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ANTI-DISCRIMINATION LAW COMPLIANCE As a political subdivision, employer, receipt of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

APPEALS PROCEDURE The parent/legal guardian of any student denied credit due to excessive absences may request in writing a hearing before an Appeals Committee. This committee will consist of five (5) teachers.

Any student who has been denied credit due to excessive absences by the Appeals Committee may request a hearing before the Board of Education. This request must be made in writing to the president of the Board of Education. The decision of the Board of Education is final.

Such requests for hearings shall be made by the student's parent(s)/legal guardian(s).

ARRIVAL AND DISMISSAL All visitors and parents **must** check in at the office when arriving in the building. No one will be allowed to enter a classroom during the school day without written permission from the office. Parents/legal guardians are requested to wait outside the building for students to be dismissed in the afternoon.

Dismissal begins at 3:00 with students riding buses. Students walking or being picked up by parents will be dismissed after buses have departed, at approximately 3:10. Students **not** riding a bus should not arrive on the school grounds before **7:45am** and should leave by 3:15pm.

No student will be permitted to leave school prior to dismissal unless accompanied by a parent/legal guardian. Parents/legal guardians must sign the student out in the office before the student may leave the building. A list of persons designated by a parent/legal guardian to pick up a child must be on file in the Elementary Office. Students will not be allowed to leave the school at any time with anyone other than a parent/legal guardian unless written permission is given to the principal.

Students are to leave school grounds, unless involved in a school-sponsored activity, when school is dismissed. Parents/legal guardians must give written permission if a child is going to a destination other than the regular one. **Bus students not having written permission to stay at school will be placed on the bus. Students are not allowed to ride a bus other than the route bus assigned unless it is an emergency approved by the principal.**

ASSIGNMENTS/HOMEWORK

Philosophy-It is the policy of the Hermitage Elementary School that assignments and homework are an integral part of the educational program. They bridge the gap between learning at school and learning at home. They reinforce schoolwork and help develop time management skills, study habits, concentration and self-discipline. All assignments are due at the time stated by the teacher. Students are expected to turn in work on time. Actual time to complete assignments and homework will vary with grade and each student's study habits and academic levels. If a student is spending an inordinate amount of time on homework, the parent/legal guardian should contact the teacher.

Objectives of Homework-homework is relevant work which is planned, approved, and reviewed by the teacher. Students complete homework outside of the classroom setting without the direct and immediate supervision of the teacher. Homework is an essential part of the total education of the student providing the opportunity for the student:

1. To improve skills in a basic subject
2. To review important skills
3. To increase knowledge learned in the classroom
4. To prepare for classroom instruction
5. To foster creativity
6. To teach good study habits and study skills
7. To teach how to organize time and activities
8. To encourage communication between parents/guardians and teachers

Types of Homework-The five (5) most common types of homework are:

1. Practice assignments-practice what was learned in the classroom
2. Preparation assignments-prepare students for the next lesson
3. Extension assignments-extending a previously learned skill or body of knowledge
4. Creativity assignments-using abstract thinking and creativity to build upon previously learned knowledge
5. Extra credit (optional) assignments-voluntary in-depth study of a particular subject and/or an opportunity to improve knowledge, skills and/or grade

Time Guidelines-homework varies according to the grade-level, subject area and student ability. Suggested time guidelines for the Elementary school are:

Kindergarten and 1 st Grade-	5-20 minutes per night
Grades 2 and 3	15-45 minutes per night
Grades 4 and 5	30-60 minutes per night

Each student is responsible for completing homework assignments with timelines given by teachers as directed for short term and long term assignments.

Consequences for Incomplete/Missed Homework-Incomplete homework or class assignments, graded or ungraded, may be completed by the student at recess or free time under the supervision of a teacher. A graded assignment completed in this manner may have the number of points awarded reduced due to being late. In grade 3-5 Tuesday School will be required for students that not keep up with their assignments.

Tuesday School- In an effort to try to keep parents informed and help students keep up with their work, Tuesday School will be assigned to students that fail to complete their assignments or have 3 or more assignments that are below 60%. Failure to complete assignments is considered not turning in work, or turning in work that is less than half complete for two assignments during the week. Teachers will give the assignments to the Tuesday School tutor and students will complete these assignments and may receive help in any subject area they need. Students will receive 50% credit for correctly completing work in Tuesday School. They will also benefit and be more capable of staying current with the rest of the class by completing these assignments. Teachers will provide a list of student's missing assignments to the principal on Monday to determine who should be assigned Tuesday School. The student will bring home a note from the principal stating what assignments they have not completed, and will require a parent signature. It must be turned in to the principal by the start of school on Tuesday. Failure to return the note will result in a call to the family for notification. Tuesday School hours will be from 3:05-5:00. Tuesday School will take precedence over all other school activities. If the parent/guardian declines Tuesday School the students will receive a zero on missing assignments. If the student does not complete the work in Tuesday School, they will receive ISS until the work is completed.

Illness Make-up Work-If a student is absent from school, the teacher will determine what work needs to be completed by the student. This work may be assigned before, during, or after the absence. Students will have a period of time equal to the number of days absent to complete the assigned work (for example-if absent three days, a student has three school days to make up the assigned work).

ATTENDANCE POLICY- Regular attendance by students is required by state law and students are encouraged to attend school every day. It is recognized that regular school attendance plays an important role in the educational progress of all students.

Absence from School-The following policies shall govern school attendance:

1. A student who is absent from school for any reason, except suspensions, shall be allowed the number of days missed plus one (1) to make up work missed during the absence. Work assigned before an absence will be due at the discretion of the teacher. If make-up work is not completed by the deadline, a grade of "O" shall be recorded for each day of absence.
2. It is the responsibility of the student to make up any work missed during an absence and the teacher to provide the student with the assigned work that was missed.

3. Following absence for any reason, a signed note is required from a parent/legal guardian stating the reason for the absence.
4. When a student is absent for more than six (6) days in one (1) semester (unless one of the following reasons applies) the parent/legal guardian may be reported to the proper authorities for educational neglect. Reasons that will be allowed are:
 - a. A doctor and/or dentist appointment that is verified by a note from the doctor's office
 - b. Hospitalization or illness that is verified by a doctor
 - c. Appearance in court (if not due to a pupil's conduct)
 - d. Death of an immediate family member
 - e. Quarantine
 - f. Childhood disease or other illness or condition that can be verified
 - g. Any other reason where the superintendent or principal has granted prior approval

****Note: Absences due to infestation of lice or nits are unexcused.**
5. When three (3) days of unsatisfactory absences have been accumulated in any one (1) semester, the parent/legal guardian will be notified in writing by the principal.
6. When the sixth (6th) day of absence in any one (1) semester has been accumulated, a warning letter will be sent to the parent stating that any more absences will result in no credit for that semester.
 - a. The exception to the sixth (6th) day rule per semester is as follows: If a student in kindergarten through fifth grade has a total of no more than twelve (12) days absent for the entire school year credit *may* be awarded upon review of the situation by a committee of teachers.
7. A student absent for any period during the school day will not be allowed to participate in any school-sponsored activity that day unless permission is granted by the principal.

Early Release of Students-If you remove your child from school during the school day, **you must come to the school office to sign out the students and present photo identification.** Also, if the time absent from school is excessive in relation to the nature of the appointment, the absence will be considered to be an unexcused absence.

Tardiness A student is marked tardy if he or she enters class after 8:15 for reasons such as: missed the bus, overslept, etc. Doctor or dentist appointments are not considered tardy. Students arriving late must first come to the Elementary Office. **Six (6) tardies will be counted as one (1) day absent.**

Guidelines for School Attendance When Your Child Is Ill-For the health and safety of your child, as well as fellow students and faculty, the following information should be used as guidelines for keeping an ill child home. Students shall not attend school while afflicted with contagious diseases or other conditions that can be transmitted to others in the usual school environment. Principals may suspend students from attendance who appear to have contagious diseases or conditions and require a statement from a physician prior to re-entry. Hermitage R-IV Elementary adheres to the following guidelines:

- Chickenpox:** Exclusion for six (6) days after rash appears.
- Pink Eye:** Students should not attend during the acute stage, itching, burning and matting of the eyes OR for twenty-four (24) hours after medication has begun.
- Ring Worm:** Infected students under adequate and continuous medical supervision may attend school. If possible, clothing or band-aids should cover lesions.
- Fifth Disease:** No exclusion necessary unless fever is present.
- Streptococcal sore throat ('Strep'):** Exclusion for at least twenty-four (24) hours after beginning antibiotic treatment AND free of fever.
- Impetigo:** Exclusion until skin lesions are healed OR for twenty-four (24) hours after medication has begun.
- Influenza:** Exclusion for duration of fever and until child is able to resume routine daily activities.
- Measles:** Exclusion during 'cold' symptoms AND until five (5) days after rash appears.
- Mumps:** Exclusion for nine (9) days after swelling begins.

During these time periods students are not to attend school or any school-sponsored activities.

Lice Policy-Hermitage R-IV School District periodically checks all students for head lice. If a student is found to have head lice or nits (eggs) the student will not be allowed to attend school until proper treatment has been obtained and is nit free.

CHILDREN MAY NOT ATTEND SCHOOL WITH HEAD LICE OR NITS (EGGS).

To re-enter school a parent/legal guardian is required to bring the child to the nurse's office for a recheck before returning to class or riding the bus. The student must:

1. have been treated with a medically approved lice and nit killer, and
2. have had all nits (eggs) removed from the hair shafts.

If lice or nits are present, the student must leave school until free of lice and nits. The student must then be rechecked and meet the above requirements. Should lice or nits be found, the parents/legal guardians must take the child to a doctor for treatment and present a letter signed by the doctor stating the student is without lice or nits.

After re-entering school the student will be rechecked between five (5) and ten (10) days later for infestation. The Division of Family Services and the County Health Department will be notified of recurring infestations. Absences due to lice are included in the general attendance policy and are **UNEXCUSED**.

BUS INFORMATION

Bus Assignment-Students eligible for bus transportation will be assigned to one bus. A parent/guardian may request temporary reassignment due to extenuating circumstances. Permission may be granted by the principal or superintendent.

Bus Conduct and Safety Codes-Students riding the buses must obey the following rules:

1. The bus driver is in complete charge at all times, and passengers must obey his/her instruction.
2. Passengers must avoid unnecessary noise at all times which might divert the driver's attention and cause an accident.
3. Students shall board the bus, go immediately to their assigned seat and remain seated. Students shall face forward with backs against the seat back. Feet in front of them and arms and hands to themselves.
4. Scuffling, fighting, obscene language, throwing articles, littering, and disobedience of instructions given by the driver are forbidden.
5. No food or beverage is to be consumed on the bus.
6. Keep, hands, head and arms inside the bus at all times. Buses are wide and clearance is small when passing oncoming vehicles and tree limbs.
7. Students must be prompt and at the pickup points on time. Students must cross ten (10) feet in front of the bus when loading and unloading.
8. A signed note from a parent is required before a student will be let off the bus anywhere other than home.
9. Students may not ride a bus other than their assigned bus to or from school.
10. Harassment of other students will not be tolerated. (See Discipline Policy.)
11. The driver is authorized to assign students to seats on either a temporary or permanent basis.
12. The possession of tobacco, alcohol or drugs in any form will not be permitted.
13. Toys, balls and bats are not to be brought to school on the bus. If such items are confiscated they will be given to the principal. A parent/legal guardian will be required to pick up the item(s).
14. No animals, weapons, explosives or hazardous materials are to be brought to school on the bus. If such items are confiscated, parents/legal guardians will be contacted. Law enforcement will be contacted if necessary.
15. Students who damage the bus or equipment will be required to pay for the full cost of the repairs.

CARE OF SCHOOL PROPERTY The school provides for each student's use, property of considerable value in the form of books, supplies, and equipment. While some wear and tear on these materials is expected, improper use or abuse will not be tolerated. If the latter is found to be true, or the books or materials are lost or stolen, the student and their parent/legal guardian will be expected to pay for them. A second book will **not** be issued until the first book is paid for in full.

Respect for other people's property, as well as their own, should be a part of every student's growth and development.

CELEBRATIONS At various times throughout the school year celebrations may be held in the classroom, i.e. Fall, Valentine's Day, birthdays. Each classroom teacher will be responsible for their planning. All food items must be store-bought. (No homemade items will be distributed.) Parents are invited to participate. Planned activities and/or food items shall be designed for the age and number of children in the classroom only. Birthday invitations may not be distributed at school unless given to every student in the class.

CHANGE OF ADDRESS Any change of address or telephone number occurring during the school year should be reported to the office as soon as possible.

CHAIN OF COMMAND FOR PARENT GRIEVANCES:

If a parent/guardian has a concern with a school/classroom policy or procedure, they should contact the student's teacher first. If there is still a concern, then the lead teacher for your child's class may be contacted. If the parent still feels that the problem has not been properly settled, then he/she may contact the principal.

COLLATERAL PROHIBITIONS As part of this obligation, the Board is also prohibited from, and declares a policy against:

1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

COMPLIANCE OFFICER APPOINTMENT To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district wide:

Name of Office: Principal
Business Address: PO Box 327, Hermitage, MO 65668-0327
Phone – Fax (417) 745-6277 – (417) 745- 6475

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

Our district is required to inform you of certain information that you, according to The 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 to 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 certificate or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- who is not highly qualified.

CODE OF STUDENT CONDUCT-The Code of Student Conduct applies to all students from the time they leave home in the morning until the time they return home in the afternoon. The student Code of Conduct is also in effect for walkers and students at bus stops before and after school.

Purpose and Philosophy- The Hermitage R-IV School has the responsibility, conferred upon it by the state, to provide free and appropriate public education to children residing in the Hermitage R-IV School District until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parent must insure an environment, which is conducive to the learning process. To provide an effective learning environment, an attitude of respect and mutual trust must be developed among student, parents, and teachers. Consistent and reasonable standards of conduct are necessary to maintain an atmosphere where orderly learning is possible and encouraged. Rules which establish discipline guidelines for students are needed to maintain standards of conduct that reflect the expectations of the school and community. The guidelines are designed to facilitate the development of self-control and self-discipline to students and should be considered a part of the overall education program.

Hermitage Elementary is a Positive Behavior Support (PBS) school. PBS is a set of research-based strategies used to increase quality of life and decrease problem behavior by teaching new skills and making changes in a person's environment. PBS will not take the place of disciplining students. Consequences will remain in place for the student who cannot follow the rules. However, PBS enables teachers to teach students appropriate behaviors and help find interventions for students who will struggle. PBS focuses on teaching students to be: Safe, Respectful, and Active Learners.

Student Rights and Responsibilities- The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

1. a. **RIGHT**

Students have a right to make use of all school resources.

b. **RESPONSIBILITY**

Students must be prepared for class. They must take an active part in class. They must do their work to maintain the best possible level of academic achievement.

2. a. **RIGHT**

Students have a right to qualified teachers and staff who respect them. Their classroom must be free of prejudice and harassment. Students have a right to report such incidents.

b. **RESPONSIBILITY**

Students must respect their teachers and other adults. They must conduct themselves so that others may learn.

3. a. **RIGHT**

Students can expect classes to run smoothly. Necessary interruptions will be kept to a minimum.

b. **RESPONSIBILITY**

Students must refrain from disobedience, misconduct, or other behavior which would lead to disruption of the educational process.

4. a. **RIGHT**

Students have the opportunity for a free education in the most appropriate learning environment.

b. **RESPONSIBILITY**

Students must adhere to the school attendance policies. Be punctual and present in the regular school program.

5. a. **RIGHT**

Students may take part in or observe school-sponsored activities.

b. **RESPONSIBILITY**

Students must follow the school rules at school and at school-sponsored activities to take part in activities. Grades and conduct must be acceptable to participate in school activities.

6. a. **RIGHT**

Students can expect an appropriate environment conducive to learning that is safe, clean, and orderly with no fear of physical or mental harassment.

b. **RESPONSIBILITY**

Students shall show respect for personal and school property. Students must respect the rights of others.

7. a. **RIGHT**

Student can expect to be fully informed of school rules and regulations.

b. **RESPONSIBILITY**

Students will adhere to all school rules and policies.

8. a. **RIGHT**

Students have a right to attend school without incident of discrimination, bullying or harassment of any nature.

b. **RESPONSIBILITY**

Students who think they are victims of discrimination, bullying or harassment of any nature should talk to appropriate school authorities (example: teacher, guidance counselor, assistant principal, or principal).

9. a. **RIGHT**

Students have the right to use school technology for learning.

b. **RESPONSIBILITY**

Students must use school technology in a way that helps them to learn, does not harm others and does not damage school property.

Minor Misconduct-Any behavior that disrupts, interrupts, or distracts the learning process, but is not limited to the following, will result in 1 minor infraction. An individual conference between a student and staff member will be held to make student aware of his/her poor judgment regarding a particular incident. This will provide the opportunity for discussing possible alternatives available for the student to correct the problem.

Be Safe

Leaving class without permission	Leaving any class/setting without asking a teacher/adult permission in a safe manner
Does not keep hands, feet, and objects to self	<p>Actions initiated by one person involving a non-serious physical contact where no injury occurs</p> <ul style="list-style-type: none"> •Hitting •Punching •Hitting with object •Kicking •Hair pulling •Scratching •Candy/food
Property misuse	Low intensity misuse of property
Horse play	Playing in a rowdy, unsafe manner by oneself or with others

Be Respectful

Possession of Nuisance Items	Bringing anything from home that can cause a distraction to student learning without teacher permission <ul style="list-style-type: none"> •Toys •Cell phones/electronics •Trading cards •Skate/wheelie shoes <ul style="list-style-type: none"> • fidget spinner
Inappropriate verbal language	Low intensity instance of inappropriate language
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property of minimal value under \$3.00
Disrespect Towards School Personnel	Any act of verbal or nonverbal behavior that is not situational appropriate in their interactions with teachers and personnel <ul style="list-style-type: none"> •Noncompliance (low intensity failure to respond to adult request) •Inappropriate gestures (eye rolling, sticking out tongue, etc. •Refusal to follow teacher's directions (low intensity) •Talking back, lying arguing, and shouting •Unkind words
Restroom Misconduct	Any behavior that leads to the destruction of bathroom supplies and any unsafe conduct to another student <ul style="list-style-type: none"> •Overuse of bathroom privileges to avoid work •Not following the restroom/school wide expectations •Leaving bodily fluids/solids anywhere other than in the toilet •Being overly social in the restroom (talking)

Be an Active Learner

Improper Social Behavior	Anything that is offensive to the general public <ul style="list-style-type: none"> •Loudness in a quiet setting •Unwanted touching or gestures •Opening doors at restroom breaks •Kissing •Not using basic manners •Not treating others the way you want to be treated •Not respecting other's personal space •Inappropriate noises
Disruption of Curricular Activities	Low intensity behavior causing an interruption in a class or activity <ul style="list-style-type: none"> •Loud talking •Noises with mouth or materials •Sustained out of seat behavior

Major Misconduct-Any behavior that is unacceptable, initiates improper or offensive actions, but is not limited to the following. Major and persistent Minor Infractions will result in a referral to the principal. The difference is that Major infractions affect the safety of students or others. The principal will investigate the incident and determine appropriate actions to resolve the issue.

Be Safe

Does not keep hands, feet, and objects to self	<p>Actions involving two parties that have contributed to a serious physical contact where injury may occur.</p> <ul style="list-style-type: none"> • Hitting • Punching • Hitting with object • Kicking • Hair pulling • Scratching • Spitting <p>1st Administrative Action- 1 day of ISS 2nd Administrative Action- 3 days of ISS 3rd Administrative Action- 1 day of OSS One day of OSS for subsequent offenses.</p>
Physical Assault	<p>Engages in conduct which creates grave risk of death or serious injury to self or another person.</p> <p>1st Administrative Action- 1 day OSS 2nd Administrative Action- 3 days OSS 3rd Administrative Action- 10 days OSS</p>
Possession of tobacco/controlled substance	<ul style="list-style-type: none"> • Cigarettes • Cigars • Chewing tobacco • Illegal drugs • Alcohol <p>1st Administrative Action- 1 day of ISS and tobacco products/controlled substance will be confiscated and will only be returned to parents. 2nd Administrative Action- 3 days of ISS 1 day of ISS and tobacco products/controlled substance will be confiscated and will only be returned to parents. 3rd Administrative Action- 1 day of OSS 1 day of ISS and tobacco products/controlled substance will be confiscated and will only be returned to parents. One day of OSS for subsequent offenses.</p>
Possession of weapon	<p>All weapons are prohibited within school environment</p> <ul style="list-style-type: none"> • Handgun/Rifle • Knife • Other/hazardous material <p>1st Administrative Action- 5 days of OSS 2nd Administrative Action- 10 days of OSS</p> <p>Weapons and hazardous materials will be turned over to law enforcement authorities.</p> <p>Possession of firearm, weapons, or hazardous materials is an automatic suspension from school by the principal for up to 5 days. Additional days may</p>

	<p>be added by the superintendent, with possible referral to the Board of Education for expulsion. The Safe Schools Legislation of 1996 mandates suspension for a period of not less than one year (i.e., 365 calendar days) or expulsion of a student who is determined to have brought a firearm to school in violation of district policy and the incident must be reported to the local law enforcement agency.</p>
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Be Respectful

Leaving class without permission	<p>Leaving any class without asking a teacher/adult for permission</p> <p>1st Administrative Action- 1 day OSS 2nd Administrative Action- 3 days OSS 3rd Administrative Action- 10 days OSS</p>
Disrespectful towards school personnel	<p>Any class of verbal or nonverbal behavior that is not situation appropriate in their interactions with teachers and personnel</p> <ul style="list-style-type: none"> •Noncompliance (high intensity) •Talking back, lying, arguing, and shouting and socially rude interaction •Profanity •Verbal or written words that are unacceptable to the one or written to <p>1st Administrative Action- conference with student, parent notified, and loss of privilege 2nd Administrative Action- 1 days ISS 3rd Administrative Action- 3 days ISS</p>
Damage or Destruction of Property	<p>Student participates in an activity that results in substantial destruction or disfigurement of property</p> <p>1st Administrative Action- Financial restitution plus 1 day OSS 2nd Administrative Action- Financial restitution plus 3 days OSS 3rd Administrative Action- Financial restitution plus 10 days OSS</p>
Theft	<p>Student is in possession of, having passed on, or being responsible for removing someone else's property of over \$3.00 value</p> <p>1st Administrative Action- Financial restitution plus 1 day OSS 2nd Administrative Action- Financial restitution plus 3 days OSS 3rd Administrative Action- Financial restitution plus 10 days OSS</p>
Inappropriate Language	<p>Using words to threaten or harm another student or adult</p> <ul style="list-style-type: none"> •Use of vulgar language towards others <p>1st Administrative Action- conference with student,</p>

	<p>parent notified, and loss of privilege 2nd Administrative Action- 1 days ISS 3rd Administrative Action- 3 days ISS</p>
Insubordination	<p>Refusal to follow adult directions, talking back, and/or socially rude interactions (high intensity)</p> <p>1st Administrative Action- 1 day of ISS 2nd Administrative Action- 3 days of ISS 3rd Administrative Action- 1 day of OSS One day of OSS for subsequent offenses.</p>
Harassment/Bullying/Verbal Assault	<p>Delivers disrespectful messages (verbal, gesture, or through social media during school hours) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p> <p>1st Administrative Action- 1 day of ISS 2nd Administrative Action- 3 days of ISS 3rd Administrative Action- 1 day of OSS One day of OSS for subsequent offenses.</p>

Be an Active Learner

Cheating/Plagiarism	<p>Using the work of other people rather than doing your own work. A student is considered to be in violation of school policy when (s)he participates in any of the following activities:</p> <ul style="list-style-type: none"> ▪ copying homework or any class assignment from any source (plagiarizing), or allowing another student to copy one's own work ▪ copying homework or assignments from other students ▪ Allow someone else to complete you work ▪ willfully falsifying data and presenting it as one's own research or work ▪ passing notes during a test, looking at notes during a test, looking at another student's test ▪ talking to others during a test <p>1st Administrative Action- conference with student, parent notified, and receive no credit for the assignment, project, or test, and the student will be marked down on the report card in the area that addresses these basic standards. 2nd Administrative Action- 1 days ISS and receive no credit for the assignment, project, or test 3rd Administrative Action- 3 days ISS and receive no</p>
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	credit for the assignment, project, or test
Excessive Late Work	Student that are behind in classwork and are unable to complete all the work in Wednesday School will finish work in ISS. Students will stay in ISS until they are caught up with ALL classwork.

Code of Consequences-The Code of Conduct is divided into two major categories: minor infractions and major infractions. These can be differentiated by referring to the Minor and Major Misconduct. Infractions may result in but are not limited to any consequences listed in below.

Minor Infraction (Teachers Discretion)

- 1st infraction- student will pull a card (yellow) - warning
- 2nd infraction- student will pull a card (blue) - sent to Think Desk
- 3rd infraction- student will pull a card (red) - sent to buddy room’s think desk and note sent home to parents
- 4th infraction- student will pull a card (purple) - sent to office-consequence will be at the discretion of the Lead Teachers or Administrator

Discipline Procedures and Actions The consequences listed are all possible outcomes for student depending on the severity of the infraction. All District personnel responsible for the supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school, on any property of the school, on any school bus going to or returning from school, during school intermissions or recess periods, and at any school activity away from school.

The following disciplinary or corrective actions may be used by responsible staff members to remediate or correct unacceptable student behavior:

- A. **INFORMAL TALK**- A school official (teacher, administrator or counselor) will talk to the student and try to reach an agreement regarding how the student will behave. Verbal directives may be given to students for the immediate correction of minor behavior.
- B. **CONFERENCE**- A formal conference is held between the student and one or more of the school officials. Conferences may be held with students to discuss behavior problems and obtain an oral or written commitment for correcting behavior.
- C. **CLASSROOM BEHAVIOR MODIFICATION**-
 - 1. Specific seats or locations may be assigned to students.
 - 2. Behavior choices given
 - 3. Card System- Students may be referred to the office for appropriate disciplinary actions if the student pulls to a purple card. A discipline referral report of the incident must be completed and sent to the principle.
- D. **PARENT/LEGAL GUARDIAN INVOLVEMENT**- Parents/legal guardians will be notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her parent/legal guardian and appropriate school personnel to inform them of problems, review disciplinary options, and determine actions to be taken.
- E. **GENERAL DISCIPLINARY MEASURES-REMOVAL FROM CLASSES** - The student may be removed from one or more classes, but remain at school during these class periods, or receive other appropriate disciplinary action, such as:

1. Receive corporal punishment-corporal punishment may be used for the purpose of maintaining order and discipline, only after other options have not been effective. Corporal punishment may be inflicted only with a lightweight paddle in the presence of two (2) staff members. It should be used only to correct specific misbehaviors after students have been warned that corporal punishment may be used to correct that type of misbehavior
2. Having privileges suspended-Students may be suspended from participating in extracurricular activities or attending specific school-sponsored activities.
3. Having bus privileges suspended- Students may be suspended from riding buses to and from school, or to and from school activities
4. Physical force- Physical force may be used in an emergency situation where it is necessary to restrain a student or to protect the student or other persons from physical injury.
5. Referral- Charges may be preferred against students with law enforcement authorities for violating statutory law or other unlawful actions on school property or at school-sponsored activities and disciplinary action taken. Students may also receive a juvenile referral for misconduct.
6. Habitual offenders-If a student is referred five (5) times in a semester the students will receive 3 days of ISS plus the punishment for the misconduct.
7. Discretion- The school district may, at the discretion of the administration, take into consideration the seriousness of the offense and disciplinary record of the offender, impose punishments which are harsher or less severe than those listed for the individual offenses.

- F. **IN SCHOOL SUSPENSION-** The student is informed that he/she is subject to in-school suspension. Parents will be notified by phone of the behavior and days of in-school suspension.
- G. **SHORT SUSPENSIONS (UP TO TEN (10) CALENDAR DAYS)** – Students may be suspended from school attendance by the principal or the Superintendent of the Schools for improper behavior. The student must be informed orally or by written notice that he/she is subject to suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the building administrator determines that a suspension is in order, it will be administered at that point. Principals are authorized to suspend students for a period not to exceed ten (10) school days for serious misconduct.

All suspensions shall be reported to parents by letter with a copy of the letter sent to the Superintendent of Schools. Arrangements should be made to confer with parents regarding the reason for suspension and the conditions under which the student may re-enter school. Following the third suspension of a student for any reason, a conference with the Superintendent shall be required for re-entrance.

- H. **LONG SUSPENSIONS (UP TO 180 CALENDAR DAYS)** – The Superintendent of Schools is authorized to suspend students from school attendance for a period not to exceed one hundred eighty (180) school days. If a student is suspended for more than ten (10) days, the student or parent may appeal the decision to the Board of Education. If an appeal is made, the suspension shall not be enforced until a hearing before the Board is held, unless in the judgment of the Superintendent, the presence of the student poses a danger to persons or property, or threatens to disrupt the educational process.
- I. **EXPULSION-** The Board of Education authorizes the expulsion of students. The student is informed that he/she is subject to expulsion. The student is afforded the appropriate due process procedure. Following this procedure, the Superintendent of Schools determines whether the expulsion is appropriate and makes the recommendation to the Board of Education in which the authority for expulsion rests.
- J. **PUNISHMENT MAY FIT THE MISCONDUCT** – Students may be assigned specific educational assignments or tasks that are related to inappropriate behavior. Such as if a student is caught writing on the bathroom walls, the student will clean writing during recess.

In-School Suspension (ISS) Rules

1. Students assigned to ISS are to report to the Principal's office upon arrival at school.

2. Students who misbehave in ISS will receive additional ISS days and/or out-of-school suspension (OSS). The assigned ISS days will be served upon return to school after OSS days and/or other absences.
3. Students are to be reading, writing, or studying the entire time they are in ISS. They will at no time put their heads down on the desk, pass notes, or talk with other students. Such behavior will be considered misbehavior and dealt with as described in 2 above.
4. Students should take all of their books, notebooks, pencils, pens, etc., with them. They should also have some assignments with them. The office will bring other assignments to them from their teachers.
5. All ISS assignments are to be completed on the day that they are assigned, unless designated otherwise by the teacher. Assignments must contain the name of the teacher and the student.
6. Students are not allowed to communicate with one another or other students. Violation of this will result in assignment of one (1) additional ISS day for each offense.
7. Any graffiti found on the desks, walls, etc., will result in assignment of additional ISS, and graffiti will be cleaned up.
8. Students will use the restroom once in the morning and once in the afternoon and will be escorted by the teacher in a group.
9. Students will be dismissed by the ISS teacher at 2:56
10. Students assigned to ISS will be added to the ineligibility list on the day ISS is assigned, and will remain there until the day following completion of their ISS day(s).

Out-of-School Suspension (OSS)

In cases of wrongdoing, the principal may assign OSS, or in extreme cases, may recommend expulsion by the Board of Education. The length of the suspension will be determined by two factors: 1) the nature of the wrongdoing; and 2) the frequency of the wrongdoing.

Students may have someone pick up assignments from school while under OSS and must have the work completed upon their return to school. Work turned in later than their first day back will not be accepted. They may take planned tests upon their return.

Students assigned to OSS will be added to the ineligibility list on the day OSS is assigned, and will remain there until the day following completion of their OSS day(s).

While under OSS, the student may not be on school property unless permission is granted by the principal or superintendent.

CUSTODY ARRANGEMENTS/SCHOOL NOTIFICATION-Legal documentation must be on file with the school for any child whose custody has been assigned to a specific person. Without a court order, the school is unable to intervene in a custodial situation. Contact the school and provide the necessary documentation should that status of your child(ren)'s custody change.

DRESS CODE The Hermitage Elementary R-IV School has no formal dress code, but rather depends upon parent and student discretion. The school reserves the right to disallow certain attire that is obviously detrimental to the educational process.

Headgears such as bandannas, scarves, or hats are not to be worn in the school building. Boys' and girls' shirts must be buttoned, open only at the neck. No obscene/inappropriate lettering, slogans, gestures or art is to be on any article of clothing or accessory. No advertisements for tobacco, liquor or drugs are to be on clothing or other articles. The wearing of chains is prohibited. Shirts and pants must overlap with no mid-section of the body showing. Students should not wear face paint or hair color. Shoes with wheels are prohibited.

DRUGS, ALCOHOL AND TOBACCO PRODUCTS Drugs, alcohol and tobacco products or the use of these products are absolutely forbidden on school grounds, school buses, or at school functions. Penalties for possession or use of these products are outlined in the discipline code.

ELEMENTARY CURRICULUM-The curriculum at Hermitage Elementary is designed to be sequential from Kindergarten through graduation. It is directly correlated to the Missouri Grade Level Expectations/Show-Me Standards and the Missouri Learning Standards. The following pages of the handbook outline the skills that students will be expected to master at each grade level. Retention will be based on student mastery of the following skills at the discretion of the classroom teacher. It is suggested that you review these expectations periodically throughout the year to assist you in assessing your child's progress towards the year's goals. (A copy of Missouri's complete list of GLE's, as well as the Missouri Learning Standards is available on line at <http://dese.mo.gov>).

Kindergarten	
Expectations upon entering grade to be successful:	Expectations in order to promote:
<ol style="list-style-type: none"> 1. Identify, rote count, & 1-to-1 correspondence of numbers 0-10. 2. Identify at least 20 capital letters and 20 lower case letters. 3. Identify at least 10 consonant sounds. 4. Identify 6 shapes (○□▣♥★▲) 5. Identify 11 colors (red, orange, yellow, green, blue, purple, pink, black, white, brown, gray) 6. Write and identify first name. 7. Identify and produce rhyming words. 	<ol style="list-style-type: none"> 1. Identify all 26 letters/sounds. 2. Recognize all words from Dolch Pre-Primer sight word list and begin Primer list. 3. Decode/read consonant vowel consonant words. 4. Count/write/identify numbers 0-100. 5. Recognition of 1- to-1 correspondence for #0-51. 6. Write age-appropriate related sentences, using phonetic spelling, correct spacing, capitalization and punctuation. 7. Demonstrate understanding of basic addition and subtraction operations by solving simple +/- number sentences. 8. Read text on grade level demonstrating fluency and accuracy. Students will read at a reading level A by the end of the year.

1st Grade	
Expectations upon entering grade to be successful:	Expectations in order to promote:
<ol style="list-style-type: none"> 1. Identify all 26 letters/sounds. 	<ol style="list-style-type: none"> 1. Apply strategies and processes of numbers

<ul style="list-style-type: none"> 2. Recognize all words from Dolch Pre-Primer sight word list and begin Primer list. 3. Decode and read consonant vowel consonant words. 4. Count/write/identify numbers 0-100. 5. Recognition of 1- to-1 correspondence for #0-51. 6. Write age-appropriate related sentences, using phonetic spelling, correct spacing, capitalization and punctuation. 7. Demonstrate understanding of basic addition and subtraction operations by solving simple +/- number sentences. 	<p>(+/-), including adding and subtracting whole numbers with sums & differences of 0- 20, time, and money.</p> <ul style="list-style-type: none"> 2. Demonstrate fluency of addition facts (20 facts in one minute with sums up to 18. Average at least 10 math facts per minute. 3. Independently plan and compose a paragraph with a topic sentence, 3 supporting ideas, and a conclusion. 4. Read a variety of genres on 1st grade level. 5. Apply comprehension strategies to 1st grade materials. 6. Read grade level text demonstrating fluency and accuracy. Reading levels should be at minimum: <ul style="list-style-type: none"> ○ 1st Quarter-Level D ○ 2nd Quarter-Level F ○ 3rd Quarter-Level H ○ 4th Quarter-Level J 7. Recognize and read Pre-Primer-1st grade Dolch sight words with fluency.
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2 nd Grade	
Expectations upon entering grade to be successful:	Expectations in order to promote:
<ul style="list-style-type: none"> 1. Apply strategies and processes of numbers (+/-), including adding and subtracting whole numbers with sums & differences of 0- 20, time, and money. 2. Independently plan and compose a paragraph with a topic sentence, 3 supporting ideas, and a conclusion. 3. Read a variety of genres on 1st grade level. 4. Apply comprehension strategies to 1st grade materials. 5. Demonstrate fluency and accuracy in recognizing grade level text. 6. Recognize Pre-Primer-1st grade Dolch sight words 	<ul style="list-style-type: none"> 1. Read and comprehend grade level text demonstrating fluency and accuracy. Reading levels should be at minimum: <ul style="list-style-type: none"> ○ 1st Quarter-Level K ○ 2nd Quarter-Level M ○ 3rd Quarter-Level O ○ 4th Quarter-Level P 2. Know addition math facts fluently with sums to 20 and the related subtraction facts. 3. Construct a complex paragraph with a topic sentence, at least 5 supporting detail sentences, and a concluding sentence. 4. Solve grade level math word problems.

3rd grade	
Expectations upon entering grade to be successful:	Expectations in order to promote:
<ol style="list-style-type: none"> 1. Read fluently and comprehend at or above the 2nd grade Level P. 2. Know addition math facts fluently with sums to 20 and the related subtraction facts. 3. Construct a complex paragraph with a topic sentence, at least 3 supporting detail sentences, and a concluding sentence. 	<ol style="list-style-type: none"> 1. Know basic Math Facts to 10 with multiplication and division. 2. Read and comprehend grade level text demonstrating fluency and accuracy. Reading levels should be at minimum: <ul style="list-style-type: none"> ○ 1st Quarter-Level Q ○ 2nd Quarter-Level R ○ 3rd Quarter-Level S ○ 4th Quarter-Level T 3. Write a short narrative response with the elements of a complex paragraph- topic sentence, at least 3 detail sentences, and a concluding sentence. 4. Recognize terms of the engineering design process. 5. Apply research skills using books and computer skills. 6. Solve grade level math word problems.

4th grade	
Expectations upon entering grade to be successful:	Expectations in order to promote:
<ol style="list-style-type: none"> 1. Know basic Math Facts to 10 with multiplication and division. 2. Read fluently at or above the 3rd grade Lexile level T. 3. Write a short passage with the elements of a complex paragraph- topic sentence, at least 3 detail sentences, and a concluding sentence. 4. Recognize terms of the engineering design process. 5. Apply research skills using books and computer skills. 6. Solve math word problems. 	<ol style="list-style-type: none"> 1. Read and comprehend grade level text demonstrating fluency and accuracy. Reading levels should be at minimum: <ul style="list-style-type: none"> ○ 1st Quarter-Level U ○ 2nd Quarter-Level U ○ 3rd Quarter-Level V ○ 4th Quarter-Level W 2. Know multiplication/division facts through 12's. 3. Construct a 3 paragraph opinion response paper including an introduction, body, at least 3 detail sentences per paragraph, and a conclusion. 4. Achieve a minimum of a 700 Lexile on district administered assessment (NWEA). 5. Know the engineering design process. 6. Solve grade level multi-step word problems.

5th grade

Expectations upon entering grade to be successful:	Expectations in order to promote:
<ol style="list-style-type: none">1. Read fluently at the district average fluency rate Level W2. Know multiplication/division facts through 12's.3. Construct a 3 paragraph paper including an introduction, body, at least 3 detail sentences per paragraph, and a conclusion.4. Achieve a minimum of a 700 Lexile on district administered assessment.5. Know the engineering design process6. Solve multi-step word problems.	<ol style="list-style-type: none">1. Read and comprehend grade level text demonstrating fluency and accuracy. Reading levels should be at minimum:<ul style="list-style-type: none">o 1st Quarter-Level Xo 2nd Quarter-Level Yo 3rd Quarter-Level Yo 4th Quarter-Level Z2. Write a 5 paragraph expository response with an introduction, 3 supporting paragraphs, and a conclusion.3. Solve/compute grade level multi-step mathematical problems using the correct order of operations and making the necessary conversions and simplifications when needed.4. Achieve a minimum of a 800 Lexile on district administered assessment (NWEA).5. Apply all the steps of the engineering design process to given scenarios.

ELEMENTARY SCHOOL PRIVILEGE DENIAL-The privilege of participation in school programs, field trips, and activities is an important part of attending the Hermitage Elementary School. However, disruptive behavior may lead to a loss of these privileges. The privileges denied to students who fail to maintain the level of responsibility expected of them can include (but are not limited to): parties, field trips, recess, and other scheduled programs and events. Privileges may be reinstated at the discretion of the classroom teacher and/or Lead Teachers/Administrators.

ELEMENTARY SCHOOL-WIDE TITLE I PROGRAM As of January 2010, Hermitage Elementary has been selected as a school-wide Title 1 program. The purpose of the school wide program is to use the key elements of Title 1 to upgrade the entire educational program of a school so that all students can reach high educational standards. Districts are encouraged to consolidate Federal, State, and local funds to accomplish this. A building is eligible to implement a school wide program if at least 40 percent of enrolled students are economically deprived. Eligibility is determined by the previous January free and reduced lunch percentage for that building. An eligible school, after consulting with the district, must submit notification to DESE (Department of Elementary and Secondary Education) of its intent to implement a school wide program. Program decisions are to be made at the building level: buildings in consultation with their district, determine how to use their funds in ways that best meet the needs of their students. Bringing these decisions to the building level helps discourage a district-directed "one-size fits-all" program and, instead, affords a significant resource for school buildings to use to meet the needs of their students. One year of planning and preparation is required unless the school staff demonstrates to DESE that they have received high quality technical assistance that allowed them to be prepared in less than one year.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES Students whose native or home language is other than English are identified through enrollment procedures or teacher referral. The district assesses the educational needs of these students and makes necessary modifications accordingly. Appropriate programs are provided to aid the students in acquiring English and progressing in the content areas.

ENROLLMENT Before a student will be officially enrolled, he/she must be in attendance for ten (10) consecutive days. If a student transfers from another public school district and has attended school there for one month, they will be placed in the grade assigned by the former school. Evidence must be provided that he/she has not been enrolled at the previous school for the purpose of becoming eligible to attend in this district.

Students transferring from private schools in grades 1-5 will be given a standardized test. Those scoring at a lower grade level may be placed in a lower grade than the grade last attended at the discretion of the principal.

A birth certificate, social security number and immunization records must be furnished before a student can enroll in Hermitage R-IV School.

FIELD TRIPS Field trips may be scheduled during the school year to enrich and extend classroom learning. Parents will be notified prior to the trip and given pertinent information, i.e. data and location. The classroom teacher and additional staff members will accompany the students. While parental involvement in a child's school experiences is encouraged, liability prohibits their participation in field trips.

Field trips are a fun and memorable activity for our students and staff. The classroom teacher will notify the parents of the upcoming field trip. A signed parent/guardian permission slip is required for a student to participate in any field trip. Students will not be allowed to attend the field trip if the signed permission slip has not been returned to the teacher by the day of the field trip. A student can be excluded from participation in field trips as a consequence of poor behavior, including but not limited to: truancy, defiance or dangerous behavior.

FLOWER DELIVERY -Flowers for special occasions will be delivered to the office and distributed before the end of the day. The delivery of balloons is discouraged. Balloons are not permitted on school busses.

GENERAL POLICIES The following general policies are to be observed by all students at all times (including after school functions such as ballgames, music programs, etc.). Students are expected to stay in the gym during ballgames.

1. Students may use the school building and facilities only under the direct supervision of the school staff. A faculty member must be present and actively supervising all activities held in the school building.
2. Sharp instruments and dangerous objects have no place in school. Absolutely no sharp objects are allowed. These items will be confiscated and disciplinary action taken.
3. Public display of affection is prohibited in school.
4. Radios, tape players, CD players, cell phones, etc. may not be brought to school.
5. Students will not be allowed to use the office phone. In case of illness, the teacher will notify the office or nurse and parents/legal guardians will be notified.
6. Elementary students are not allowed to ride the buses to Middle/High School athletic events.
7. Parents are asked not to call the school and leave telephone messages for students. Only in emergency situations will such messages be delivered to students. Babysitting, bus arrangements, etc. should be made before or after school. Delivering telephone messages to students during class time distracts the other students and interrupts the teacher's instruction time.
8. All elementary students (K-6) must be accompanied by an adult at all school functions.
9. All elementary students are expected to participate in outdoor recess. Dress your child appropriately for the weather. Students may be excused from outdoor recess **only** with a doctor's written order.
10. The school is not responsible for any toys, games, or other materials a student brings from home that are not requested by the teacher.
11. Toys, balls and bats are not to be brought to school on the bus. If such items are confiscated they will be given to the principal. A parent/legal guardian will be required to pick up the item(s).
12. Any items found at school should be turned in to the office. Students inquiring about items lost will be asked to describe the item.
13. Flowers for special occasions will be delivered to the office and distributed before the end of the day. The delivery of balloons is discouraged. Balloons are **NOT** permitted on school buses.
14. Eligibility to participate in school-sponsored activities requires that the student attend school on the day of the activity.

GRIEVANCE PROCEDURE AND RESOLUTION OF COMPLAINTS The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

GUN FREE SCHOOL POLICY A student bringing a firearm on school grounds or in school vehicles will be expelled from school for a period of not less than one year. The superintendent may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act.

HEALTH CARE SERVICES The school is equipped with a health care facility. However, if your child is ill or running a fever, **DO NOT** send him/her to school. Your child must be temperature and symptom free for twenty-four (24) hours. If your child becomes ill during the day, you will be notified and the child must be picked up. Please have on file in the office, two phone numbers, **IN ADDITION TO YOUR OWN**, of people who may be contacted in case of emergency.

All medications, including over-the-counter drugs, must be brought to the nurse's office by an adult as authorized by a parent/legal guardian and in the original container (duplicate bottles may be requested from the pharmacy) along with instructions by the parent/legal guardian on administering the medication. All medications must be given to the school nurse. An adult as authorized by a parent/legal guardian must come to the nurse's office to pick up all medications. **STUDENTS MAY NOT TRANSPORT ANY MEDICATIONS, INCLUDING OVER-THE-COUNTER DRUGS.**

Accident Insurance-Hermitage R-IV will provide a limited accident insurance policy on students that will allow students to participate in all school activities. However, parents are encouraged to have an additional policy on their child that would provide a broader coverage for their child's health. **The school does not assume responsibility for handling of claims.**

Immunization Requirements Missouri statutes require pupils to be immunized against diphtheria, polio, mumps, measles, rubella, hepatitis B and varicella or written documentation of having had chicken pox unless parents/legal guardians provide an exemption statement due to medical or religious reasons. An immunization record must be provided to the school at the time of enrollment. Failure to do so will result in the student not being allowed to attend school.

Milk Allergies Occasionally there are children who are medically diagnosed as being allergic to milk. Since milk is a required beverage on our lunch menu, this situation obviously presents a problem for diagnosed youngsters. In order for students to have an alternate beverage on a regular basis parents must provide a doctor's note, specific to the allergy. This note should be given to the child's teacher. We currently offer water as a substitution for children with mild allergies or intolerances.

Physical Examinations The Hermitage R-IV School District will arrange for periodic vision, hearing, dental and scoliosis screenings of students. Other health tests or examinations may be given with permission of parents.

Public schools are allowed to bill Medicaid when school nurses see Medicaid recipients. The District will do this automatically.

A student's immunizations must be up-to-date by the first day of school. The Superintendent of Schools is authorized to suspend pupils from school attendance who fail to comply with immunization regulations.

Soiled ("poop") Pants While at School Although we wish to be able to serve all children that come to our school, we will not allow the health and safety of the class to be compromised. When students have had a bathroom accident (wet or soiled pants), parents **will be** called to come to the school to bring necessities and assist their child in cleaning/changing the child. In order to attend school, a child must be toilet trained and able to independently use the bathroom unless specifically addressed in an IEP.

HONOR ROLL-Honor Roll is designed to recognize students in grades 3-5 for academic achievement.

Excellence Honor Roll is made up of those students who maintain no grade below A- in reading, math, and language arts. Principal's Honor Roll is made up of those students who maintain no grade below B- in reading, math, and language arts.

In addition to earning all "A's" or "A's/B's (at grade level) on his/her report card, a student must not receive Needs Improvement (NI) in any conduct, social skill, study/work habit or support area, or have excessive absences/tardies to receive this award.

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

LOST AND FOUND Anything lost or found should be placed in the Lost and Found or reported to the classroom teacher immediately. To help eliminate confusion, PLEASE LABEL all of your child's belongings for easier identification. The school cannot be responsible for any lost belongings. At the end of the school year there are always a large number of articles that have not been claimed. Parents are encouraged to check the Lost and Found area located in the main hallway. Articles that are not claimed are given to community service organizations at the end of the year.

LUNCH AND BREAKFAST Hermitage Elementary assigns an individual identification number to each student which is utilized in the lunch system. Each student's account will indicate the dates the student ate as well as any extra milk or juice which is purchased. Bills will be generated by this system. Payment in advance by check is encouraged. NO carbonated beverages are allowed at meals.

Students may accrue no more than \$12 in lunch charges. Students owing more than \$12 will receive a peanut butter sandwich rather than a school lunch until the account is paid. Parents/guardians are responsible for all charges against their child's account. Free and reduced lunch forms are provided at the start of the school year. Completion of those forms is encouraged to determine if income guidelines qualify the student on free or reduced lunch. Parents/guardians may also complete a free and reduced lunch form at any other time during the school year when their income has changed. Forms are available in the elementary office. The cost of lunch is \$1.85 per day and may be purchased on a daily, weekly, biweekly, or monthly basis.

Students on free or reduced meals receive one (1) milk with each meal and are required to pay for extra milk.

Breakfast will be provided in the classroom each morning for all students from 8:00 – 8:15. There is no charge for breakfast and all students may participate.

NCLB COMPLAINT PROCEDURES The Federal No Child Left Behind Act of 2011 (NCLB), Title IX Part C. Sec. 9304(a)(3)(c) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX, part C.

WHO MAY FILE A COMPLAINT

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

DEFINITION OF A COMPLAINT

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. Facts, including documentary evidence that supports the allegation, and
3. The specific requirement, statute, or regulation being violated.

ALTERNATIVES FOR FILING COMPLAINTS

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

INFORMAL AND FORMAL COMPLAINTS RECEIVED BY THE LOCAL EDUCATION AGENCY

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. Disseminating procedures to the LEA school board,
2. Central filing of procedures within the district,
3. Addressing informal complaints in a prompt and courteous manner,
4. Notifying the SEA within 15 days of receipt of written complaints,

5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. Appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

INFORMAL COMPLAINTS RECEIVED BY THE SEA OFFICE

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

FORMAL COMPLAINTS INITIALLY RECEIVED BY THE SEA OFFICE

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts, on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

NONDISCRIMINATION POLICY STATEMENT This policy is included in the handbook to comply with Federal government requirements.

P.E. CLASS All students (K-5) will be required to wear tennis/athletic shoes for P.E. Students will not be allowed to participate in socks, sandals, flip flops, etc. due to the danger of being injured. A separate or additional pair of athletic shoes to leave at school is not required providing the student arrives at school wearing tennis/athletic shoes.

PARENT-TEACHER CONFERENCES Parent/legal guardian - Teacher conferences may be requested by either party any time a need arises. A time that will be mutually convenient for those involved will be determined. Hermitage R-IV School will hold parent-teacher conferences at the end of the 1st quarter.

PERSONAL ELECTRONIC GEAR Students may not have electronic devices (cell phones, radios, CD players, iPods etc.) during school time. If these items are brought from home, students must check them in with their teacher. If electronic items are confiscated, students will be written up and devices will have to be picked up by parents.

PLAYGROUND RULES Failure to follow these rules will result in disciplinary action.

1. Be respectful of others.
2. Use playground equipment correctly.
3. Keep hands, feet and other objects to yourself.
4. Follow the direction(s) of the person(s) in charge.
5. Remain on the playground unless given permission by the person(s) in charge.

POLICY STATEMENT The Board of Education and administration of Hermitage R-IV Schools hereby assures applicants for employment, employees, students, parents, and others interested in operations of the public schools that no person will be discriminated against, or excluded from any program or activity, on the basis of age, handicap, sex, race, color or origin.

PROMOTION OR RETENTION The welfare of each individual child will be the primary consideration for promotion or retention. A student will be promoted on the basis of age, academic achievement, attendance, social, physical and cognitive development. If a child is to benefit from retention, it is best for retention to occur at the earliest possible stage of school development. As soon as the teacher recognizes a child is a candidate for retention, the parents/legal guardian will be notified and a conference requested.

** The final decision for promotion, placement, or retention for any grade level (K-5) will be made by the district administrator, student's teacher, attendance committee, or the grade placement committee as appropriate.

The following students are exempt from the state-mandated reading level requirement:

- Students receiving special education services under an Individualized Education Program (IEP)
- Students receiving services under Section 504 whose service plan includes an element addressing reading.
- Students who have limited English proficiency.

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

QUARTERLY REPORTS Written reports of pupil progress in achievement, conduct and work and study habits are made to parents/legal guardian at each mid-quarter and at quarter. The pupil's record of absences and tardies for the reporting period will be included in the reports.

Parents/legal guardians are expected to study these reports. They are encouraged to become acquainted with the pupil's teachers and confer with them as frequently as necessary.

All outstanding accounts, including lunch charges, overdue library books, etc. must be cleared before the grade card will be issued.

READING ASSESSMENTS Our goal for each student is that he/she read at or above grade level at the end of third grade. This goal is directly aligned to Missouri State policies on Reading Assessment, Reading Improvement Plans, Student Retention and MAP testing. While the state statute addresses grades three through six, the Missouri Department of Elementary and Secondary Education recommends systematic reading assessments *before* grade three.

All students in kindergarten through fifth grade will be screened to determine their current reading level by mid-first quarter. All students will again be screened in December and May. Additional screenings will be conducted throughout the school year as necessary.

A variety of assessments and methods may be used including, but not limited to: MAP/Terra Nova results, NWEA, Common Assessments, Teacher Observations, Informal Reading Inventories, and Comprehensive Reading Tests. Parents/Legal Guardians will be notified if their child is reading more than one grade level below their current placement. Appropriate intervention strategies will be implemented to improve skills, which may include after-school tutoring, parent-led activities to be completed at home.

REPORTING AND COMPLAINT Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of the report that would otherwise be made to the compliance coordinator, reports should instead be directed to who will assume the coordinator's duties for the purpose of that complaint.

Name of Office: Principal
Business Address: PO Box 327, Hermitage, MO 65668-0327
Phone – Fax (417) 745-6417 – (417) 745- 6475

RESIDENCY Each new or returning student that is enrolled at Hermitage R-IV will need to complete the residency verification form with the appropriate documentation and have it notarized before a student can be enrolled in the district.

The Public School Laws of Missouri (RSMo 167.020) concerning residence and tuition state:
In order to register a pupil, the Parent or Legal Guardian of the pupil... shall provide, at the time of registration,... Proof of residency in the district... "residency" shall mean that a person both physically resides within a school district and is domiciled within that district. The domicile of a minor child shall be the domicile of the Parent or Court-Appointed Legal Guardian.

RESPONSE TO INSTRUCTION AND INTERVENTION (RTI) AND SUPPLEMENTAL

EDUCATION Response to Intervention focuses on providing instructional interventions that are scientifically based. It relies on data for identifying, defining, and resolving students' academic difficulties. It is based on quality classroom instruction aimed at preventing academic difficulties. It provides supplemental services to immediately address academic problems.

Tier I –Core Instruction: Tier I instruction consists of the core reading program including differentiated instructing components to address the needs of students. The core math program consists of the Envision Math program, including the intervention and enrichment Envision Math activities to address the needs of the students.

Tier II –Strategic Intervention in the Regular Classroom: Tier II reading strategic intervention in the regular classroom includes, in addition to the core reading instruction, target instruction within the regular classroom using small group instruction and centers.

Tier II –Supplemental Education: If a student has been receiving Tier II strategic interventions in the regular classroom and continues to perform below proficient in the core curriculum, running records and/or on the NWEA assessments, the student may enter Tier II Supplemental Education. Students who enter Tier II Supplemental Education will receive small group in-class/pull-out instruction.

Tier III –Intensive Supplemental Education:

SAFETY DRILLS-Safety drills are held periodically throughout the school year. Students are advised to listen carefully to instructions issued by the teacher in charge and the loud speaker. These drills are extremely important and require the assistance and cooperation of students and staff.

FIRE DRILLS The procedure for fire drills will be used for any emergency situation indicated the building should be evacuated. The fire alarm will be a **CONTINUOUS RINGING** of the bells. Students are to leave the building quickly, without running, and use the exit door shown as the primary exit for the room they are in on the building evacuation plan posted by each classroom door. If that door is blocked, students are to use the designated secondary exit. Students should go immediately to the designated assembly area and stay with their group so everyone may be accounted for. Students are to always follow the directions of the teacher or person in charge. The signal to return to class will be three long rings of the bell or instructions of the superintendent or principal.

INTRUDER DRILLS An announcement will be made to ‘lock down’. The teacher or person in charge will lock the classroom door, close the windows and blinds. Students will take cover in an area of the room where they are least visible and remain as quiet as possible. Students are to follow the instructions of the teacher or person in charge. The signal for students to return to class will be three long rings of the bell or instructions of the superintendent or principal.

TORNADO DRILLS The tornado warning alarm will be a **SERIES OF SHORT RINGS** of the bells. Whistles will be used if power fails and the bells are disarmed. When the alarm sounds, students are to follow the instructions of the teacher or person in charge and proceed to the area designated for the room they are in and quickly kneel against the wall with their arms over their head. Students are to use the interior part of the corridors and stay away from entrances as much as possible. Students who are outside will be moved into the building to a designated area. The signal to return to normal activities will be three long rings of the bell or instructions of the superintendent or principal.

SCHOOL CLOSING School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the SchoolReach Broadcast System to notify students and parents/legal guardians. Announcements will also be made on radio and TV stations. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing will occur a SchoolReach broadcast will be made and media notified. Information should be given to your child as to what he/she should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school should send your child to another destination or phone someone to pick them up, please have this information on file in the Elementary Office. Time is short in emergency situations and every effort will be made to keep students safe.

SCHOOL COMPUTERS The use of school computers for schoolwork is encouraged. Permission and supervision by a faculty or staff member is required. Unauthorized use of school computers will result in disciplinary action.

Using school computers for information or games related to violent or potentially violent activities, or materials considered to be obscene, may result in up to a 365 day suspension from the date of misconduct. without direct observation by a teacher and suspension from school for one or more days.

If a student wishes to use a computer before, during or after school, arrangements must be made with a teacher.

Each year, all students and their parents/legal guardian will be required to sign a computer-use agreement before students will be allowed access to them.

SCHOOLREACH Broadcast System Hermitage R-IV utilizes the SchoolReach Broadcast System to inform students and their families about school closings, special programs and/or dates, etc. You will receive a prerecorded message from a district representative. The system will leave a message on home telephones, land lines, and cellular voicemail. Information about this system was in the enrollment packet. Two (2) numbers per students may be included in the database. The two numbers to be used for your child are taken from the ‘Student Information’ sheet you have submitted to the elementary office. Please notify the office anytime throughout the year if either of these numbers changes.

A separate database will be maintained for early dismissal. The two (2) numbers you provided on the ‘School Closing Information’ sheet will be used.

SEARCHES School administrators and staff reserve the right to search students’ handbags, pockets, purses, backpacks and other locations where personal belongings are located on school property or while attending school activities. At the discretion of the administration, law enforcement officials may be involved in these searches. This policy is to ensure that illegal items are not brought to school and that our students are safe.

SEXUAL HARASSMENT (BOARD POLICY ACAA) The Hermitage R-IV School District is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is prohibited.

Allegations of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

STUDENT RECORDS Definition: Student Education Records are defined as records, which are directly related to a student and are maintained by schools. It does not include records maintained by individual staff members for their personal use. Every effort is made to keep information placed in the Student Education Record factual and objective.

Record Accessibility: Student Education Records are Accessible to:

- School officials, including teachers of the district, who have legitimate educational interests in the records.
- Parents and/or legal guardians
- Officials of schools in which the student seeks or intends to enroll
- Other agencies, institutions, or individual at the receipt of written release from parent, guardian or eligible student
- Other state and federal offices and agencies as prescribed by law

A record access log is kept as part of the Student Education Record indicating all who have access except professional staff members of the district. Student record maintenance is the responsibility of the principal.

Directory Information: Designated items are: student's name, parent's name, address, telephone number, date and place of birth, participation in officially recognized activities, dates of attendance, awards received, most recent previous school attended, and photograph.

TEACHER QUALIFICATIONS The Hermitage R-IV District is required to inform you of certain information that you, according to the 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 is held by the teacher, and the field of discipline of their certification

In addition to the information that parents may request, districts must provide to each individual parent-

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

TUTORING Each teacher is available one afternoon each week from 3:00 to 4:00 for tutoring individuals or small groups. Tutoring can serve a vital role in your child's education, building and strengthening skills and work habits. If you believe your child should benefit from tutoring and you have not been contacted by his/her teacher, please contact him/her directly to discuss your concerns.

During school hours only school personnel are allowed on the playground with the students

VISITING SCHOOL Parents/legal guardians may visit their child's classroom after stopping at the Elementary Office, signing in and obtaining a visitor's pass. Parents/legal guardians may not visit classrooms other than those of their own children. Parents/legal guardians are to contact the principal and teacher in advance to schedule classroom visits. When visiting their child's classroom, parents/legal guardians may observe the class; however, they are not to participate unless asked to do so by the teacher. Whispering, attempting to talk to their child or other distractions are not allowed. Parents/legal guardians may not loiter in hallways or other public areas of the school. Parents are not permitted to attend recess. Visits by parents/legal guardians will be limited to two (2) per month. Any parent/legal guardian causing a disruption or disturbance may be directed to leave school grounds and/or barred from future visits to the school.

Children not enrolled in the Hermitage R-IV School District will not be permitted to visit unless accompanied by an adult. Children not enrolled in the Hermitage R-IV School District may not ride a school bus or participate in field trips.

WITHDRAWAL FROM SCHOOL All school-owned books and other equipment must be returned. Failure to follow these procedures may make it difficult to be enrolled and properly classified in another school. Any financial obligation for books, lunch and/or milk money, or other equipment lost or damaged must be paid in full before grades will be issued.