

HAMILTON SCHOOL CALENDAR 2018-19

August 10	New Staff In-Service
August 13-15	All Staff In-Service
August 16	First Day of School
September 3	No School-Labor Day
September 24	Early Out 1:00-Teacher In-Service
October 5	Early Out 1:00-Homecoming
October 12	End of 1 st Quarter-41 days
October 18	Early Out 1:00-Parent /Teacher Conf 1-8:00
October 19	No School
October 22	No School-Teacher In-Service
November 12	Early Out 1:00-Teacher In-Service
November 21-23	No School-Thanksgiving Vacation
December 19	Early Out 1:00-End 2 nd Qtr. 44 days
December 20-January 1	No School-Christmas Holiday Break
January 2	No School-Teacher In-Service
January 3	Classes Resume-2 nd Semester Begins
January 21	No School-MLK Holiday-Make-up #1
February 15	No School-Teacher In-Service
February 18	No School-President's Day
March 8	End of 3 rd Quarter-44 days
March 14	Early Out 1:00-Teacher In-Service
March 15	No School
March 18	No School-Make-up #2
April 18-19	No School-Weather Make Up #3 and #4
April 22	No School-Easter Break
May 12	Graduation
May 16	Early Out 1:00-Last Day of School-43 days
May 17, 20	Weather Make Up #5 and #6

172 Student Days/178 Staff Days

Weather Make-up Days

October 12	1 ^s Quarter Ends- 41 Days	1 st	January 21
December 19	2 nd Quarter Ends-44 Days	2 nd	March 18
March 8	3 rd Quarter Ends-44 Days	3 rd	April 18
May 16	4 th Quarter Ends- 43 Days	4 th	April 19
		5 th	May 17
		6 th	May 20

Teacher In-Service Days

August 13-Full	August 14-Full	August 15 -Full	September 24 -Half
October 22-Full	Nov. 12-Half	January 2 -Full	February 15-Full
March 14-Half			

PHS MISSION STATEMENT

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

PHS VISION STATEMENTS

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

NOTICE OF NON DISCRIMINATION

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

HAMILTON R-II SCHOOLS
Penney High School
2018-19

TELEPHONE NUMBERS:

Superintendent's Office – 583-2134
High School Principal's Office – 583-2136
Middle School Principal's Office – 583-2173
Elementary Principal's Office – 583-4811
Athletic Director's Office – 583-2174
Vocational Agriculture – 583-2135
Kitchen – 583-2441
Missouri's School Violence Hotline – 1-866-748-7047
School web page: www.hamilton.k12.mo.us

SCHOOL HOURS:

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

The building will be open at 7:30 each morning. Students are to report to the old gym upon arrival. A bell will ring at 7:55 a.m. at which time students will have five minutes to go to their lockers and proceed to classrooms. All students should be seated in their respective classes at 8:00 a.m. and be prepared for class to begin.

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

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

DISTRICT WEBSITE INFORMATION AVAILABLE:

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

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

TARDIES:

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

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

4 tardies = 1 hour detention

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

4 more tardies = 1 hour detention (Total of 12)

4 more tardies = 1 day ISS (Total of 16)

4 more tardies = 1 Saturday School* (Total of 20)

4 more tardies = 1 Saturday School* (Total of 24)

4 more tardies = 1 Saturday School* (Total of 28)

4 more tardies = 1 Saturday School* (Total of 32)

4 more tardies = 1 Saturday School* (Total of 36)

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

ATTENDANCE:

In order for students to gain the maximum knowledge available in a particular subject area, students must attend school regularly and consistently. When a student is absent, the following will apply:

1. Excused Absence: personal illness, death in family, and court date. Out-of-town with family and emergency help at home if prior approval is received by the parent and/or guardian and from the principal. (This type of absence should be held to a minimum and no more than five school days will be approved.) Students will be responsible for obtaining their assignments before the absence occurs and turning them in to their respective teachers immediately upon return if they wish to receive credit for them.

- a. A note from home or a phone call from the parent is required for an absence to be excused. The absence will be documented as unexcused until a phone call from the parent or a signed note from the parent is received in the office. After 24 hours from the student's arrival back in school, a note or phone call will not be accepted and the absence will be permanently recorded as unexcused. Any doctor excuse must be returned to the office within one calendar week for the absence to be accepted.
- b. After a student misses 4 days in a semester, parents will be notified by mail, and a doctor's excuse or our school nurse's excuse will be required. Without a doctor's/Maggie Scott's excuse the absence will be considered unexcused.
- Make-up: The teacher of the missed class will assist the student in coordinating his make-up work. Upon return to school after an absence, students will be expected to participate in physical education as usual unless they have a doctor's excuse.
- 2. Unexcused Absences:** Any work that is assigned or completed in class on a day that a student is unexcused cannot be completed by the student for credit. Homework due on the day of the unexcused absence must be returned to the teacher by the next class. If a project or paper is due on an unexcused day, the assignment will not be accepted. Tests taken on unexcused days will receive no credit.
- 3. Excessive Absences:** If a student has four unexcused absences in a semester, the student will not be allowed to attend school for the balance of the semester until the student and his/her parent/guardian have attended a meeting with the superintendent and principal to discuss ways of improving the students attendance at school. At this meeting, further attendance procedures such as an attendance contract for the semester will be implemented. Any student under an attendance contract for the first semester will automatically be under an attendance contract for the second semester after the fourth absence of the second semester.
- 4. Mandatory Attendance:** Students are required by law to attend school until their 17th birthday or until they have earned 16 units of high school credit. Any student who is under 17 years of age and is not attending school on a regular basis places themselves and their parent/guardian in violation of the mandatory attendance law. The prosecuting attorney will be contacted if a child has an excessive number of absences.
- 5. A+ Students:** Attendance policies differ from above policies. Check the A+ student handbook for details.
- 6. College Days:** Seniors with no unexcused absences during the current semester will be allowed a maximum of 2 college days per school year and Juniors with no unexcused absences during the current semester a maximum of 1 college day per school year with prior approval from the Guidance Office and appropriate documentation from the college visited. These must be taken before May 1.

What To Do In Case Of Absence: Parents/guardians need to call the sick child hotline (583-4864) if your child will be absent from school that day. Please leave a voice mail if no one answers the phone. You may also call the high school office (583-2136) and ask for extension 229 or 216 to leave a message that your child will be absent from school that day. If the parent/guardian does not call the school, school personnel will attempt to contact the parent at home and at work to verify the absence of the student. If no phone contact is made before the student returns to school, the student is to bring a note signed by parents and/or guardians explaining your reason for absence (doctor or dental appointment cards are also acceptable). Present this to the proper authority in the principal's office and you will be issued an admit slip to return to class. In the event that the school has not been notified by phone or note within 24 hours of the child's return to school, the absence will be recorded as unexcused and will not be changed. In the event that a student has been absent due to illness for more than two days of school, the student or parent and/or guardian may contact the principal's office to obtain missed homework assignments. The office must be contacted before 12:00 noon in order to give teachers time to compile the assignments by the end of the school day.

STUDENT ACTIVITIES & ATTENDANCE:

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

EARLY DISMISSALS:

If a student must leave school early for any reason, he must either have a note or a call from the parent and/or guardian to the office before leaving school.

ADDITION OF DISTRICT SPONSORED SPORTS:

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

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

OVERNIGHT ACTIVITIES:

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

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, parent’s name, address, email addresses, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received, most recent previous school attended, and photographs including but not limited to school yearbooks, school website, school-produced videos, 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.

*The Hamilton R-II School District is required by law to release names, addresses, and phone numbers of all Juniors and Seniors to each military branch.

CODE OF DRESS:

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

Students are not to wear:

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

GRADUATION CODE OF DRESS:

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

Some examples of appropriate dress for boys include dress slacks or khakis (no denim jeans, shorts, or pants) and a collared shirt.

Ties are optional. Socks and dress shoes (no sandals or tennis shoes) are required.

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

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

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

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

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

This policy was approved by the Hamilton R-II Board of Education on December 18, 2002.

STUDENT CONDUCT:

1. Students shall conduct themselves in an orderly manner and, at all times, practice good self-discipline. Poor conduct not only degrades the student but the student body as a whole. Disrespect will not be tolerated. Treat others, as you would expect to be treated.
2. By Federal Law, any unauthorized possession of firearms, knives, or other weapons by students on school property or at school-sponsored activities will result in an automatic expulsion of that student from school for a period of not less than 365 days.
3. The use, possession or distribution of alcohol, drugs, drug paraphernalia or tobacco, in the building, on school grounds, or at school-sponsored activities is prohibited. This applies to all situations involving use of the following by students or their dates while attending, or before attending, school or any school activity; alcoholic beverages of any type, controlled substances as defined by Missouri Law, uncontrolled medicine and drugs and prescription drugs. This policy applies equally to local school activities as well as away-from-home events. Violation will result in suspension as well as notification to the proper authorities.
4. The High School student parking lot for Seniors is located on the south side of the school. The Freshmen, Sophomore, and Junior parking lot are beside the softball field. Students are permitted to park on school premises as a matter of privilege not right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile may be searched if an administrator has a reasonable suspicion to believe that illegal, unauthorized, contraband, or evidence of a violation of school policy is contained inside the vehicle. The school also retains the right to have any vehicle towed at the owner’s expense if the vehicle is not parked according to guidelines set by the high school principal. When arriving at school, lock your vehicle and proceed to the commons area. Do not loiter in your car or the parking lot. Students who violate these regulations or rules of safety will lose the privilege of driving their car to school.
5. Students are not permitted to leave the school building once they enter it without permission.
6. School and school activities are not the place for displaying affection.
7. There will be no loud, boisterous conduct in the halls.
8. Students are to be in their respective places at all times. Classes are in the classrooms and not in the hallways.

9. Students remaining after school for practice of an activity must have a teacher present in a supervisory capacity. Students will not be permitted to remain alone unsupervised for any reason.

10. Students are only allowed to have cell phones out before school in the commons or in the old gym and are only allowed for texting, not phone calls. Students are also allowed to have cell phones out during lunch time in the commons for texting only. Cell phones are not allowed to be out during studyhall unless the student meets the incentive card requirements allowing extra privileges. Students should not have cell phones out at any other time of the day without receiving prior approval of their teacher. Students who fail to meet these requirements will have the phone confiscated and turned into the office. If this is the first offense, the phone will be given back to the student at the end of the day. Any subsequent offenses will require the parent or guardian of the student to come to school and obtain the phone or pager from the principal.

11. Any items deemed to be a distraction to student learning will be banned. Students will be notified of this.

12. See Board of Education Policy 006.2 Due Process.

PHS CELL PHONE USE POLICY

Students are allowed to use their cell phones while they are in the lunchroom or old gym before school, while in the lunch room during lunch time, and in the hallways between classes, before school, and after school. Students are not allowed to use cell phones in classrooms without express permission from the adult in charge. **Students are not allowed to make phone calls or take phone calls without getting permission from the adult in charge but texting will be allowed.** Students must have cell phones put up before leaving the earlier mentioned locations. This policy is subject to change in the event a need arises to revise the policy.

DISCIPLINE POLICY:

All parents or guardians are provided with a complete discipline policy with a signature page on the front that is to be signed and returned at the beginning of the year. Some specifics on disciplinary actions follow:

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

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

Detentions: Detentions given by the principal can be served on Monday or Wednesday after school from 3:00 to 4:00 p.m. and on Wednesday before school from 7:00 to 8:00 a.m. Students have one week to serve the detention. If students fail to serve the detention, they will serve a day of in-school suspension. Other consequences may follow if students repeatedly fail to serve detentions.

OUT OF SCHOOL MISCONDUCT:

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

BULLYING

General

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

Definitions

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

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

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

Designated Officials

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

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

Reporting Bullying

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

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

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

Investigation

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

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

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

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

Consequences

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

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

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

Policy Publication

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

Training and Education

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

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

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

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

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

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

Additional School Programs and Resources

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

HAZING:

General

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

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

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

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

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

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

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

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION:

General Rule

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

The Board also prohibits:

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

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

Additional Prohibited Behavior

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

Boy Scouts of America Equal Access Act

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

School Nutrition Programs

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

Interim Measures

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

Consequences and Remedies

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

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

Compliance Officer

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

High School Principal

P O Box 130, Hamilton, MO 64644

Phone: 816-583-2136

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

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

Superintendent

P O Box 130, Hamilton, MO 64644

Phone: 816-583-2134

Fax: 816-583-2139

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

The compliance officer or acting compliance officer will:

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

Public Notice

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

Reporting

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

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

the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

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

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance.

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

Investigation

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

Grievance Process Overview

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

Grievance Process

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

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

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

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

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other

than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

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

Confidentiality and Records

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

Training

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

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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

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

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

E-mail: AskDOJ@usdog.gov

STUDENT RECORDS

Definitions

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

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

Eligible Student – A student or former student who has reached age 18 or is attending a postsecondary school.

Parent – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Record – A record that is directly related to a personally identifiable student and that is maintained by the school district or an agent acting on behalf of the school district. An education record may include information that is handwritten, in print or recorded using digital, electronic or other means and includes biometric records such as fingerprints. Education records do not include:

1. Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the school district law enforcement unit for law enforcement purposes.
3. An employment record that relates exclusively to an individual in his or her capacity as an employee of the school district and that is not available for use for any other purpose.
4. Records that contain information about a student after he or she is no longer in attendance at the district and that are not directly related to the person's attendance as a student, such as alumni records.
5. Grades on peer-graded papers before they are collected and recorded by a teacher.

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

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

School Official – A person who has a legitimate educational interest and who meets one of the following criteria:

1. A person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff.
2. A School Board member of the Hamilton R-II School District.
3. A person paid by the district to perform a special task that requires access to student records, such as an attorney, auditor, medical consultant or therapist.
4. A person who is employed by the school district's law enforcement unit.
5. A person serving on an official committee, such as a disciplinary committee, a care team, a threat-assessment team or grievance committee, or who is assisting another school official in performing his or her tasks.
6. A contractor, consultant, volunteer or other party performing services on behalf of the district if 1) the service would have otherwise been performed by district employees, 2) the person or party is under the direct control of the district regarding the use and maintenance of education records, and 3) the person or party agrees to follow confidentiality laws regarding the redisclosure of information.

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

1. Performing a task that is specified in his or her position description or by a contract.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.
4. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Education Records

A. General

1. Education records shall be retained according to the guidelines set forth in the retention schedules developed by the Office of the Missouri Secretary of State. The district will not destroy an education record if there is an outstanding request by a parent or eligible student to review the record.
2. Teacher and staff comments on education records will be professional and for the limited purpose of serving the student.
3. Parents and/or students may refuse to disclose a student's Social Security number to the district unless required by law.
4. Pursuant to state law, the permanent record of a student reading below the fifth-grade reading level at the end of his or her sixth-grade year shall carry a notation advising that such student has not met minimal reading standards. The notation shall stay on the student's record until such time as the district determines that the student has met minimal reading standards.
5. It is the responsibility of the principal and the professional staff of the school to see that such records are kept secure and confidential and are utilized in accordance with the law.

B. Review of Education Records by Parents or Eligible Students

1. Education records shall be open for inspection by parents and eligible students. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions. If a school employee has good reason to believe, based on personal knowledge or information from a reliable source, that a parent's access rights have been limited by a court order that is not on file with the district, the employee may delay access for a reasonable amount of time, but no longer than three business days, to afford the student's parent or the eligible student an opportunity to provide the school with the current applicable order.

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

3. If a parent or eligible student requests an education record that contains information on more than one identifiable student, the district will not disclose the record unless the district is able to effectively redact information pertaining to the other student(s), all parents or eligible students consent to the disclosure in writing, or the law otherwise allows for the disclosure.

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

C. Transfer of Education Records

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

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

D. Annual Notification of Rights to Parents and Students

1. The district shall annually notify eligible students currently in attendance and parents of students currently in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents and eligible students at the beginning of the school year.

2. The district shall annually notify eligible students currently in attendance and parents of students currently in attendance of the directory information the district will release without written permission.

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

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

E. Annual Notification of Directory Information

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

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

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

F. Release of Education Records

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

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

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

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

G. Rediscovery

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

H. Recordkeeping

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

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

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

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

I. Charging Fees

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

J. Appeals Procedures

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

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

SURVEYING, ANALYZING OR EVALUATING STUDENTS:

Inspection

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

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

Consent Required

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

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

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

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

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

Notification of Policy and Privacy

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

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

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

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

SUICIDE AWARENESS AND PREVENTION

Purpose

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Hamilton R-II School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide.

The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Definitions

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

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

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

Crisis Response Team

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

Response Plan

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

Students Who May Be at Risk of Suicide

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

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

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

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

Students Who May Be Having a Suicide Crisis

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

1. Make every effort to locate the student immediately, and do not leave the student alone.

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

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

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

Confidentiality

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

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

Abuse and Neglect

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

Accommodating a Disability

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

School and Community Resources

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

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

Response to Incidents Impacting the School

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

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

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local

organizations or health professionals.

Suicide Prevention Education for Students

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

Policy Publication

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

CAFETERIA SERVICES:

Class "A" lunches will be served in the cafeteria each school day. Regular lunch prices will be announced prior to the opening of school.

All balances must be paid prior to eating.

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

Students bringing sack lunches are also expected to eat in the cafeteria area.

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here, each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior that make the lunch period pleasant and relaxed are:

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

FREE AND REDUCED BREAKFASTS AND LUNCHES:

Application forms will be distributed to each student on opening day to apply for free and reduced lunch. These must be completed and returned promptly in order to be reviewed for approval.

All information must be completed on the form. No approval can be given without each individual's social security number and wages earned.

VISITORS:

All visitors to the school must first register in the principal's office before proceeding to any other part of the building. Non-students must obtain a visitor's pass and will not be allowed on the school campus unless authorized by the principal's office. Loitering on the school campus is not permitted. Non-students will not be allowed to spend any part of the school day with regular students.

STUDENT ACTIVITIES:

There will be a wide variety of student activities offered during the coming school year. It is not expected that students participate in every activity, nor is it encouraged, but each student will derive a great deal of personal experience and satisfaction by participating in activities and organizations. A faculty or staff member will sponsor each activity or club.

ELIGIBILITY POLICY:

Hamilton R-II Board of Education has adopted an eligibility policy. A student can fail no more than one class per semester in order to be eligible to participate in the activities listed below.

Preceding semester grades are the criteria, which determine current semester eligibility.

Activities included in the policy are as follows:

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

Wrestling

School Supported Clubs & Activity Officers

School Supported Clubs & Activity Contests

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

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

CITIZENSHIP STANDARDS:

Students who represent Penney High School in extracurricular activities must be credible school and community citizens. Those students whose character or conduct is such as to reflect discredit upon themselves or their school is not considered "credible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

A student shall not be considered eligible to participate in extracurricular activities while under suspension from school attendance. Extracurricular activities covered by this policy shall include all activities outside the classroom that are school sponsored.

MSHSAA CITIZENSHIP GUIDELINES:

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

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

ACTS OF VIOLENCE & DISCIPLINE POLICY:

This policy is defined per RSMO 160.261 and will be distributed at registration or the principal's office.

STUDENT INSURANCE:

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

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

OUTSTANDING OBLIGATIONS:

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

GUIDANCE SERVICES:

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

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

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

REQUIREMENTS FOR GRADUATION:

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

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

Communication Skills	4 units
Social Studies	3 units
Science	3 units
Mathematics	3 units
Practical Arts	1.5 units
Fine Arts	1 unit
Physical Education	1.5 units
Health	.5 unit
Personal Finance	.5 unit

Total Requirements: 18 units
 Total Electives: 9 units
 Total: 27 units

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

Grade classifications as of 8/2/18: Grade 9: 0 to 5.5 credits Grade 10: 6 to 11.5 credits Grade 11: 12 to 17.5 credits Grade 12: 18 to 26.5 credits

*Student's grade classifications do not change after 8/2/18 until the beginning of the next school year.

GRADUATION CEREMONY:

Students who have not met graduation requirements,* are under disciplinary action from the school, or are not dressed according to the "Graduation Code of Dress" (see page 4), are not allowed to participate in the graduation ceremony.

*Completed with passing grades all graduation credit requirements of the Hamilton R-II School District.

EARLY GRADUATION:

According to Board Policy IKFA, the student who chooses early graduation will not be allowed to participate in the spring graduation ceremonies but will be considered an alumni for all other activities. According to Board Policy AKFB, only students who are enrolled as full-time students for the spring semester are eligible to participate in the graduation ceremony, provided they have met all other requirements and have no outstanding discipline action, and meet the graduation dress code.

GRADING SYSTEM:

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

The grading system is as follows:

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

WEIGHTED CLASSES:

Starting with the Class of 2009 Penney High School will be implementing weighted classes. The chart below lists the grade point system to be used.

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

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

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

HONOR ROLL:

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

Superintendent’s honor roll: 3.50 - 4.0 GPA*

Principal’s honor roll: 3.0 - 3.4999 GPA*

* Grade Point Average

SEMESTER TESTS:

All courses except Physical Education and Conditioning will be giving semester tests at the end of the first and second semester. All students will be expected to take the test. However, any student who has an 85% semester average in a class and has missed 10 blocks or fewer from school in the current semester will have the option of not taking the semester test. These students can also opt to take the test but have it count only if it positively affects their semester average. Semester tests will be 5 – 10% of your semester grade. Teachers will notify their class of what percent the test will be. Any students who have served an in-school suspension or an out-of-school suspension during the current semester will automatically forfeit the right to be exempt from any semester test during that semester. **NOTE:** The ten blocks or fewer absences are absences for any reason, including excused, doctor excuses, funeral, college days, or any other type of absence. Scheduled early out days still have five classes. If a student misses school on an early out day, this will still count as five blocks of absence toward the semester test policy. **NOTE:** Some courses, such as a few of our dual credit courses and End of Course tested courses, require all students to take the final, even if they have met the exemption criteria. If your child is in one of these courses, their teachers will notify them of this requirement and the test will count toward their grade in the course.

STUDENTS GONE FROM SCHOOL FOR SCHOOL FUNCTIONS ARE NOT CONSIDERED ABSENT!

INCENTIVE PROGRAM:

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

1. Tardies: 4 or less for the semester.
2. Attendance: 4 or less for the semester
3. G.P.A.: 2.5 or above
4. No-homeworks: three or fewer for quarter
5. Discipline Referrals: no more than one for the semester, and not ISS or OSS.
6. Community Service or volunteerism: 3 hours minimum documented per quarter (for first quarter, 9 required)

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

Platinum level card: Meet all six criteria
 Gold level card: Meet five of six criteria
 Blue level card: Meet four of six criteria

Seniors

Blue Level	Gold Level	Platinum Level
\$1.00 entry to home activities	\$1.00 entry to home activities	\$1.00 entry to home activities
Use of music device such as MP-3 player when teacher allows	Use of music device such as MP-3 player when teacher allows	Use of music device such as MP-3 player when teacher allows
	Last day of week leave school 10 minutes early.	Last day of week leave school 10 minutes early.
	Lounge studyhalls on Tuesday & Thursday. (Cell phones allowed)	Lounge studyhalls on Tuesday & Thursday. (Cell phones allowed)
	Report to school at 8:15 on	Report to school at 8:15 on Monday mornings (Vo Tech

	Monday mornings (Vo Tech Students only)	Students only)
		Last day of week open lunch period for one hour.

Juniors

Blue Level	Gold Level	Platinum Level
\$1.00 entry to home activities	\$1.00 entry to home activities	\$1.00 entry to home activities
Use of music device such as MP-3 player when teacher allows	Use of music device such as MP-3 player when teacher allows	Use of music device such as MP-3 player when teacher allows
	Last day of week leave school 10 minutes early.	Last day of week leave school 10 minutes early.
	Lounge studyhalls on Tuesday & Thursday. (Cell phones allowed)	Lounge studyhalls on Tuesday & Thursday. (Cell phones allowed)
	Report to school at 8:15 on Monday mornings (Vo Tech Students only)	Report to school at 8:15 on Monday mornings (Vo Tech Students only)
		Open lunch period for one hour on the second and the last Friday of the month.

Sophomores

Blue Level	Gold Level
\$1.00 entry to home activities	\$1.00 entry to home activities
Use of music device such as MP-3 player when teacher allows	Use of music device such as MP-3 player when teacher allows
	Last day of week leave school 10 minutes early.
	Front of the lunch line on Tuesday and Thursday.

Freshmen

Blue Level	Gold Level
\$1.00 entry to home activities	\$1.00 entry to home activities
Use of music device such as MP-3 player when teacher allows	Use of music device such as MP-3 player when teacher allows
	Last day of week leave school 10 minutes early.
	Front of the lunch line on Tuesday and Thursday.

STATE WIDE ASSESSMENTS:

Penney High School students will participate in Missouri End of Course assessments as required by state law. Currently Missouri requires all students to take an End of Course assessment in Biology, American Government, Algebra I, and Language Arts II before they graduate. Penney High School students enrolled in Algebra IB or Algebra I will take the Algebra I EOC sometime during April or May if it is determined that they will earn credit in this class. Penney High School students enrolled in Biology I or Applied Science II will take the Biology I EOC sometime during April or May if it is determined that they will earn credit in one of these classes. Penney High School students enrolled in American Government will take the American Government EOC sometime during April or May if it is determined that they will earn credit in one of these classes. Penney High School students enrolled in Language Arts II or Language Arts 10 will take the Language Arts II EOC sometime during April or May if it is determined that they will earn credit in one of these classes.

PARENT-TEACHER CONFERENCES:

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

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

TEXTBOOKS AND FEES:

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

SPECIAL COURSES/COURSE CHANGES:

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

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

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

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

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

HEALTH SERVICES:

A registered nurse is in the building from 8:00 to 11:00 every morning and is on call the remainder of the day for cases of illness or emergencies.

The following procedures must be followed when it is necessary to go to the nurse’s office:

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

ILLNESS AT SCHOOL:

If a student becomes ill or is injured in an accident during the day, he should report to the principal’s office. Parents of the students will be notified for instructions. If the parents cannot be located, school officials will take appropriate measures on behalf of the student. An admit slip will be completed which indicates illness as the reason for leaving school early.

HEALTH INFORMATION:

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

Call the school (816) 583-2136 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.

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 house hold will also be screened once a case a head lice has been found. A child should not need to miss more than one day of school to be properly treated for head lice. If a child is found to have 3 cases of head lice during a school year, the nurse will notify the parents that a fourth case might result in a call to child services.

The school has a supply of EpiPens containing epinephrine for emergency use in the case of an anaphylactic reaction (life-threatening allergic reaction that can lead to death if not treated). The EpiPens are available to administer to students if the need arises. If you do not wish for your child to receive a dose of epinephrine during the unforeseen event of a life-threatening allergic reaction you **MUST** contact the school nurse.

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

EMERGENCY PROCEDURE:

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

SEXUAL OFFENDERS:

Sexual offenders are not allowed on school property.

SCHOOL LOCKERS:

Lockers are assigned at the time of registration and students are to use only those lockers assigned to them. Do not change lockers without office approval. You are advised not to keep valuables in lockers. Most items are lost because of failure to securely close lockers or keep lockers locked between classes. If your locker does not properly lock, report this to the office immediately so we can have the locker fixed. School lockers and desks are the property of the Board of Education and are provided for use/convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant.

DAILY BULLETIN:

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

TELEPHONE:

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

INCLEMENT WEATHER:

In the event of school being canceled for bad weather, the following radio stations will be notified and announcements given at regular intervals: KMRN 1360 AM - Cameron KFEQ 68 AM - St. Joseph - KSFT 105 FM - St. Joseph KKSQ 15.5 AM - St. Joseph WDAF 61 AM - Kansas City KMZU 101.0 FM - Carrollton KAOL 1430 AM – Carrollton KAAZ 87 AM or 96 FM – Bethany KCHI 1010 AM or 104 FM - Chillicothe

Should school be dismissed during the school day, the same procedure will be followed.

Cancellations are also sent out via text caster. Anyone can sign up for text caster by going to the school website.

FIRE/BOMB /GAS LINE DRILL REGULATIONS:

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

STORM DRILL REGULATIONS:

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

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

EARTHQUAKE PREPAREDNESS: HERE'S WHAT YOU CAN DO:

Three of the largest earthquakes experienced in the continental United States occurred in the New Madrid Seismic Zone in 1811-12. Southeast Missouri continues to experience over 200 measurable minor earthquakes each year. Occasionally, residents can feel some of those minor earthquakes. Because a New Madrid Seismic Zone earthquake cannot be predicted, it is important to take steps to learn about earthquakes and to protect yourself.

The following preparedness tips can help you survive an earthquake:

What to do before an earthquake:

- Identify safe spots and danger zones in each room.
- Buy a large garbage can to store bottled drinking water, canned and dried non-perishable food that does not need to be cooked (tuna and crackers, for example), a can opener, flashlights, first aid supplies, battery powered radio, seasonal clothing and blankets. It may also become your "go kit" if you need to leave your home.
- Know how to shut off all utilities.
- Be sure your house is firmly anchored to its foundation.
- Anchor overhead lighting fixtures.
- Store bottled foods, glass, china and other breakable items on low shelves or in cabinets that can fasten shut. Place large or heavy objects on lower shelves.
- Brace bookshelves and heavy furniture to walls to keep them from toppling.
- Repair defective electrical wiring.
- Install flexible lines to water heaters, gas stoves and other appliances.
- Securely fasten water heaters and gas appliances to wall studs.
- Buy earthquake insurance.

What to do during an earthquake:

- If indoors – take cover under sturdy furniture or against an inside wall. **"Drop, Cover and Hold On"** until the shaking stops. This means DROP down to the floor, take COVER and protect your head and neck with your arms, and HOLD ON to the sturdy piece of furniture you are under until the shaking stops.
- If outdoors – stay there. Move away from buildings, streetlights and utility wires.
- In a high-rise building – take cover under sturdy furniture away from windows and outside walls. Stay in the building on the same floor. An evacuation may not be necessary. Wait for instructions from safety personnel. Do not use elevators.
- In a vehicle – stop as quickly as safety permits, and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses or utility wires.

What to do immediately after an earthquake:

- Check for injuries.
- Be prepared for aftershocks.
- Wear sturdy shoes in areas covered with fallen debris and broken glass.
- If the electricity is out – use flashlights or battery operated lanterns. Check the main utility panel.
- If you smell gas or hear a hissing sound – open a window and leave the building. Shut off the main gas valve outside the building.
- If water pipes are damaged – shut off the water supply at the main valve.
- Check your home and chimney for structural damage
- Check household appliances for damage.
- Clean up spilled medicines, bleaches, gasoline and other flammable liquids.
- Do not flush toilets until you know sewage lines are intact.
- Open cabinets cautiously because objects may fall off shelves.
- Use the phone only to report a life-threatening emergency.
- Listen to news reports for the latest emergency information.

A series of earthquake mitigation flyers for the 2010 Earthquake Awareness Campaign are posted on SEMA's homepage:

<http://sema.dps.mo.gov/>

BUS RULES:

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

1. The bus is an extension of school property and authority. Rules applying to the school premises apply equally to the school buses.
2. Students are to be seated immediately after boarding the bus. There will be no standing nor walking on the bus while the vehicle is in motion.
3. Cursing and foul language are strictly prohibited. Violations will result in appropriate disciplinary action.
4. Conversation is to be carried on in normal tones. There is to be absolutely no unnecessary noise or other disturbance.
5. Students are not to open the emergency exit door except in the case of an emergency.
6. Students riding buses to school-sponsored events are expected to return on the bus. Parents must request permission from the sponsor for their child to be excused from returning home on the bus.

7. A student may be deprived of the use of school buses if he violates this privilege or misbehaves in any way.
8. A bill for damages will be sent to the parents of any student causing intentional damage to a school vehicle.
9. The driver may assign students to seating locations, subject to administrative approval.
10. A bus conduct report to the Principal may result in: 1st offense- warning; 2nd offense- 3 day suspension of bus riding privileges; 3rd offense- 10 day suspension; 4th offense- suspension for rest of the year.

504 PUBLIC NOTICE:

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

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

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

This notice will be provided in native languages as appropriate.

PUBLIC NOTICE:

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

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

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

The Hamilton R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individual with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed Monday through Friday, during regular business hours, at the Superintendent's Office, 419 S. Hughes, Hamilton, MO.

This notice will be provided in native languages as appropriate.

PHS A+ Handbook

The purpose of this manual is to provide a clear understanding of the various aspects of the A+ Schools Program. There are many guidelines established by the law that Penney High School (PHS) must implement and follow. These policies and the benefits of participating are explained here. A+ funding is dependent upon the availability of state appropriations from the Missouri General Assembly and program regulations provided by the Missouri Department of Higher Education (MDHE).

It is the responsibility of the A+ Schools Coordinator to administer the program in a fair and consistent manner. It is the responsibility of the students and parents to read this manual carefully to understand all the guidelines and regulations.

Becoming A+ Eligible and the Benefits

Students must be a U.S. citizen. If a student meets this requirement, they must then meet the requirements below to be eligible for the financial incentives of the A+ School Program. Students meeting these requirements at graduation will be certified by PHS as an A+ Student.

- Sign an A+ School Agreement
- Attend an A+ designated high school for three years
- Graduate with at least a 2.5 grade point average during high school
- Hold a 95% attendance record cumulatively in grades 9-12
- Perform 50 hours of unpaid, academic tutoring of which 12 hours may include school- approved job shadowing
- Maintain a record of good citizenship and avoid the unlawful use of drugs
- Achieve a proficient or advanced on the official Algebra I EOC exam OR a qualifying score on the ACT set by MDHE.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require repayment by filing the FAFSA
- Register with Selective Services if applicable.

Students meeting all of these requirements can be eligible to receive A+ funds, as currently provided by Missouri, for use at any Missouri, public community college or vocational technical school. A student must be considered a full-time student by the post-secondary institution and maintain a 2.5 GPA to continue receiving the incentive. These incentives will be available for four years after the student's date of graduation from Penney High School. Incentives depend on continued funding by the Missouri General Assembly.

Signing the A+ Agreement

An A+ School Agreement must be completed with all the appropriate signatures. The agreement simply states that the student and parents are aware of the A+ Schools Program requirements and incentives.

Enrolling in an A+ School

- If a student withdraws from PHS or transfers to a non-A+ school after the beginning of their sophomore year, the student will not be considered eligible for the A+ Schools Program.
- If a student transfers to PHS after the beginning of their sophomore year, the student may only participate in the program if the school transferred from was a designated A+ School.

Maintaining the A+ GPA

The student must graduate from high school with a minimum GPA of 2.5 on a 4.0 scale; 2.499 renders the student uncertifiable. The cumulative GPA is applicable to *all four years* of the student's enrollment in high school.

Meeting the A+ Tutoring Requirement

The A+ Schools Program requires that students complete 50 hours of academic tutoring. The following guidelines are to be used for all tutoring experiences.

- The A+ Coordinator must approve tutoring, and tutor must be supervised by a certified school employee. Approved activities will be posted in the daily bulletin. Some approved examples would be summer school, SAS, and after-school individual tutoring. Other tutoring possibilities may receive specific approval from the A+ Coordinator. However, the coordinator reserves the right to limit some tutoring experiences to a maximum of 20 hours.
- An A+ Tutoring Log must be kept by the student and turned in. The school sponsor who supervises the tutoring time must sign this log, and the A+ Coordinator will verify hours.
- Students are expected to behave responsibly while tutoring. This includes notifying the tutoring supervisor before absences. It is important to the success of the programs involved that A+ students remain dedicated to their responsibility. Students failing to behave responsibly may be removed from the tutoring experience. A pattern of problems can lead to dismissal from the A+ program.
- No financial compensation may be accepted for tutoring activities.

Meeting the Attendance Requirement

To be eligible for the A+ School Incentive, a student must have a 95% (approximately no more than 8 days absent each year) cumulative attendance record at the end of high school. A student who does not meet the 95% attendance requirement will not be eligible for the A+ Financial Incentive.

The following attendance guidelines are required of all students participating in the A+ Program:

- A cumulative attendance record will be kept from the beginning of the A+ student's high school career until graduation.
- The high school office keeps the official record of attendance. Students attending Grand River Area Vocational/Technical School will have their attendance reported daily and their records maintained in the high school office.
- Parents, guardians, and students will be provided information that includes the student's attendance record each semester. After receiving this information, the parent, guardian, or student should complete the appeals process if they feel the situation is chronic and/or beyond the student's control. A letter from the physician is required to verify the appeal. Anyone making an appeal should use the A+ Attendance Appeal Form available in the A+ office. A copy of the Attendance Waiver Guidelines may be obtained from the A+ Coordinator or found on the school's web page. Students who will be missing school for a long period of time due to hospitalization, illness, etc. must call the school and request homebound instruction which helps the student maintain academic growth and avoid absences.

Being an A+ Citizen

Students who participate in the A+ program must maintain a record of good citizenship and avoid the unlawful use, possession, and distribution of drugs and alcohol. Certification of good citizenship will be based on the student's official discipline record maintained in the Administrative Offices at Penney High School and any additional evidence outside of the discipline record that the student has not maintained a record of good citizenship and/or avoided the unlawful use, possession, or distribution of drugs and/or alcohol. The principal is responsible for certifying the accuracy of the student's discipline record.

An A+ student **will not possess, sell, transfer, distribute, or use any drug** (1) on school property, (2) at school events or activities away from campus, or (3) off-campus during non-school or school hours. In other words, drug possession, sale, transfer, distribution or use is not permitted regardless of location and time of day. The District will evaluate all potential evidence that a student is not maintaining a record of good citizenship and avoiding the unlawful use, possession, and distribution of drugs and alcohol, including evidence from social media. For purposes of this rule, the term "drug" includes any illegal drug, alcoholic beverage, illegally possessed prescription drug, controlled substance, drug paraphernalia, or item which by markings or by representations made, is represented to be a drug. **The following offenses will result in immediate removal from the A+ school program:**

- Possession, use, sale or transfer of alcohol or drugs
- Possession of drug paraphernalia
- Criminal activity as defined by the Safe Schools Act:
 - First and second degree murder
 - Kidnapping
 - First and second degree assault
 - First and second degree burglary
 - Robbery
 - Distribution of drugs
 - Distribution of drugs to minors
 - First degree arson
 - Voluntary/involuntary manslaughter
 - Sexual assault
 - Felonious restraint
 - Property damage
 - Possession of a weapon (under weapon provisions of Chapter 571 Missouri revised statutes)
- Assault on a student
- Intimidation of school staff
- Physical threat to staff
- Vandalism/theft
- False fire alarm/bomb threats and misuse of emergency equipment
- Expulsion from school
- Behavior that a student receives a long-term (more than 10 school days) out of school suspension for that the A+ Student Review Committee deems should result in immediate removal from the A+ program.

Probation

Disciplinary offenses, other than an offense that causes immediate removal from the program as indicated above, will result in the student being placed on probation. The probation period will be one calendar year. For example, a student placed on probation April 21 will be on probation until April 21 the following year. Any student who, in the opinion of school administrators, exhibits a continuous pattern of disruptive behavior as recorded in his/her discipline record may be placed on probation; and any student placed in a short-term (10 school days or less) out of school suspension will be placed on probation for the first offense. A second short-term suspension will immediately remove the student from the A+ program.

Good citizenship outside the school setting is of equal importance. Records from the Office of Juvenile Services or law enforcement are available to Penney High School. This information will be used in determining citizenship. Any student receiving a misdemeanor charge will be placed on probation. A second offense will result in immediate removal from the A+ program. Any student will be removed from the program if the District receives notice that:

- A criminal petition has been filed against the student for one of the acts identified under Missouri Revised Statute Section 167.115.
- The student has been convicted, an indictment or information has been filed alleging the student has committed, a petition has been filed alleging the student has committed, or the pupil has been adjudicated to have committed one of the acts identified in Missouri Revised Statute Section 167.171.3.

A student may only be reinstated to the program if the student produces proof that the relevant criminal action has been expunged or dismissed without any consequence to the student. A student will not be reinstated if he/she receives probation, suspended imposition of sentence, a plea bargain, court supervision and/or monitoring in lieu of further prosecution, or a dismissal based upon another type of agreement with juvenile, prosecution, probation, or judicial authorities or officials. Each student's citizenship record is subject to review by the A+ Student Review Committee. Participation in the program is a privilege and not a right. However, to minimize the risk of erroneous removal of a student from the program, the District will provide the following appeals process for student expulsions from the program:

Attendance or Review Process

An A+ Student Review Committee will be composed of the following:

- Guidance Counselor
- High School Principal
- A+ Coordinator

After the Student Review Committee reaches a decision, the A+ Coordinator will notify the parents by letter. If a student is expelled from the A+ program, the student or the student's parents/guardians may request an appeal of that decision by notifying the A+ Coordinator within five working days of receiving the notice. The A+ Coordinator will provide notice of the appeal to the Board. The Board of Education, or a committee appointed by the Board, will hear the appeal in closed session at the soonest upcoming regularly scheduled Board meeting. The appeal will be conducted as follows:

The A+ Coordinator will provide a written and/or oral statement to the Board (or the appointed committee) of the A+ Student Review Committee's reason(s) for the student's expulsion from the program. The student and/or the student's parents/guardians may provide a written and/or oral statement to the Board (or the appointed committee) of the reason(s) why the student should not be expelled from the program. The Board will notify the student of its decision in writing within five working days of hearing the appeal.

Making a Good Faith Effort

A+ Students are required to make a good faith effort to secure all available federal post-secondary student financial assistance funds that do not require repayment. Parents must complete and file the Free Application for Federal Student Aid (FAFSA) before A+ funds will be released to the student. The A+ Coordinator is required to report to the State if this has been filed by graduation. The FAFSA summary report must be sent to the community college or public vocational/technical school that the student is planning to attend. A+ incentives will only be awarded to reimburse the unpaid balance of the cost of tuition and fees after available federal post-secondary student financial assistance funds have been applied to these costs.

Selective Services

Eighteen year old males are bound to register with the federal Selective Services, and the A+ Coordinator is required by state law to verify registry prior to certifying graduates. Registration may be completed at www.sss.gov.

Monitoring and Certification of A+ Students

At the end of each semester, students who are participating in the A+ Program will receive a letter reporting their progress in each of the required areas. Any questions or concerns about the information reported should be directed to the A+ Coordinator. Prior to graduation, the A+ Coordinator will review all records of A+ seniors, and the names of eligible students will be submitted to DESE for certification immediately following graduation.

Revised 6-1-17 by Mickes O'Toole and adopted by the Hamilton BOE 6-22-2017.