system and from one home placement to another that may disrupt their education, and which may create barriers to academic success and on-time graduation. The District, in collaboration with state and local agencies, will work to minimize or eliminate educational barriers for students in foster care, particularly in enrollment, transfer of student records, and transportation to their school of origin, where appropriate. For purposes of this policy, “school of origin” is the school in which the student is enrolled at the time of placement in foster care. The District will, to the largest extent possible, ensure that a child in foster care enrolls or remains in his or her school of origin, unless a determination is made that remaining in the student’s school of origin is not in the student’s best interest.

In determining the student’s best interest for purposes of this policy, the following factors will be considered:

-Preference of the student;

-Preference of the student’s parent or educational decision making;

-The student’s attachment to the school, relationships with staff and peers;

-Placement of the student’s siblings;

-Influence of the school climate on the student, including safety;

-Availability and quality of the services in the school in meeting the student’s educational and socio-

 emotional needs;

-History of school transfers and their impact;

-Impact of the length of commute;

-Whether the student has a disability under the IDEA or Section 504;

-Whether student is an EL student receiving language services.

**Parents Right to Know – Every Student Succeeds Act (ESSA)**

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

* Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
* Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
* Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
* Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

* Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
* Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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

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| **General Information**1. What is a complaint under ESSA? 2. Who may file a complaint?3. How can a complaint be filed? |

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| **Complaints filed with LEA**4. How will a complaint filed with the LEA be investigated?5. What happens if a complaint is not resolved at the local level (LEA)?  | **Complaints filed with the Department**6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?  |

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| **Appeals**9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? |

**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.

1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

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

**Due Process Rights**

All students will be afforded due process as guaranteed by constitutional provisions.  The process will be in accordance with state law and with the provisions that are outlined in the Board Policies covering complaints and grievances.

**Discrimination**

Hardeman R-10 School district does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission, or access to, or treatment of employment in its programs or activities. Any questions regarding the Board’s compliance with Title VI, Title IX, or Section 504 including information about the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons may be directed to the school administrator.

Any student is eligible for enrollment and participation in any and all class activities being offered at his/her grade level. Inquiries concerning the application of this policy, grievance procedures, or other matters pertaining to Title IX, Title VI, and/or Section 504 should be directed to the school administrator, Hardeman R-10 School District, in Marshall, MO 65340.

**Notification of Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days after the day the Hardeman School receives a request for access. Parents or eligible students should submit to the school principal written request that identifies the records they wish to inspect.  The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the Hardeman School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.  If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.  Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.  A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board.  A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as  an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.  A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.  [NOTE:  FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA.  The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC  20202

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

● Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility.

● Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;

2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

● Inspect, upon request and before administration or use

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Hardeman Public Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Marshall Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hardeman Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardeman Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

● Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

● Administration of any protected information survey not funded in whole or in part by ED.

 ● Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

**VERIFICATION OF RECEIPT OF THE HARDEMAN STUDENT HANDBOOK**

**Please print, sign and return this page to the district office by Wed., September 8, 2021.**

**If unable to print this form, please contact the school office at 660-837-3400 or by email at** **rleimkuehler@hardeman.k12.mo.us** **and the necessary amount of forms will be sent home with your oldest child.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parent/guardian of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and discussed the Hardeman Student Handbook with my child.

I verify that I understand the policies, rules, and regulations set forth by the Hardeman

School Board and understand the disciplinary actions that will be taken, if necessary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature (3rd – 8th Graders required) Date

 (K – 2nd Graders desired)

**A**ugust 2022 Dear Parents/Guardians,

![C:\Users\kvogel\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SJWBWJKD\MC900383604[1].wmf]()

Hardeman School will continue implementing the text alert program called “Remind”. This program will allow the school to conveniently notify you of any changes in the current schedule, such as changes in sports practices and games, inclement weather days, etc. These messages will be sent out via text messages through your cellular device. Messaging and data rates will apply through your cell phone provider.

The school has three categories. These categories include basketball parents, cheerleader parents and all Hardeman Hornet parents. In order to receive these messages you will need to sign up by following the instructions below. Each category must be signed up for separately. You cannot send one message with all three codes. Therefore, if you have children in both basketball and cheerleading then you will need to sign up for all three categories. The three codes are listed below.

Text alerts about early outs, late starts and school cancellations due to inclement weather and other unforeseen circumstances will be in addition to sending out the word through KMMO. We hope you take advantage of this convenient way to keep you informed.

**Please note- if you are already signed up, you do not need to sign up again.**

Sincerely,

Mrs. Forrester

