

Hollister Early Childhood Center
Student Handbook
2018-2019



We are a school district with an unrelenting focus on learning. All students will succeed, as success is our only option.

Welcome to the Hollister Early Childhood Center!

We strive to place student needs and student safety as our number one priority to help prepare students to best receive quality instruction by our highly-qualified staff.

As a career educator and parent myself, the biggest item I can ask for your support on is partnering with us as we strive to build a strong and unique support team for your very special student.

It is important at this young age to instill in your child a life-long love of reading. We ask that you read to your child, read with your child, and listen to your child read. Developing this love of reading is one of the very best things we can do for our children's educational success as it carries over into all content areas.

We are excited to be working with you as a team for your child's benefit!

***Mr. Mark Waugh
Principal***

HOLLISTER R-V SCHOOL DISTRICT MISSION STATEMENT

“We are a school district with an unrelenting focus on learning. All students will succeed, as success is our only option.”

ACCIDENTS AND INJURIES

All accidents and injuries will be reported immediately to the nurse or Principal's office. An accident form will be filled out and parents contacted if needed.

ACTIVITIES

In addition to athletics, various activities will be available to students throughout the year. An admission fee will be charged for some activities and will be determined by the sponsoring group. Refreshments may be sold. Students cannot be on campus without being under the direct supervision of a district employee/sponsor. The same rules and behavior expectations applied during the school day extend to all school sponsored activities and events. Student attendance at a school-sponsored social event is considered a privilege, which may be denied if a student's behavior in school or at a school activity warrants such action.

Attendance Requirements for Activities - In order to participate or attend after-school or night activities, **students must be in attendance that day for a minimum of four instructional periods. It is essential that students be picked up promptly, within fifteen minutes, after the end of any event.**

Good sportsmanship is one of the primary purposes of our school interscholastic athletic program. We, at Hollister Early Childhood Center, feel very strongly about "good sportsmanship" at all times. We hope you will enjoy events and support our students in a positive and sportsmanlike manner.

ANTI-BULLYING POLICY

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 cyber-bullying 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.

Employees Must Report

- Employees must report any instance of bullying of which the employee has first-hand knowledge.
- Employees will report an incident within 2-school days of the employee witnessing the incident.

Reporting Procedure

- Employees must fill-out a Bullying Incident Report Form within 2-school days of the employee witnessing the incident.
- Employee must submit the report form to building administration.

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident ([Incident Report Form](#)) 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 ([Student Report Form](#)) 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 Procedure

- Employees responsible for investigation will be the building principal or assistant principal or an employee(s) designated by building principal.
- Investigation must be initiated within 2 school days of the initial report.
- Investigation will be completed within 10 school days from date of initial report.
- Investigation may go beyond 10 school day if “good cause exists”
 - E.g., absent witnesses, emergencies
- Investigating employee will complete a [Written Investigation Report](#) to be completed within 10 school days from the date of initial report.

Retaliation Prohibition

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 anti-bullying 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.

ARRIVAL

Students should not arrive at school prior to 7:40 a.m. School begins at 8:10 a.m. and the building is open at 7:40 each day. All students will report to the cafeteria upon arrival to either eat breakfast or join their classroom lines. Students arriving after 8:10 a.m. must be checked in at the office by a parent/guardian. The student will be given an admit slip to ensure that he/she is not counted absent that day.

ARTICLES FROM HOME

All bags and binders are subject to inspection by school personnel. Book bags must be kept in the student's cubby during the school day.

No article should be brought to school from home unless it has a **specific educational purpose** and has been **requested by a teacher**.

Cell phones, laser pointer/pens, CD players and other electronic devices are strictly prohibited.

Sports equipment, game or collector cards are prohibited, as are articles of value such as radios, cameras, etc. If brought to school, articles may be confiscated and released only to a parent.

Toys, water guns, sharp objects, glass containers, live or dead animals, matches/lighters, tobacco or drugs of any type are prohibited at school.

THE SCHOOL CANNOT BE RESPONSIBLE FOR LOST OR STOLEN ARTICLES.

ATTENDANCE

Good attendance is essential to the success of students. Excessive absenteeism or frequent tardiness hinders student academic progress and is strongly discouraged. According to the **Missouri Compulsory Attendance Law**: "Every parent, guardian or other person in this state having charge, control, or custody of a child between the ages of seven and sixteen years shall cause the child to attend school regularly." Allowing a student to be **excessively absent** from school may constitute **educational neglect** on the part of the parent/guardian, which may result in a report to the appropriate agencies.

Excessive Absence

Students with excessive absenteeism will have their attendance records reviewed to determine if steps need to be taken to improve his/her attendance. Parents of excessively absent students may be asked to meet with the student's teaching team to develop a plan for improving attendance. Excessive absences from school below 90% may require attendance at summer school as a condition for promotion to the next grade level.

Attendance monitoring protocols in place are as follows:

Mid-quarter/quarterly letters will be sent out to all students whose attendance is below 90%.

To accompany the letters, students whose attendance is:

- between 85-90% will also have parents contacted via phone.
- between 75-85% are placed on a home visit schedule and may receive a home visit from a school administrator and counselor.
- between 70-75% are placed on a home visit schedule and may receive a home visit from a school administrator and the school resource officer.
- below 70% will receive a home visit, call from counselor, and/or will be hot-lined and/or referred to the Taney County Prosecuting Attorney's office for educational neglect.

State agencies such as the Division of Family Services or Juvenile Authorities will be utilized when needed. These agencies generally feel that failure to ensure your child's regular attendance constitutes educational neglect. Parents are encouraged to make medical, dental, and other appointments **after school hours whenever possible**. After a student has been absent for 10 consecutive school days, he or she will be dropped from enrollment.

Report of Absence

In the event of an absence, the parent/guardian is asked to call the school (243-4015) by 9:00 a.m. and give the student's name, grade, teacher and reason for the absence. When returning to school, the student should bring a note from the parent to the teacher.

Returning to School

Upon returning to school, the student must bring a note from parent/guardian to the office before classes begin. If the student has been to a doctor or dentist, a *Return to Work/School* form should accompany the student to the office so that accurate records may be kept.

Late Arrival

Late arriving students will check in with the office before going to class and will be counted tardy or absent depending on the time of arrival. **Students should be accompanied by a parent/guardian** or have a note signed by parent/guardian giving the reason why student is late.

Checkout Procedures

Any child being picked up early must be checked out through the office; at that time we will call for the student. Teachers cannot grant permission for a child to leave school grounds. A child will be released **ONLY** to the parents or those persons designated by the parent as having permission to pick up the child. This is done as a safety precaution and is not designed to inconvenience anyone. Students will be dismissed at **3:10 p.m.** Supervision of students will only be available if the student is enrolled in the Tiger Time after-school program. For information on the Tiger Time program please contact Debbie Redford (243-4024 x2130).

Outstanding Attendance

Outstanding attendance may entitle students to participate in special periodic activities and be eligible for prizes or drawings.

90% Goal Our goal is to have more than 90% of our students at school 90% of the time. Individuals who are in attendance more than 90% of each quarter to help with this goal will receive a reward.

Perfect attendance incentives for Kindergarten through 5th grade: Each year that a student has perfect attendance in Kindergarten through 5th grade they will earn their choice of one of the following:

 Bike, Kindle Fire, or Summer Fun Pack- (could include items such as; Splash Country/White Water/The Track/Andy's, etc.)—*Approximate value of items \$80

Excused Absences

An excused absence is one in which the student was absent with the parent's permission and knowledge for reasons such as medical, school activities, family emergency, etc. Being absent without parent permission or knowledge is being truant and subject to discipline. Any student who is or was at school but is **absent more than 10 minutes from any class without the teacher's permission is truant.**

Extended Absence

In case of extended illness or unusual situation a parent should call the school so arrangements can be made for assignments which allows the student to remain caught up in class work. **Please remember that the full learning opportunity including experiments, discussions, etc. cannot be replaced by assignments that can be done at home. The school may require a doctor's note for a student to return to school after a serious illness or injury.**

Make-Up Assignments

Students with excused absences will be given the opportunity to make up assignments. The time allowed for completing this work is one day for each day of excused absence. Students will receive these assignments after returning to school, not prior to being absent.

Student Drop-off and Pick-up

For the safety of our children, please observe the bus loading & unloading zone. **Buses only in the bus lot. Parent drop-off and pick-up is at the main entrance.**

BUS CONDUCT

Bus transportation is a privilege. Misconduct on the bus endangers everyone! Bus drivers are school employees and school buses are school property. Bus drivers have the responsibility for the safety of their passengers, and have the authority to make and enforce rules of conduct for ensuring that safety. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. With that in mind, the consequences for student misbehavior on the school bus will be strictly enforced.

Bus Regulations

1. Students must wait at the bus stop. The driver cannot wait for tardy students. Drivers will pick up and return students only to designated bus stops.
2. Students must stand at the side of the road rather than on the road while waiting.
3. The driver is in charge on the bus. Students must obey the driver promptly.
4. Students must not tamper with bus controls or equipment.
5. Students must be seated promptly and not move while the bus is in motion.
6. Students must keep arms, legs/head inside of bus windows. Keep aisles free of objects and do not litter.
7. When crossing in front of the bus, students should be at least 10 feet from the bus in order to be seen by the driver.
8. No objects should be thrown, flipped, tossed or shot out of the bus.
9. Students causing any damage to the bus or passing motorists will be responsible for damages.
10. No alcohol, drugs, smoking, vulgar/profane language, glass containers or animals may be brought on the bus.
11. Students cannot save seats for others.
12. Students may be assigned specific seats on the bus.
13. No food or drink on the bus. For safety reasons, gum, suckers, and/or candy are not allowed on the buses.

Ordinary Range of Consequences:

- 1st Offense: Student/transportation director conference; notice sent to parent, signed and returned.
2nd Offense: Notice sent to parent, signed and returned; detention.
3rd Offense: 3-day suspension from the bus; notice sent to parent, signed and returned.
- 5th Offense: 10-day suspension from the bus; parental conference required.
6th Offense: Suspension from the bus for remainder of the school year.

Note: A serious offense may result in immediate bus suspension and/or parent, student, principal, transportation director conference.* A Report of Misconduct Warning form may be used by the Bus Driver as an alternative to a disciplinary referral when the disciplinary infraction is considered less severe.

Please remember that bus transportation is a privilege, not a right. Students who do not respect this privilege will lose it. It will then be the parent's responsibility to transport his/her child to and from school.

Change in Transportation

To ride a different bus, the student must bring a note signed by the parent stating the date, destination, and reason for the change. Any change in bus or bus stop must be approved with a note from the parent. **Requests for a change of transportation MUST be received BEFORE 2:45 p.m.** Students without notes will be sent home on their usual bus route. We cannot call home for students who did not bring a note.

If an address change requires a permanent bus change, the parent should contact the bus barn AND the school office.

CHANGE OF ADDRESS

The office should be notified immediately of any change of address or phone numbers during the school year. Parents/Guardians must provide emergency phone numbers in case of some emergency with a student or early dismissal.

CHARACTER EDUCATION

Hollister Early Childhood Center is proud to be a partner with the Taney County First PLACE! initiative. Students learn a new character education word each month and explore what implementing that word in their life means. Every Friday, the school community will gather to celebrate successes, recognize student achievements, and encourage each other. **Parents are always welcome to attend these assemblies.** The traits of the month are respect, responsibility, citizenship, kindness/compassion, commitment, honesty, cooperation, perseverance, and self-discipline.

COMPUTER USE

Internet access is available to students and teachers in the Hollister School District. We believe the Internet offers vast, diverse, and unique resources to aid in the education of our students. However, with access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In general, this requires ethical, efficient, and legal utilization of the network resources. Any use of the District Access Program for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purposes and goals. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle. Use or display of sexually profane, obscene, or offensive material is prohibited. Racially offensive or threatening materials are also prohibited. If a district user violates any of these provisions his or her account will be terminated and future access could possibly be denied. Students and parents will be expected to sign a computer use agreement before being allowed access to computers.

DRESS GUIDELINES FOR STUDENTS

Extremes in wearing apparel or personal appearance which interfere with the learning environment, health, safety, or general welfare will not be considered as acceptable school dress as determined by the school administration. Dress should be clean, safe and appropriate for an educational setting. Use the following guidelines:

Students may not wear bare midriffs, tube tops, tank tops, see-through blouses/shirts, halter-tops or off the shoulder tops. They may not wear excessively tight or incomplete attire. Sleeveless tops must have at least “four fingers” wide shoulder straps. Students may not wear boxer shorts, short shorts, or biker shorts. Clothing, especially pants, which have been ripped, torn or cut, may not be worn to school. “Sag and Bag” clothing or clothing that is too large for the wearer, is not appropriate for school.

1. Students may not wear bare midriffs, tube tops, tank tops, see-through blouses/shirts, halter-tops or off the shoulder tops. They may not wear excessively tight or incomplete attire. Sleeveless tops must have at least “four fingers” wide shoulder straps. Students may not wear boxer shorts, short shorts, or biker shorts.
2. Clothing, especially pants, which have been ripped, torn or cut, may not be worn to school. “Sag and Bag” clothing or clothing that is too large for the wearer, is not appropriate for school.
3. Students may not wear sunglasses, house shoes, roller blade shoes (wheelies), hat/caps, gloves, bandanas, scarves, headbands, or other headwear in the building.
4. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains; extreme rings/necklaces or spiked bracelets/necklaces, etc.
5. Students may not be barefoot and all footwear should be appropriate for school. Students are discouraged from wearing high heel shoes, shoes that are too large, or sandals without straps.
6. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendoes, or satanic inferences. Band shirts that promote vulgarity/violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.
7. Face painting, writing or drawing on the skin, and unnatural hair coloring are considered distracting and not allowed at school. We do not wear costumes on Halloween.
8. Exceptions may be made for school sponsored special events such as Red Ribbon Week.
9. Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated and students may be sent home to rectify this situation.

EMERGENCY PROCEDURES

Emergency drills will be conducted on a regular basis. It is essential that students follow directions given by teachers during drills so that students will be prepared should an emergency situation ever arise.

ENROLLMENT

In compliance with Missouri state law, any child whose fifth birthday occurs before the first day of August may enroll in kindergarten. (Section 160.051 RSMo) The age of enrollment in the first grade will comply with regulations and policies set forth by the State Department of Education. To enroll a child, the parent/guardian must provide the school with a state issued birth certificate, current immunization records, proof of residency, and a social security number. Children will be permitted to attend class the day after enrollment is successfully completed. This will ensure that our teachers have the necessary materials ready to welcome your child.

Class Placement

Each year the teachers, principals, and counselor are involved in placement of students for the following year. Countless hours are spent discussing and deciding the appropriate situation for each

individual child.

Each class includes a wide range of academic abilities, personalities, and a balance of boys and girls. Specific parent requests for classroom assignments are not normally considered. In accordance with ESSA, parents may request information regarding the professional qualifications of the student's classroom teacher, and the LEA will provide such documentation.

We ask that parents trust the school's decisions in placing students. We have an exceptionally dedicated staff that will provide quality learning experiences for each child. The teachers within each grade level plan cooperatively so as to maintain like instructional programs.

If a parent requests a teacher change during the school year there will be a four week period before considering a change of placement. If after that time, parents still have serious concerns, a conference should be scheduled with the principal to evaluate options.

Change of Address/Phone Numbers

If you change your address, home or work phone numbers, or the numbers to be called in case of an emergency, please notify the school secretary at once. It is essential that we have **current** information for all students. Please provide proof of residency for your new address.

Emergency Information

Each child must have at least two emergency phone numbers, other than the parents, on file at the school. It is essential that we be able to contact someone in case of an emergency.

Transfers

Parents of children who are leaving the school district should notify the school office a few days in advance. All library books and texts must be returned and charges paid before the records are transferred to another school. All records will be sent to the new school upon receipt of a request for records.

FIELD TRIPS

All students attending a school-sponsored field trip must have a signed permission slip on file in the elementary office in order to participate.

Transportation of students to school-related activities must be provided by the school. At the conclusion of the school activity, students may only be released to the student's parent/legal guardian. The parent or legal guardian must be present to sign a student activity release form provided by the sponsor at the activity.

The Hollister Schools philosophy for field trips is based on the belief that all students are accountable for their actions and may expect reasonable positive or negative consequences for their behavior. Field trips are a privilege to be enjoyed by all students who earn them by choosing to be responsible citizens. Students who receive multiple disciplinary consequences through the Principal's office during the school year may not be permitted to go on field trips.

FOOD SERVICE

The cafeteria serves a nutritionally balanced breakfast and lunch daily. Children may also bring their lunch and buy milk(\$0.30 charge). We request that parents and/or students pack healthy

lunches and refrain from including beverages and foods that do not meet healthy nutritional guidelines. Cans and bottles of pop are not allowed. Cafeteria rules are posted and students are expected to follow them. The cafeteria is supervised at all times.

Breakfast is served from 7:40 a.m. – 8:05 a.m. A closed lunch hour is maintained; no child may go home for lunch or leave the school grounds. Students are encouraged to pay for breakfasts (\$1.25) and lunches(\$2.05) in advance, either weekly, bi-weekly, monthly, by the quarter or the semester. Charging is discouraged. When an unpaid lunch bill reaches \$20.00, students will be served a sack lunch and milk until the account is paid up to date. Qualifying individuals are encouraged to apply for free and reduced price meals. Breakfast and lunch menus are posted on the school website monthly.

Each student will be issued an ID/meal card. The ID cards are bar-coded and are used by the students for the purchase of school served food. All ID cards look alike and students receiving free or reduced priced meals are kept confidential. The school district encourages eligible families to submit an application for free and reduced price meals. Not only would free or reduced price status help your family, it also helps the school district to qualify for increased state/federal funding. Applications for free or reduced price meals will be sent home with students on the first day of school. You may apply for free or reduced price meals at any time throughout the school year, should your financial situation change.

Visitors during lunch sessions will be treated to a guest seating area to allow for a special experience for you and your child. We thank you for your cooperation in using this area and for understanding that only your student will be able to accompany their visitor.

GUIDANCE SERVICES

The guidance program at Hollister Early Childhood Center is a part of the district's comprehensive, developmental guidance program. The counselor is available to give assistance to students, teachers, and parents.

Guidance Curriculum

The guidance curriculum consists of structured developmental experiences presented through classroom visits and structured group activities designed to respond to students' needs.

Individual Planning

Activities are planned and directed by the school counselor to help students plan, monitor and manage their educational, personal and career development.

Responsive Services

Services meet the immediate needs and concerns of students whether these needs/concerns require counseling, consultation, referral or information. These services are available to all teachers, school staff and community agencies regarding individual students' academic progress and personal/social concerns. Personal counseling is provided on a small group or individual basis for students expressing difficulties dealing with relationships, personal concern or families facing emergency situations. When appropriate, referral sources are used. Referral services are provided through the guidance program to mental health professionals, Division of Family Services, juvenile services and other appropriate agencies. The expense of these services is the responsibility of the parent/guardian, not the school district, unless otherwise stated.

System Support

These management activities establish, maintain and enhance the total guidance program. This component of the guidance program is carried out by professional development, staff and community

relations, consultations and outreach and advisory councils.

GRADING SYSTEM

Students are graded on mastery of specific tasks and standards. Art, Music, Computer Lab, Library, and Physical Education also use a standards-based report.

HEALTH

Health Office Treatment and Medication Administration

A school nurse is available to assist your child with most health needs. The health office will make every effort to contact parents/guardians when a student is ill or seriously injured. Most minor illnesses and injuries that occur at school can be treated in our health office, enabling the student to return to class. The following items are available for minor injuries: Tylenol, alcohol, saline eye wash, ice and heat packs, Caladryl, petroleum jelly, hydrogen peroxide, triple antibiotic ointment, burn gel, sting wipes, and antiseptic wipes. The district may administer these over-the-counter medications upon receipt of Health Office Consent for Treatment with the student's enrollment.

Over the Counter Medications

The district may administer over-the-counter medication to a student upon receipt of permission to do so by the parent/guardian. Please include student's name, medication, how long student will take medication, and reason for taking medication at school. All medication must have label attached and manufacturer's packaging. Dosage of the non-prescription over the counter medication will be administered according to manufacturer's package instructions for age and weight. The health office will not give the first dose of any medication. The Registered Nurse has the right to refuse any medication and contact parent/guardian if inappropriate for school use.

Prescription Medication

Prescription medications will only be administered at school when it is not possible or effective for the student to receive the medication at home. The parent/guardian must complete the health office medication permission form. The health office will not give the first dose of any medication. The prescription label will be considered the equivalent of a prescriber's physician's written order and a separate document is not needed. Medication will need to be delivered to the school office by the parent or guardian and picked-up by parent or guardian. Medication will not be sent home on the bus.

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications in accordance with an IEP or Section 504 plan or in accordance with state law allowing students to possess and self-administer medications for a chronic health condition. **Permission to possess and self-administer medications must be authorized by the physician, parent/guardian, and school nurse.**

In the event of a life threatening allergic reaction or asthma attack, the use of stock epinephrine (Epi-Pen) or stock asthma medication (Albuterol) may be administered per policy protocol. All medication policies may be referenced on our school website, www.hollister.k12.mo.us, under *Policy Manual*. Students are not allowed to transport medication on the bus unless they are authorized to self-administer their medication. Please contact the school nurse with any questions regarding your student's medication or health concerns.

Immunizations

All students must meet Missouri law requirements. Note: Immunization requirements of the 2018-2019 school year have changed. Immunization requirements and immunization schedules can be found at www.health.mo.gov.

Head Lice

Students will be screened at the discretion of building administration and health office. Those Students with live lice will be excluded from school until cleared by the nurse or office.

Communicable Disease Policy

A student shall not attend school while afflicted with any contagious or infectious disease or while liable to transmit such a disease after having been exposed. Any situation involving a contagious or infectious disease must be reported to the health office.

Screenings

Vision, hearing, height, weight, and BMI screenings are provided according to protocol. Parents are notified if their child needs follow-up care in these areas. Grades K, 1, 3, 5, and 7 are screened for vision and hearing the first quarter of school along with any new students to the district. Please contact your school nurse if you have concerns for your student.

HOMEWORK

Homework is an important part of the instructional program. The purpose of homework is to reinforce classroom learning, encourage self-discipline and good study habits, and to stimulate independent thinking. Parents can help their child by taking an interest in what the student is doing as well as by providing encouragement and guidance where appropriate. It is important to have the necessary resource materials and a good work place for the student to do his/her homework. Parents may also check work for neatness and to see that directions have been followed. Parents should confer with the teacher if help seems needed.

Homework may be assigned at all grade levels and should only take students a few minutes to complete.

INCLEMENT WEATHER

Inclement weather conditions may force an early dismissal of school. If this should happen, all students will be sent to their regular destinations. On such a day, our phone lines often become jammed and cannot be relied upon for special instructions. Be prepared in advance by letting the teacher know of any changes in transportation due to early dismissal. All extra-curricular activities at the elementary school, including Tiger Academy, will be cancelled if school is not in session due to inclement weather. If it becomes necessary to dismiss school because of inclement weather, the announcement will be made on KRZK 106.3 FM radio and Springfield TV channels 3, 10, and 33.

INSURANCE

A health insurance policy is made available to all students enrolled in school. The rate is adjusted annually. Any students that are not covered by an existing policy are encouraged to participate in the school insurance. The group rate is low in cost for the amount of coverage. All student athletes must be covered by an approved insurance policy.

LOST AND FOUND

Found articles are turned in to the office and located on a rack in the library. To help identify lost and found articles, please label all coats, gloves, hats and personal belongings with your child's name. All unclaimed items will be donated to a charitable organization at the end of each quarter.

MESSAGES/TELEPHONE USE

Students will not be called to the phone for messages during the school day except in case of extreme emergency. The office will take messages and deliver to students during last period. Please help us keep such messages to a minimum. School phones are business phones and will not be available for student use except in case of extreme emergency. **Classroom phones are not for student use.** Students

should not answer classroom phones .

IMAGINATION STATION (LIBRARY/MEDIA CENTER/MAKERSPACE)

This area doubles as both library and a makerspace. Students have a set weekly specials time in this location that totals 50 minutes. With teacher permission, students may visit during non-specials time as the Techbrarian is available to check out books. All materials taken from the library must be checked out. Any lost item or book damaged beyond normal wear must be paid for at replacement cost. Students are responsible for any books charged to their name and privileges may be forfeited by misconduct or consistent failure to pay fines or return books.

The Imagination Station Makerspace is full of activities that range in levels of technology integration. The main foundation of the Makerspace is to provide opportunities dealing with Science, Technology, Engineering, Art, and Mathematics (S.T.E.A.M.) Students need to treat all equipment with respect so that others may enjoy the same opportunity. It is expected that the materials should be returned to their proper location upon completion of use. Inability to complete the above tasks may result in forfeiture of makerspace usage. Teachers are encouraged to bring their classes to utilize the Makerspace.

PARTIES

There are two to three class parties scheduled throughout the year. Parents may be asked to volunteer their help with these parties. Surprise parties are not appropriate at school.

PARENTS AS TEACHERS

The Hollister Parents as Teachers (PAT) program offers educational services, private consultations, visits, screenings, group meetings and a resource center for parents who have pre-school children ages birth to 5 years old. For further information, call 243-4015, ext. 1310, to speak with a parent educator.

PARENT-TEACHER ORGANIZATION (PTO)

The Hollister-PTO provides valuable support for the students and staff of Hollister Early Childhood Center and Hollister Elementary School. Parents sponsor fund-raising events, help support classroom parties and special activities, and provide a special link between home and school. This organization meets monthly. All parents are encouraged to become an active part of this important organization.

PHONE NUMBERS

District Main Number	243-4000
Early Childhood Center	243-4015
Counselor	243-4015
Nurse	243-4015
Parents As Teachers	243-4015
Pre-School	243-4015
Bus Barn	243-4075
Special Services	243-4035
Elementary	243-4025
Middle School	243-4035
High School	243-4045
Superintendent	243-4005
Tiger Academy	243-4080

EARLY LEARNING PROGRAMMING

Opportunities are available to qualifying children that are ages 6 weeks to 5 years.

Options include:

Infant Room: 7:30 – 5:30 daily, \$130 per week

Two-year-old full-day class – 7:30 –3:30 daily, \$70 per week

Three-year-old full-day class – 7:30 –3:30 daily, \$65 per week

Four-year-old full-day class- 7:30-3:15 daily

Aftercare: Monday through Thursday, 3:15-5:30 and Friday 2:00-5:30. \$25 per week.

Call 243-4015, for more information or to be placed on the waiting list.

NEWSLETTERS

A newsletter will be posted to the website on a monthly basis during the first week of each month. Families who do not have access to the Internet may receive a paper copy. It will contain information on school activities, rules, and other information important for you to have. A calendar of events will be included.

PARENT/TEACHER CONFERENCES

Scheduled conferences are held at the end of the first and third quarters. Parents are encouraged to attend. This is a special time set aside to discuss progress, share ideas, answer questions, and plan for continued success. Additional conferences may be arranged by parents, the teacher or principal whenever necessary. Should a problem arise, we encourage parents to contact the child's teacher first. If the problem continues or cannot be resolved, please feel free to contact the principal. The staff at Hollister Early Childhood Center welcomes and values parent input.

RECESS POLICY

School personnel believe that all students should go out to recess with their classmates as much as possible. If you would like for your child to remain inside for recess for health reasons, please provide your child's teacher with a request in writing. Permission to miss recess for an extended period of time will only be granted if accompanied by a request from a doctor. Children with written excuses will spend recess time in the focus-room. Children with written excuses will spend recess time in the duty room. On days when the temperature and/or wind chill are too severe, all students will be involved in appropriate inside activities. This will include temperatures or wind chills of 22 degrees or below, 95 degrees or higher, or heat index at or above 100 degrees.

REPORT CARDS

Student report cards are distributed four times per year, approximately every nine (9) weeks. Students receive standards-based evaluations for each class, as well as optional comments. Report cards are sent home with students. Parents who do not receive a report card should contact the school office. Mid-quarter notices are sent home as needed.

RETENTION

The Hollister School District is committed to the continuous development of students enrolled in the system. A student's achievement of the skills for the current grade assignment and readiness for work at the next grade level will be required before assignment to the higher grade.

Students will normally progress annually from grade to grade. Exceptions may be made after prior notification and explanation is given to each student's parents/guardians, but the final decision will rest with

the student's inter-disciplinary team of teachers and the school administration. Evaluation will include student performance and achievement, standardized tests and teacher observation.

SALES AT SCHOOL

Students may not sell products to other students while at school. This includes selling cookies, candy, etc.

SCHOOL INSURANCE

A school accident insurance plan is offered to each student. This is an optional school-time or full-time protection plan. Insurance may be purchased during the first few weeks of school. This insurance coverage is limited and is normally only a partial payment of 50-60% of the claim. The school does not accept any responsibility for claims against the insurance company. The school is not responsible for injuries/accidents acquired at school.

SCHOOL-WIDE TITLE ONE SERVICES

Title I is a federally funded program which provides additional help and instruction for students. The purpose of Title I is to enable all students to meet the academic challenges through the use of targeted instructional alternatives.

SPECIAL CLASSES

Each student in grades Kindergarten – first grade will have one special class each day, with a second session on the day they have Library. The following special classes are offered:

- Art (one time per week)
- (Text)ploration (one time per week) (formerly computer & library)
- Physical Education (one time per week)
- Music (one time per week)
- Science (one time per week)

STUDENT SAFETY

To ensure the safety of our children, all outside doors, except the main entrance, will be kept locked at all times. All parents, visitors and children arriving late must sign in at the office before proceeding to a classroom. Visitors will be issued a visitor's pass at that time. We appreciate your cooperation.

STUDENT SUPPORT TEAM

The Hollister Early Childhood Center Student Support Team provides a support system for any child having problems at school. The child's teacher or any other concerned staff member may request a Student Support Team meeting for a child's benefit. The Student Support Team is comprised of those staff members who work with the child, the counselor, and the building administration. Parents may request a Student Support Team meeting for their child by contacting a counselor or principal.

TEXTBOOKS, EQUIPMENT AND SUPPLIES

Textbooks and school equipment are furnished for student use without charge. If a textbook or school equipment is damaged, a fine will be assessed. If textbooks or school equipment are lost or damaged beyond reasonable use full replacement cost must be paid. The average cost of textbooks is \$50.00 each. School equipment varies in price. **Students are responsible for all books, equipment and supplies issued to them.** Equipment is provided in some classes for student use. Misuse or failure to properly care for instructional equipment or supplies may require compensation for damage up to replacement cost.

TUTORING

Tutoring is available to all students on Mondays and Thursdays, from 3:20-4:15. Limited transportation routes are provided. A parent request form is required for students to stay for tutoring. Any

student not using bus transportation must be picked up promptly at 4:15. In the event that tutoring needs to be cancelled, the decision will be made before 1:00 p.m. and parents will be notified.

VISITORS

When visiting our school, please report to the office first. It is important for the safety of our students that we know who is in the building. A visitor's pass will be issued for identification purposes.

- Students will only be called out of class to visit with friends or relatives in emergency situations.
- Students shall not bring friends or relatives to school while school is in session.

VOLUNTEERS

We encourage everyone, especially parents to spend time in our school. It is a big occasion when Mom, Dad, Grandma or Grandpa can come to school to help. Your child's teacher will visit further with you about our volunteer program. Information about the Watch D.O.G.S. program will be sent home with students. Research data have shown that parental involvement is an important key to student success.

****To ensure the highest level of safety for all students, volunteers (WatchDogs/room helpers/field trip chaperones/etc) may be subject to a background check.*

DISCIPLINE POLICY

At Hollister Early Childhood Center, we strive to create a positive atmosphere where behavior expectations are purposefully taught to students. The district has implemented **School-Wide Positive Behavior Supports** (PBS) as a philosophy for guiding discipline. PBS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior.

Hollister Early Childhood Center's disciplinary policies are designed to foster student responsibility and respect for the rights of others. These policies also ensure the maintenance of a positive atmosphere where learning is maximized. The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to cause a distraction in class which forces a teacher to stop the instructional process.

PBS provides each student a list of expected behaviors for various sites throughout the school. These expectations are molded around the Hollister Tiger Code: **"Be Kind, Be Safe, and Be a Learner."** Faculty and staff work diligently throughout the year to teach these behaviors to students. Students are recognized in various ways for exemplifying good character.

Consequences Defined

Classroom Discipline

When behavior problems are of a minor nature the classroom teacher, or teachers on duty, will make every effort to deal with the problem and may involve the parents in correcting these particular problems before it is necessary to write up a disciplinary form. However, the seriousness of the offense will dictate the degree of action taken.

Minor Behavior Referral

Staff has agreed upon misbehaviors that are classified as "minor behavior offenses." These are behaviors that staff feel are serious enough to warrant parent attention. Teachers will write offenses up in our *SISk12* software program which parents can view using the parent portal. A set of agreed upon consequences for minor offenses can be found on the Major/Minor Offense document (available upon request). Teachers will notify parents of such offenses.

Student or Parent Conference

A formal conference may be held between the student and/or the student's parent or legal guardian and one or more school official(s). During this conference, the student's behavior will be examined and corrective measures will be discussed.

Time-Out

The student is removed from the class in which a disruption occurs and placed in an isolated area of the classroom or office for a limited amount of time.

Loss of Privileges

Extracurricular activities, such as field trips or other school activities, are considered privileges which are offered to students. These privileges may be revoked.

Recess Detention

Recess is considered a social time for students and when appropriate the social aspect of recess will be taken away from students. When students serve recess detention every attempt will be made to have them still engage in physical activity, although in isolation from other students.

Lunch Detention

Students may receive a detention to be served during their lunch period. All students who serve lunch detention will be required to sit and eat their lunch in isolation without talking to other students.

Community Service

Students may receive community service assignments such as assisting in the cafeteria or other service projects that enable the child to give back to the school community.

Morning / After-School Detention (A.S.D.)

Detention is a structured study time which can be held before school (7:40-8:10) or after school (3:10-4:10). Students/Parents will be notified at least the day prior to their detention and must make necessary arrangements for transportation. Any student who fails to attend a scheduled A.S.D. session will be required to make up the session.

In-School Suspension (I.S.S.)

During in-school suspension (ISS), the student is suspended from attending regular classes. The student forfeits all recess privileges and will eat lunch in the in-school suspension area. The student will be expected to do assignments for the day plus additional in-school suspension assignments. Failure to complete assignments may result in being assigned additional in-school suspension days.

Corporal Punishment (C.P.)

Corporal punishment (spanking) may be used at the discretion of the principal. Parents are informed of the need for such action. Corporal punishment is considered only when other actions have failed to achieve desired results, and will only take place with parental consent.

Out-Of School Suspension (O.S.S.)

Out of school suspension is the removal of a student from the regular school environment which prohibits him/her from attending school. Students may or may not be allowed to make up work missed when they are suspended. Suspended students are not allowed to be on or around the school campus unless permission is obtained from the principal. This includes participation or attendance of any extracurricular activities sponsored by or on school grounds.

Expulsion

If any student consistently refuses to conform to school policies and regulations, as outlined in the student discipline code, the principal may recommend to the Superintendent that the student be expelled from school.

- Any violation which also violates state statutes or city ordinances may be referred to the appropriate law enforcement agency. The principal may refer students to other agencies to include, but not limited to: Taney County Juvenile Office, Division of Family Services, and other outside counseling agencies.
- Students may have disciplinary action up to and including expulsion for serious misconduct at school activities outside of normal school time and location for serious acts of misconduct which may impact the school environment. Misconduct will generally be disciplined pursuant to the school's discipline policy as if the misconduct had occurred at school.

Note: Prohibited conduct and consequences listed below are quoted from Board of Education Policy. The consequences are on a continuum of the above and will depend on the severity of each individual situation and on the age and maturity of the children involved.

An additional note regarding harassment, threatening, and bullying:

*Any threat made where death is directly communicated or implied will result in at least one day of OSS.

*All students should take threats seriously and report them to proper school personnel. Students can also contact the Missouri School Violence Hotline (1-866-748-7047) to report any act of physical or non-physical violence to protect their anonymity.

STUDENT DISCIPLINE CODE

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Hollister R-V School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion, and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

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

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

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition, to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment.
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Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson—Starting or attempting to start a fire or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

2. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days of out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

Bullying and Cyberbullying (see Board policy JFCF)—Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Anti-Bullying Policy 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 cyber-bullying 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.

Employees Must Report

- Employees must report any instance of bullying of which the employee has first-hand knowledge.
- Employees will report an incident within 2-school days of the employee witnessing the incident.

Reporting Procedure

- Employees must fill-out a Bullying Incident Report Form within 2-school days of the employee witnessing the incident.
- Employee must submit the report form to building administration.

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident ([Incident Report Form](#)) 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 ([Student Report Form](#)) 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 Procedure

- Employees responsible for investigation will be the building principal or assistant principal or an employee(s) designated by building principal.

- Investigation must be initiated within 2 school days of the initial report.
- Investigation will be completed within 10 school days from date of initial report.
- Investigation may go beyond 10 school day if “good cause exists”
 - E.g., absent witnesses, emergencies
- Investigating employee will complete a Written Investigation Report to be completed within 10 school days from the date of initial report.

Retaliation Prohibition

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 anti-bullying 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.

Bus or Transportation Misconduct (see Board policy JFCC)--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion

Extortion--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Failure to Care for or Return District Property – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or inschool suspension.

Subsequent Offense: Restitution. Detention or in-school suspension

Failure to Meet Conditions of Suspension—Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of during Suspension, Expulsion and Other Disciplinary Consequences,”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion. Report to law enforcement for trespassing if Expelled.

False Alarms (see also "Threats or Verbal Assault")--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

Fighting (see also, "Assault")--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Hazing (see Board policy JFCF)--Any activity 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 occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items—Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-10 days out-of-school suspension, or expulsion.

Sexing and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

Sexual Activity—Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policy EHB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB a procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, or in-school suspension, or 1-10 days out-of-school suspension.

Theft--Theft, attempted theft or knowing possession of stolen property.

First
Offense: Return of or restitution for property.
Principal/Student conference, detention, in-school
suspension, or 1-180 days out-of-school
suspension.

Subsequent
Offense: Return of or restitution for property.
1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First
Offense: Principal/Student conference, detention, in-school
suspension, 1-180 days out-of-school suspension,
or expulsion.

Subsequent
Offense: In-school suspension, 1-180 days out-of-school
suspension, or expulsion.

Tobacco

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be possessed in accordance with district policy JHCD.

First
Offense: Confiscation of tobacco product. Principal/Student
conference, detention, or in-school suspension.

Subsequent
Offense: Confiscation of tobacco product. Detention,
in-school suspension, or 1-10 days out-of-school
suspension.

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be possessed in accordance with district policy JHCD.

First
Offense: Confiscation of tobacco product. Principal/Student
conference, detention, in-school suspension,
or 1-3 days out-of-school suspension.

Subsequent
Offense: Confiscation of tobacco product. In-school
suspension or 1-10 days out-of-school suspension.

Truancy (see Board policy JED)--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism (see Board policy ECA)--Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Expulsion.

Subsequent Offense:

3. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

DUE PROCESS

Due process means fair treatment under the law and is guaranteed to all citizens by the United States Constitution. When inappropriate behavior is alleged which could result in serious consequences, student rights will be protected by the following steps:

1. Students will be given notice of the charges against them.
2. Students will have an opportunity to present their side of the story.
3. An explanation of the evidence will be given if the student denies the violation.
4. The student may appeal the decision successively to the principal, superintendent, and finally, the board of education.

DISTRICT POLICIES / PUBLIC NOTICE

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND (ESSA) PROGRAM

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (ESSA). A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

Submit to:

**Dr. Brian Wilson, Superintendent
Hollister R-V School District
1914 State Hwy BB
Hollister, MO 65672**

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Hollister Schools not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments.

Inquiries regarding compliance with Title IX may be directed to:

1) **Building Principal**

If no response within 10 days, contact:

2 **Dr. Brian Wilson, Superintendent**
1914 State Highway BB
Hollister, MO 65672

FERPA

Please be advised that the school district will release "Directory Information" concerning your child upon request, including print and electronic publications of the school district. (Examples include: the annual yearbook; school newsletter; honor roll or other recognition lists; local media; and sports activity sheets.) This includes the following information: the student's name, address, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. (See School Board Policy JO-R) **If you do not want this type of information about your child released, please send a note to this effect to the principal.**

Student Records

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may request that the district amend the record. All requests must be made in writing and should be presented to the building principal.

GRIEVANCE PROCEDURE **TITLE VI, TITLE IX, SECTION 504**

Students, parents of students or employees have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

LEVEL ONE – Principal or immediate supervisor (informal and optional – may be bypassed by the grievant). Employees with a grievance or discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

LEVEL TWO – Title IX and Section 504 Coordinator(s) – If the grievance is not resolved at level one and the grievant(s) wish to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX and Section 504 Coordinator(s). The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from the date of the event given rise to the grievance or from the date the grievant(s) could reasonably become aware of such occurrence. The grievant(s) may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator who shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

LEVEL THREE – Superintendent – If the complaint is not resolved at level two, the grievant(s) may proceed to level three by presenting a written appeal to the Superintendent within ten (10) working days after the grievant(s) receive the report from the Title IX and Section 504 Coordinator. The grievant(s) may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

LEVEL FOUR – Board of Education – If the complaint is not resolved at level three, the grievant(s) may proceed to level four by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant(s) receive the report from the Superintendent. The Board may request a meeting with the grievant(s) to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of their decision within ten (10) working days after the Board of Education action.

This procedure in no way denies the right of the grievant(s) to file formal complaints with the Missouri Civil Rights Commission, the office for Civil Rights or other agencies available for mediation or rectification.

NOTIFICATION OF TEACHER QUALIFICATIONS

Our district is required to inform you of certain information that you, according to No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

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

In addition to the information that you may request, the District will provide to you individually:

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

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, highly mobile children, such as migrant and homeless children, 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 public 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, 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 local school district will provide information and referral services necessary to assist the State in the implementation of early intervention for infants and toddlers eligible for the Missouri First Steps Program.

The local 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.

The local school district has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during regular school hours (8 a.m. – 4 p.m.) on days school is in session, in the Office of the Superintendent of Schools.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include; name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the Director of Special Services at 417-779-4166.

This notice will be provided in native languages as appropriate.

PUBLIC PARTICIPATION AT BOARD MEETINGS

(Districts Not Allowing a Public Comment Period)

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

Grievance through Established Policy and Procedure

Students, employees and members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

Written Correspondence

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

Agenda Items

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item to the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

Public Hearings

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

SURROGATE PARENT PROGRAM

Pursuant to the requirements of state law, the State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the district.

WELLNESS PROGRAM

The Child Nutrition and WIC Reauthorization Act of 2004 requires each school district that participates in a program under the National School Lunch Act to establish a local wellness policy for each school in the district by the beginning of the 2006-2007 school year. The primary goals of the Hollister R-V School District's wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Hollister R-V School District ("School District") are hereby

notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. “In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.”

Any person having inquiries concerning the School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Hollister School District’s designated ADA Compliance Coordinator:

Dr. Brian Wilson, Superintendent
Hollister R-V School District
1914 State Hwy. BB
Hollister, Missouri 65672
Phone: (417) 243-4005

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

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

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

Effective Communication: The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

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

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

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

COMPLIANCE COORDINATOR

Dr. Brian Wilson, Superintendent
Hollister R-V School District
1914 State Hwy. BB
Hollister, Missouri 65672
Phone: (417) 243-4005