HAMILTON R-II SCHOOL DISTRICT
School Calendar 2016-2017

August 11-12 New Staff In-Service
August 15-16 All Staff In-Service
August 17 First Day of School-Early Dismissal 1:00
September 5 No School-Labor Day
September 23 Early Dismissal 1:00 Teacher In-Service
October 10 No School-Teacher In-Service
October 14 End of 1st Quarter -41 days
October 20 Early Dismissal 1:00 Parent /Teacher Conf 1-8:00
October 21 No School
November 4 Early Dismissal 1:00-Teacher In-Service
November 23-25 No School-Thanksgiving Vacation
December 21 Early Dismissal 1:00-End 2nd Qtr. 44 days
December 22-January 3 No School-Christmas Vacation
January 3 No School-Teacher In-Service
January 4 Classes Resume-2nd Semester Begins
January 16 No School-MLK Holiday-Make-up #1
February 20 No School-President’s Day-Make-up #2
March 9 End of 3rd Quarter -45 days
March 10 No School- Make-up #3
March 13 No School-Teacher In-Service
April 13 No School-Easter Break-Make-up #4
April 14 No School-Easter Break-Make-up #5
April 17 No School-Easter Holiday
May 14 Graduation
May 16 Early Out 1:00-Last Day of School
May 17 Weather Make Up #6

173 Student Days

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>October 14</td>
<td>1st Quarter Ends- 41 Days</td>
<td>1st</td>
<td>January 16</td>
</tr>
<tr>
<td>December 21</td>
<td>2nd Quarter Ends-44 Days</td>
<td>2nd</td>
<td>February 20</td>
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<td>March 9</td>
<td>3rd Quarter Ends-45 Days</td>
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<td>March 10</td>
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<td>May 16</td>
<td>4th Quarter Ends- 43 Days</td>
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<td>5th</td>
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<td>6th</td>
<td>May 17</td>
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Teacher In-Service Days

<table>
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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 15th-Full</td>
<td>August 16th-Full</td>
<td>September 23rd-Half</td>
<td>October 10th-Full</td>
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<td>November 4th-Half</td>
<td>January 3rd-Full</td>
<td>March 13th-Full</td>
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NOTICE OF NON DISCRIMINATION

The Hamilton R-II School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Tim Schieber, Principal Hamilton R-II School District P.O. Box 130
Hamilton, Missouri 64644 (816) 583-2136
Hamilton R-2 District Mission Statement:

The Hamilton R-2 School District is committed to providing a positive environment with a variety of challenging opportunities for pre-K through post-graduate learners. Students enrolled in the district’s schools will develop and demonstrate college and career readiness skills. Therefore, educators will promote diverse academic, personal and professional endeavors that will culminate with students becoming positive members of society.

Hamilton Elementary Mission Statement:

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

Vision:

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

WE envision a school in which a committed staff:

- Unites to establish a common purpose and clear goals that focus on a high level of learning for both students and staff
- Uses research basted methods/materials for instruction, participates in professional development opportunities, and networks with other learning institutions

WE envision a school in which a committed staff:

- Uses the Missouri Learning Standards to guide instruction and assessment using school-wide resources and current instructional strategies
- Maintains a high level of expectations which encourages academic growth for themselves and others

WE envision a school in which a committed staff:

- Utilizes Positive Behavior Support (PBS) structures to instill Respect, Responsibility, and Self-Control in order to increase learning opportunities
- Allows children to practice making decisions in a safe environment

WE envision a school in which a committed staff:

- Utilizes a three tiered Response to Intervention (RtI) model which encourages and provides support for academic and behavioral success
- Monitors performance through data collected from formal and informal assessments concerning academics and behavior

WE envision a school in which a committed staff:

- Communicates openly with parents, community, and other staff members
- Creates opportunities to build trusting relationships

Motto: IT'S ALL ABOUT THE LEARNING!
Parents as Teachers  
~ Mrs. Mica Westover  westover@hamilton.k12.mo.us
~ Mrs. Tammy Barr  barr@hamilton.k12.mo.us
Kindergarten  
~ Mrs. Trisha Greenwood  greenwood@hamilton.k12.mo.us
~ Mrs. Kelly Claypool  claypool@hamilton.k12.mo.us
~ Ms. Brandi Clark  clark@hamilton.k12.mo.us
First Grade  
~ Mrs. Megan Joiner  mjoiner@hamilton.k12.mo.us
~ Ms. Laci Steiner  steiner@hamilton.k12.mo.us
~ Mrs. Christen Creekmore  creekmore@hamilton.k12.mo.us
Second Grade  
~ Mrs. Ruth Graves  graves@hamilton.k12.mo.us
~ Mrs. Bethany Tipton  tipton@hamilton.k12.mo.us
~ Mrs. Heidi Leach  leach@hamilton.k12.mo.us
Third Grade  
~ Miss Jessica Jean  jean@hamilton.k12.mo.us
~ Mrs. Holly Crawford  crawfordh@hamilton.k12.mo.us
~ Miss Kari Youtsey  youtsey@hamilton.k12.mo.us
Fourth Grade  
~ Miss Melissa Jenkins  jenkins@hamilton.k12.mo.us
~ Mrs. Jessica Sullivan  sullenger@hamilton.k12.mo.us
~ Mrs. Pam Cox  coxp@hamilton.k12.mo.us
Fifth Grade  
~ Ms. Beth Lewis  blewis@hamilton.k12.mo.us
~ Mrs. Emily Sanderson  sanderson@hamilton.k12.mo.us
Specials  
~ PE – Mr. Justin Joiner  joiner@hamilton.k12.mo.us
~ Art – Mrs. Deanna Grant  grant@hamilton.k12.mo.us
~ Library – Mrs. Evan Gipson  gipson@hamilton.k12.mo.us
~ Music – Mrs. Twyla Finch  finch@hamilton.k12.mo.us
~ Band – Mr. Brandon Wehmeyer  wehmeyer@hamilton.k12.mo.us
Title 1 Reading  
~ K-2 – Mrs. Tyna Wynne  wynne@hamilton.k12.mo.us
~ 3-5 – Miss Amber Penrose  penrose@hamilton.k12.mo.us
Special Services  
~ ECSE – Mrs. Terri Gabbard  gabbard@hamilton.k12.mo.us
~ Reading – Mrs. Tracey Hazzard  hazzard@hamilton.k12.mo.us
~ Math/Science – Mrs. Cindy Sypkens  sypkens@hamilton.k12.mo.us
Guidance Counselors  
~ K-4 – Mrs. Erin Yuille  yuille@hamilton.k12.mo.us
~ 5 – Mrs. Jan Wilkerson  wilkerson@hamilton.k12.mo.us
Speech Implementer  
~ Mrs. Raychel Brown  brownr@hamilton.k12.mo.us
Curriculum Director  
~ Mrs. Traci Schieber  schiebet@hamilton.k12.mo.us
Office Staff  
~ Principal – Mrs. Billie McGraw  mcgraw@hamilton.k12.mo.us
~ Secretary – Mrs. Kate Vanatta  vanatta@hamilton.k12.mo.us
~ Nurse – Mrs. Maggie Scott  scott@hamilton.k12.mo.us
~ Lunch Clerk – Mrs. Lisa Battaglia  battaglia@hamilton.k12.mo.us
Dear Hamilton Elementary School Families,

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

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

We believe that communication is the key to a successful educational experience. Please feel free to come by the school at any time to conference with me, set up an appointment with a teacher, or visit a classroom. Together, we will continue to improve the quality of our school community and provide the best for the children of Hamilton Elementary School. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals.

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

- **School Webpage**: View pictures, find teacher contact information, important dates, and much more at http://www.hamilton.k12.mo.us/elementary.htm

- **Text Caster**: Receive weather related texts, event updates, etc. Sign up at http://www.hamilton.k12.mo.us/index.htm

- **Parent Portal**: Check your child’s lunch balance, discipline records, attendance and more. Sign up at http://www.hamilton.k12.mo.us/index.htm

- **Twitter**: Follow HES on www.twitter.com @Principal_HES

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

Sincerely,

Billie McGraw

HES Principal
Bus Drivers

Bus 1: Mickie Cummings
Bus 5: Carol Cline (816-294-9703)
Bus 7: Darlene Smith (816-288-0400)
Bus 8: Terry Nigh (583-2437)
Bus 12: Stephanie Nixdorf (660-251-1333)
Bus 14: Dave Nixdorf
Bus 16: Brittney Santee

Bus Expectations

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

- Listen and follow the drivers’ directions promptly.
- Give passes immediately to the driver when entering the bus.
- Keep aisles clear of all objects.
- Enter and exit quickly and safely.
- Sit flat, facing forward in the assigned seat until the bus is stopped.
- Use quiet voices (1 or 2), be polite, and use manners when speaking to others.
- Be respectful of others.
- KAHFOOTY

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

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

Arrival/Dismissal Procedures

Arrival – Buses will unload at the main doors beginning at 7:40 a.m. when students are permitted into the building. Students who are riding in another vehicle will need to be dropped at the upper east parking lot. Please do not drop your child in the lot south of the building as they will have to walk between buses. When ALL the buses have unloaded, the bus loop will be opened for parents to drop students at the door. Please look at the sign indicating the status of the loop as open/closed. Teachers will also be outside until the buses have unloaded.

Students eating breakfast may place their belongings in designated commons area and proceed through the breakfast line. Those not eating breakfast will proceed to the gym bleachers and sit in the assigned area.

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

- Please provide transportation if you are having children come to your home after school for birthday parties, 4-H meetings, etc. Our buses are full and extra students cause crowded conditions.
- Children going home with you need a permission note from their parent/guardian. It is also helpful to provide the office with a list of students who will be going with you.

*If at all possible, we strongly suggest that your child go to the same location after school each day. Any changes in dismissal plans require a note from the parent/guardian. We don’t want to delay buses to call you for clarification. This holds up all buses until you have been reached.*

Students Leaving Early

If your child needs to leave school early, **please send a note to the teacher stating when and whom will be picking up your child.** – The note will be sent to the Office with the attendance reports. When picking up your child, please report to the Office. The teacher will be notified to send your child to the Office at that time. **PLEASE do NOT go directly to your child’s classroom as it disrupts learning and violates School Safety Procedures.**

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

Visitors

All visitors must check into the Office to obtain a visitor pass/badge. Failure to do so will violate School Safety Procedures, which are in place for the protection of your children. You are welcome to join your child for lunch, but the cooks ask that you call ahead by 8:45 am so they prepare enough food.

Tardies

School begins at 8:05; the students are expected to be in their classrooms at that time. Students entering the building after the morning bell, will need an ‘admit slip’ from the Office before going to their classroom. A record of tardies is maintained in the School Information System. Excessive tardies will be reported to the Division of Family Services as required by law.

Attendance

*Good attendance is essential to student achievement.* Please make every effort to ensure that your student is at school daily and arrives on time so that he/she is able to achieve at his/her highest potential.

In order for the school to ensure the safety of our students, please notify the school if your child is going to be absent (sick hotline at 583-4864. Absence of any amount must be recorded. **We are also required by law to report irregular attendance or an abnormal amount of absences.**

- **Excused Absence** – Student misses school due to illness, death of a family member, scheduled religious activity, unavoidable medical or dental appointment, and school sponsored activities. After a student misses three days in a semester, parent(s) and/or guardian(s) will be notified by mail, and a doctor’s excuse will be required.
- **Tardies** – Each tardy will be recorded. If your child has an excessive amount of tardies, a letter will be sent notifying the parent/guardian.
- A student will be given the same number of days that he/she was absent to make up any missed assignments.
- The district will contact the Division of Family Services or the local prosecutor in cases where the district has a reasonable suspicion that a student’s lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action
will be taken unless other strategies and interventions have been implemented and proven ineffective. (School Board Policy JED)

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

Retention

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

Dress Code

Students are expected to come to school clean, neat, and in a manner that is accepted as being in good taste. Students are not to wear:

- Blouses or shirts that allow the midriff, back, or undergarments to be visible at any time.
- Shirts or dresses that have less than a two-inch strap over each shoulder unless covered by an outer shirt that is buttoned.
- Fish-net shirts.
- Shorts, dresses, or skirts that are shorter than mid-thigh.
- Unusual or outlandish clothing that disrupts the normal operation of school.
- T-shirts with obscene suggestions, vulgarity, profanity, or advertising drugs.
- No caps or head cover.

Health Information

The school nurse is at the Elementary School from 11:00-3:00.

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

The school has a supply of EpiPens containing epinephrine for emergency use in the case of an anaphylactic reaction (life-threatening allergic reaction that can lead to death if not treated). The EpiPens are available to administer to students if the need arises. If you do not wish for your child to receive a dose of epinephrine during the unforeseen event of a life-threatening allergic reaction you MUST contact the school nurse.
The nurse has a supply of stock Albuterol in the form of an albuterol inhaler. In the unforeseen event that a student has an asthma attack and their inhaler is not readily accessible, the stock albuterol inhaler may be administered. If you do NOT wish for your child to receive a dose of albuterol in the event they are having an asthma attack and their inhaler is unable to be located, you MUST contact the school nurse.

Call the school (816) 583-4811 if your child contracts a contagious disease (chicken pox, flu virus, etc.) and inform the school nurse.

Children who have been ill may return to school when their temperature is normal for twenty-four hours without the use of fever reducing medication.

**Head Lice Policy**

If a student is found to have head lice, they will be sent home immediately. In order for a child to return to school after having a case of head lice two steps must occur: 1) child must be treated with appropriate head lice treatment product and 2) child must be brought to school by an ADULT for re-screening by the school nurse. If it is found that child does not have live head lice during re-screen, they will be allowed to go to class. The school nurse will conduct a re-screen of student in 7-10 days after original case of lice. If live lice are found during re-screening, child will again be sent home to start treatment/re-screening process over. Siblings and/or other students in the household will also be screened once a case of head lice has been found. A child should not need to miss more than one day of school to be properly treated for head lice. If a child is found to have 3 cases of head lice during a school year, the nurse will notify the parents that a fourth case might result in a call to child services.

**Cafeteria Services**

The following are the prices for the 2016-2017 school year:

**Students:**
- **Breakfast:** $1.25 (reduced $.30) – Served from 7:40-8:05
- **Lunch:** $1.65 (reduced $.40)
- Extra milk or milk with cold lunches is $.40
- Extra entrée (for 5th graders only) $1.50

**Visitors:**
- **Breakfast:** $2.00
- **Lunch:** $2.97

**Free and Reduced Lunch**

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

Students must have a positive balance in their lunch account before being allowed to eat a hot lunch. Students who have a negative balance may request a peanut butter sandwich and milk/water. All balances must be paid up at the end of each quarter in order for a student to receive his or her grade card.

**If possible, please pay for meals a week at a time and send the money in an envelope with your child’s name, teacher’s name, and the amount enclosed written on the outside.** Money needs to be given to the classroom teacher and will be sent to the Office with daily attendance. **If possible, PLEASE SEND CHECKS made to the HAMILTON ELEMENTARY SCHOOL instead of cash.** Cash is easily misplaced or lost, and checks create their own tracking system. If you are paying for multiple children, include a note in the envelope of how you want the money divided.
Field Trips

Field trips often enhance the program of instruction and add much to the education of a student. All field trips are planned with an educational purpose and in relation to a unit of study. All students must ride the bus on the way to field trips. Unfortunately, due to insurance reasons, parents will not be able to ride the bus on field trips. A student may ride home from a field trip with his/her parent if the parent has signed the student out.

Lunch Schedule

Times are approximate – Slight changes may occur depending on student needs.

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<tr>
<th>Grade</th>
<th>Time</th>
<th>(Preschool students will eat in PreK classroom.)</th>
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<tbody>
<tr>
<td>PreK</td>
<td>11:00—11:25</td>
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<td>K</td>
<td>11:10—11:35</td>
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<td>1</td>
<td>11:20—11:45</td>
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<td>2</td>
<td>11:45—12:10</td>
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<td>3</td>
<td>11:35—12:00</td>
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<td>4</td>
<td>11:00—11:25</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12:00—12:25</td>
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</tbody>
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*Pop or other sugary drinks are not permitted during lunch.*

Cafeteria Expectations

The cafeteria expectations are as follows:

BEE Respectful:

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

BEE Responsible:

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

BEE Self-Controlled:

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

Student Insurance

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

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

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

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

**Hornet Help**

Thirty minutes, 8:15-8:45am, each morning has been set aside for grade level teachers and support staff to work with students. Some students will be involved in enrichment activities, some perfecting a recently learned skill, and others receiving additional instruction on skills they don’t completely grasp. Our intention is to implement an immediate support system to help children who are struggling, reinforce new learning, and challenge students who need enrichment.

**Physical Education (PE)**

Your child will be required to participate in recess each day and P.E. classes on scheduled days unless a note from you indicates otherwise. For an extended time of missed recesses or P.E. a note from your physician is required. Please have your child wear sensible shoes on P.E. day.

**Visiting with Your Child’s Teacher**

Please make an appointment to visit with your child’s teacher. Classroom disruptions need to be kept to a minimum, so after-school times are preferred. The school number is (583-4811).

**Standards Based Grading**

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

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

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

- 3=Mastering-The student has thorough knowledge, understanding, and application of the concepts, skills and processes the standard requires.
- 2=Developing-The student is gaining understanding of the concepts, skills, and processes the standard requires, but has not been able to consistently demonstrate learning.
- 1=Beginning-The student is just starting to understand the concepts, skills, and processes the standard requires and needs consistent support.
*The grade card represents an individual’s progress in relation to year-end goals. For copies of grade cards and more information regarding standards based grading, please visit our website: http://www.hamilton.k12.mo.us/elementary.htm

**Cell Phones and Electronic Devices**

Cell phones, iPods, mp3 players, video games, and all other non-educational electronic devices are prohibited from being used during the school day. Educational electronic devices may be allowed with prior approval by the teacher and/or principal. The school day is defined as being from the time the student enters the building until the bell rings at the end of the day. If a cell phone and/or electronic device is seen during the school day it may be confiscated. The first offense will result in the item being taken away and returned at the end of the day. Subsequent offenses will result in the item being taken away and will require a parent to pick it up from the office. Continued use may result in detention or suspension. It is recommended that students leave all iPods, mp3 players, video games, and all other non-educational electronic devices or toys at home. If a student possesses electronic pictures or texts, the district will consider it the same as a hard-copy possession. Hamilton R-II is not responsible for lost or stolen items.

**Student Conduct/Discipline**

Hamilton Elementary School uses the Positive Behavior Support System for discipline. Expectations for appropriate behavior have been established and will be taught and reviewed throughout the year. Our focus is on teaching students to be Respectful, Responsible, and Self-Controlled. Not only are these important for a safe learning environment, but are necessary life skills. The Expectation Matrix is part of this handbook. For more information about PBS, please visit our elementary webpage, http://www.hamilton.k12.mo.us/elementary.htm.

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

- There shall be NO fighting, vandalism, or use of profanity.
- NO guns, knives, cigarettes, chewing tobacco, matches, lighters, or toy guns/knives shall be brought to school.

**Bullying/Harassment/Hazing**

In order to promote a safe learning environment for all students, the Hamilton R-II School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

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

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

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

**Definitions**

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

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

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

Report complaints to:

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

Family Educational Rights and Privacy Act – FERPA

FERPA is a federal law that affords parents and students certain right with respect to students’ education rights. These rights are the “Right to Inspect” and the “Right to Prevent Disclosures.”

Right to Inspect: Parents and eligible students have the right to inspect and review substantially all the student’s records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school a written request identifying the records to be inspected.

Right to Prevent: Parents and eligible students have the right to prevent disclosure of educational records to third parties with the certain limited exceptions. It is the intent of this district to limit the disclosure of information contained in educational records without prior consent. This district will only disclose information to school officials who have legitimate educational interest in the records.

Tidbits about Confidentiality – FERPA

The Family Education Rights and Privacy Act (FERPA) is a federal law that guarantees parents access to their children’s educational records and protects the privacy of those records by prohibiting their disclosure without consent of the parents or legal guardian.

1. Use good judgment when using Peer Grading.
2. No Posted Students’ work with grades
   - Put grade and/or names on the back or obtain parent consent
3. Emergency Contact Person – Be wary of telling too much.
   - They are given permission to pick up the student, not to know personal information about the student.
4. Personal Notes/Records about Student
   - Do not share with anyone or your personal records could be considered part of educational records.
   - Keep notes specific, use professional language.
5. Monetary Damages
   - You can be sued for $$$$$
   - The district can be sued for $$$$$ and lose funding.
6. Do not mention other students by name to people who do not have an educational right to student.
Annual Notification of Rights to Parents/Guardians and Students

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

Student’s name, parents’ name, address, telephone number, data and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photographs including but not limited to school yearbooks, school Website, and newspapers. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

Parents Right to Know

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

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

504 Public Notice

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

The Hamilton R-II School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District’s jurisdiction regardless of the nature or severity of the person’s disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Hamilton R-II School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart d. This Procedures Manual may be reviewed by appointment at the Penney High School office between the hours of 8:00 and 3:00.

*This notice will be provided in native languages as appropriate.

Public Notice

All responsible public agencies are required to locate, evaluating, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Hamilton R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

The Hamilton R-II School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Hamilton R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violated the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).
The Hamilton R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency’s policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency’s assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday, during regular business hours, at the Superintendent’s Office, 419 S. Hughes, Hamilton, MO.

This notice will be provided in native languages as appropriate.

**NONDISCRIMINATION AND ANTI-HARASSMENT**

A. Anti-Discrimination Law Compliance
As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

B. Collateral Prohibitions
As part of this obligation, the Board is also prohibited from, and declares a policy against:
1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling or coercing discrimination; and
3. Discrimination against any person because of such person’s association with a person protected from discrimination due to one or more of the above-stated characteristics.

C. Compliance Officer Appointment
To ensure that these obligations are met, the Board designates the following individual to act as the district’s nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy districtwide:

Tim Schieber, High School Principal Hamilton R-II School District, 903 N. Davis Hamilton, MO 64644 Phone – (816) 583-2136, Fax (816) 583-2319

D. Reporting and Complaint
Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: (Board of Education, Hamilton R-II School District, 419 S. Hughes, Hamilton, MO 64644 Phone – (816) 583-2134, Fax (816) 583-2139, who will assume the coordinator’s duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints
The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records
To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination
A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further
publicize this policy and provide for such training or instruction as necessary to ensure districtwide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

H. Limitations
Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis estop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

I. Disability Harassment
Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the institution’s program. Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic and written statement, or conduct that is physically threatening, harmful, or humiliating. Range of penalties for violating the disability harassment are as follows:
First Offense: Principal/Student conference, detention, in school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Note: The reader is encouraged to review administration procedures and/or forms for related information in support of this policy area.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

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

1. Give consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
   a. Political affiliations or beliefs of the student or student’s parent.
   b. Mental or psychological problems of the student or student’s family.
   c. Sex behavior or attitudes.
   d. Illegal, anticosal, self-incriminating or demeaning behavior.
   e. Critical appraisals of other individuals with whom respondents have close family relationships.
   f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
   g. Religious practices, affiliations or beliefs of the student or the student’s parent.
   h. Income, other than as required by law to determine program eligibility.

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

3. Inspect, upon request and before administration or use:
   a. Protected information surveys of students.
   b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
   c. Instructional material used as part of the educational curriculum.

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

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

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

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

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

FILE: AC-AF1
Critical

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

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

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

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

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

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

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

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

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

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

Office for Civil Rights Phone: 816-268-0550 TDD: 877-521-2172 E-mail: OCR.KansasCity@ed.gov


U.S. Department of Justice Phone: 202-514-2000 TTY: 202-514-0716
E-mail: AskDOJ@usdog.gov

Missouri Commission on Human Rights Phone: 800-735-2466 TDD: 800-735-2966
Relay Missouri: 877-781-4236 E-mail: mchr@dolir.mo.gov

Information Resources

For Hamilton R-II School Information:

www.hamilton.k12.mo.us – You may sign up for Text Caster through a link at this site

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

For early cancellation and early dismissal information:

WDAF TV Channel 4 KMZU 100.7 FM Carrollton
KCTV TV Channel 5 KCHI 1010 AM Chillicothe
KMBC TV Channel 9 KFEQ 680 AM St. Joseph
KMRN 1360 AM Cameron KSFT 1550 AM St. Joseph
KKWK 100.1 FM Cameron KKJO 105.5 FM St. Joseph
KGOZ 101.7 FM Trenton