

Welcome to Hermann Middle School

HMS Students and Families;

This procedures book has been developed to help you become familiar with the facilities, activities, and guidelines of our school. It provides general information and outlines many of the school's practices and procedures. We hope you find it helpful now and throughout the school year. Information regarding certain Board of Education approved policies can be found in the District Student Handbook located on the school website. Policies covered in the district handbook include:

- Federal programs complaint procedures
- Asbestos
- Anti-bullying policy and procedures
- Name and contact information for the District's Section 504 and Title IX Coordinator
- A copy of the District's anti-discrimination and harassment policy
- Attendance policy and procedures
- Student technology use policy
- Student alcohol/drug use policy
- Tobacco-free/drug-free schools policy
- Student discipline code/ Board Policies regarding student discipline
- Policy regarding student conduct on school transportation
- Policy regarding communicable diseases
- Process for filing a complaint/grievance with the District
- Policy regarding maintenance and release of student records and directory information
- Annual FERPA notices to parents
- Policy for surveying, analyzing, or evaluating students (including statewide assessments)
- Policy regarding administration of medicine
- Policy regarding virtual education

Our challenge and hope for you is that you leave HMS more successful and more prepared for the future. We will help you toward that goal and hope you strive to be the best you can be.

Below is a blank space to secure your schedule.

Gasconade County R-1 School District

Administrator	Telephone Number
Dr. Scott Smith, Superintendent	486-2116 ext. 1300
Missy Ash, Director of Special Education	486-2116 ext. 1305
Maranda Anderson, Director of Curriculum and Federal Programs	486-2116 ext. 1306
Chip Stutzman, Principal (Hermann High School)	486-5425 ext. 1100
Nicole Buschmann, Principal (Hermann Middle School)	486-3121 ext. 1200
Kendra Brune, Principal (Hermann Elementary School)	486-2116 ext. 2400
Todd Anderson, Activities Director	486-5425 ext. 1149

A STATEMENT OF MISSION

The primary mission of the Gasconade County R-1 Schools is to provide our students with the highest quality instruction, facilities and resources to ensure students have every opportunity to reach their potential. The school district must create an environment in which students learn to value their contributions as individuals and recognize their responsibilities as members of a community. A collaborative effort among educators, parents and the community is essential to the success of this endeavor.

HMS Mission

BEARCATS, BE YOUR BEST!

Classroom ° Community ° Character

Gasconade County R-1 Schools
SCHOOL CALENDAR-2019-2020

First Day of Classes Thursday, August 15
Last Day of Classes Thursday, May 14

Days not in Session

Labor Day Monday, September 2
 Teacher Professional Day Monday, September 9
 Teacher Professional Day Monday, October 14
 Mid-Fall Break Friday, October 25 & Monday, October 28
 Teacher Professional Day Monday, November 4
 Thanksgiving Vacation Wednesday – Friday, Nov 27-29
 Christmas Vacation Monday Dec 23 thru Friday Jan 3
 Martin Luther King Day Monday, January 20
 Teacher Professional Day Monday, January 27
 President’s Day Monday, February 17
 Teacher Professional Day Monday, March 9
 Spring Break Thursday-Monday, April 9-13

First Day of Class after an Extended Vacation

Thanksgiving Monday, December 2
 Christmas Monday, January 6
 Spring Break Tuesday, April 14

Quarter and Semester Dates

End of 1st Quarter Friday, October 18
 End of 1st Semester Friday, December 20
 End of 3rd Quarter Friday, March 6
 End of 2nd Semester Thursday, May 14

Early Dismissal Dates For Student/Parent/Teacher Conferences

Fall Conferences Thursday, October 25

This calendar includes 60 inclement weather hours so no make-up days/hours are required. Further revisions to the school calendar will be decided in the best academic interest of the students by the Superintendent/ Board of Education.

**Hermann Middle School Staff
2019-20**

Amy Alferman	5th Grade	Phil Landolt	7th and 8th Grade Science, Reading
Debbie Brethorst	7th and 8th Grade English Language Arts	Tammy Lane	4th Grade
Jennifer Burns	5th Grade	Tim Leibach	Custodian
Nicole Buschmann	Principal	Jo Lundberg	Special Education Aide
Kim Chasteen	Special Education	Joshua Morris	Physical Education
Maribeth Dann	7th and 8th Grade Enrichment, Reading	Gigi Mueller	District Lunch Secretary
Patrick Dell	Vocal Music	Crystal Pehle	School Counselor
Janette Eggen	6th Grade, 8th Grade Social Studies	Ben Sachs	Instrumental Music
Kara Emmons	Art, Family and Consumer Sciences	Karen Scheer	4th Grade
Melissa Engemann	7th and 8th Grade Science, Careers	Cheryl Schwartz	Library Media Specialist
Tara Englert	Special Education	Betsy Stephan	6th Grade
Kim Forbis	4th and 5th Grade Specials, 6th Grade, Publications, Video Editing	Maggie Stiegman	6th Grade
Dawn Grosse	School Based Social Worker	Judy Stock	School Nurse
Peabody Hanger	Custodian	Rebecca Summers	5th Grade
Katie Heaney	7th and 8th Grade Social Studies	Kelly Thurman	Special Education Aide
Jeremy Hosick	7th and 8th Grade Math	Beth Weir	7th and 8th Grade Math, Computers,
Chelsie Kallmeyer	Special Education Aide	Ursula Wofford	Custodian
Jamie Koenigsfeld	Speech and Language	Anne Worland	Title I Reading, 5th and 6th Grade Enrichment
Marlene Kottmann	Secretary		

Daily Schedule

Warning Bell	7:53
Advisory	7:59- 8:05
1 st Hour	8:05- 8:54
2 nd Hour	8:58- 9:47
3 rd Hour	9:51- 10:40
Bearcat Time	10:44- 11:14
A Lunch	11:18- 11:39
A 4 th Period	11:43-12:32
B 4 th Period	11:18- 12:08
B Lunch	12:12- 12:32
5 th Hour	12:36- 1:25
6 th Hour	1:29- 2:18
7 th Hour	2:22- 3:15

Early Dismissal Schedule

1 st Period	8:00- 8:35
2 nd Period	8:38- 9:11
3 rd Period	9:14- 9:47
5 th Period	9:50- 10:23
6 th Period	10:26- 10:59
7 th Period	11:03- 11:38
A Lunch	11:42- 12:02
A 4 th Period	12:06-12:41
B 4 th Period	11:42- 12:17
B Lunch	12:21- 12:41
Bearcat Time	12:45- 1:05

Hermann Middle School Procedures and Guidelines

School begins at 7:53 am and is dismissed at 3:15 pm. Students are allowed to enter the middle school at 7:15 a.m. each morning. **Please do not arrive at school before the building is open.** Students will remain in the school lobby until a staff member dismisses them to one of three places: the library, cafeteria, or the gym. At 7:53 a.m. students may go to the hallway assigned to them by grade.

It is expected that students will have departed from school grounds by 3:25 p.m. each day. School doors will be closed by 3:30 p.m. Students involved in extracurricular activities must remain in the area assigned by the teacher or coach. The rest of the building is off limits. **Students may not remain at school or arrive early without a supervisor/sponsor.**

Any student returning to the school for activities after regular school hours is expected to arrive just before the scheduled time for the activity and depart from the premises immediately following the conclusion of the activity. Arrangements for getting home from activities should be made prior to arriving at school. Any student who twice fails to have arrangements previously made to depart from the activity within 15 minutes of the scheduled time will only be allowed to attend future activities when accompanied by his/her parent/guardian.

ATTENDANCE

All students are expected to attend school regularly and to be on time for all classes in order to benefit maximally from each instructional program and develop good habits of punctuality, self-discipline, and responsibility. Students with good attendance generally enjoy school more, and are better equipped to be successful.

If it is necessary for a student to be absent, the student's parent/guardian should notify the school at 486-3121 ext. 1202 to explain the reason for the absence. If telephoning is not possible, the student is to return to school with written notification from the parent/guardian stating the reason for the absence and the days missed from school. Excessive absences will be referred to the district's school-based social worker.

In order to participate in or attend a school-sponsored activity, a student must be present at school for the day. Unusual circumstances can result in this being waived only after a parent conference with the principal.

Please refer to **the Gasconade County R-1 School District Student Handbook** regarding rules, regulations, and procedures as they apply to student attendance and the definitions of "excused" and "unexcused" absences.

Homework During Absence - Requests for homework assignments should be made before 10:00 am so that assignments can be collected from teachers. Students who know in advance they going to miss school should ask for their assignments in advance with the understanding they may not receive all of the assignments.

The amount of time allowed to make up homework assignments will be the same as the time missed, provided that it was an excused absence. Students are expected to ask for the make-up assignments and turn them in on time. Tests scheduled and announced during a student's absence will be treated the same as other make-up assignments. (Make-up assignments due to unexcused absences or truancy may not count for full credit.)

EXCESSIVE ABSENCES

Attendance has a huge impact on a student's success starting in kindergarten and continuing through high school. As children grow older and more independent, it is important for parents to continue to ensure that students get to school each day. Research from "Attendance Works" shows that students should miss no more than 9 days each school year to stay engaged and on track for graduation. This research also tells us that by the sixth grade, absenteeism is one of three signs that a student may drop out of high school. In addition, attendance is an important life skill impacting further education and employment (Attendanceworks.org).

Action steps by Hermann Middle School, regarding attendance, are outlined below:

Step 1. When the student reaches his/her sixth absence within the first semester a letter of concern will be mailed home. This letter will outline the district's concerns, review with the parents the attendance policy, and request a parent conference.

Step 2. When the student reaches his/her tenth absence an additional letter will be sent to restate the district's concerns. Further absences may require one or more of the following:

1. Requiring a doctor's note for any additional absences.
2. Immediate parental contact at home or work on the occurrence of any additional absences.
3. Arranging for the child to attend Saturday school or before/ after school detention.
4. Possible punitive actions if the plan is not met.

Step 3. Absences in excess of 15 days will be addressed by the school-based social worker. The Division of Family Services may also be contacted. All further absences may be used as documentation of educational neglect and evidence for retention and other actions.

A student who is suspended from school for a disciplinary problem for any number of days will not have that number of days charged against the total of permitted days.

STUDENTS ARRIVING LATE

Students arriving after 8:00 a.m. must report directly to the office with their parent/guardian or with written notification from the parent /guardian stating the reason for the tardiness and the date. The office will provide the student with an admittance slip to class.

STUDENTS LEAVING EARLY

If it is necessary for a student to leave school before 3:15 pm, a written request from the parent/guardian stating the reason and time should be presented to the office before the first period class. Students will be called to the office upon the parent/guardian's arrival to pick up the student. A parent/guardian's signature is needed in the office for a student to leave the building. Students are to check out with the office when leaving the building and check in upon their return. Students may not leave the building or school grounds before the close of the school unless approval is granted from the office. **Students are allowed to leave with parents following field trips or other school events, but any time missed will be reflected in the student's attendance record.**

TARDIES

Each student should be in his/her assigned seat before the bell rings to begin class unless the teacher has been

notified. On the first tardy to class, the student will receive a Warning. On the second and third tardies, the teacher will assign a detention to be served in the classroom where the tardy occurred. Starting with the fourth tardy, students will receive a discipline referral and consequences assigned by the principal.

COMMUNICATION

Parent Portal- The Parent Portal is a web-based system that allows parents to access the latest information about their child's attendance, lunch account, and grades. School announcements are also regularly posted on the Parent Portal. To access the parent portal, contact the school office for a password.

S'more Newsletter- The principal publishes a monthly newsletter with upcoming events, school news and feature stories using an online service. Contact the office if you are not receiving this newsletter by email. The newsletter can also be found posted on the Parent Portal and Facebook page.

Facebook- Up to the minute news and feature stories are published on the Hermann Middle School Facebook page.

Notes and Flyers- Often correspondence is sent home in the form of notes with students. Please read correspondence carefully and respond as necessary. Prompt return of forms that require parent signatures is appreciated.

TRANSPORTATION AND RELEASE OF STUDENTS

Bus routes are established to provide the most practical service to the greatest number of people. In order to transport children safely to and from school each day it is important that students follow the bus regulations as explained by bus drivers.

If it is necessary to change your child's transportation plans, please call the school's office before 2:00 of that day or send a note to school explaining any changes. These changes must be approved by the principal or designee. Bus drivers are not allowed to let students off the bus at any place other than the normal bus stop unless the parents have authorized it in writing.

HALL PASSES

Students must sign out of a class. When signing out of a room he/she must record the time and reason for leaving the room. Upon returning to the class you must sign into the class and record your returning time.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks are issued to students in classes requiring a textbook on a loan basis. Textbook numbers are recorded when the books are issued. Students may also check out library books from the library (includes Kindles). Students are responsible for the care of all textbooks and library books checked out to them during the school year. All lost or damaged books must be paid for before another book is issued. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

PHYSICAL EDUCATION AND RECESS

4th and 5th grade students will have regularly scheduled recesses. With the exception of rain, snow, or extremely cold temperatures, recess will be outside. Please ensure all students have appropriate clothing and footwear.

All students are required to participate in PE unless there is an obvious injury or a parent provides a valid reason in writing. An excuse from a physician will be required if a child is to refrain from PE activities for more than three days. Students in 7th/8th grade are expected to dress out in athletic clothing each day. PE lockers and locks are provided for students to keep their PE clothes in. Students are expected to lock their belongings in their assigned locker.

ACADEMIC INFORMATION

Grade Standards - Grades are based on scores received on homework assignments and tests, classroom participation, and effort. The letter grades reflect the following percentages:

95-100	A	4.0	70-73	C-	1.6
90-94	A-	3.6	67-69	D+	1.3
87-89	B+	3.3	64-66	D	1.0
84-86	B	3.0	60-63	D-	0.6
80-83	B-	2.6	0-59	F	0.0
77-79	C+	2.3			
74-76	C	2.0			

Honor Roll is figured quarterly. A student makes the *Honor Roll* if he/she attains a 3.25 average, on a 4-point scale, in all solid subject classes.

Grade Cards are distributed to students after the mid-quarter and at the end of the quarter. A school messenger call will be made on the day report cards are distributed. Infinite Campus, the school district’s student information system, offers a “Parent Portal” allowing parents to monitor their child’s progress on a regular basis. A password is required for access and can be secured in the middle school office.

Parent Conferences - Fifth-grade teachers will set up appointments with parents for conferences. Sixth through eighth grade teachers can be seen on a first come-first serve basis during published conference hours. Students are encouraged to accompany parents to conferences.

SCHOOL EMERGENCY/ CLOSING PROCEDURES

In the event that school must be closed due to an emergency or inclement weather, the school district will utilize School Messenger. A recorded phone call will be made to the phone numbers listed on your child’s emergency contact form. Pertinent information will be shared in the recording stating the situation and procedures to be followed. In the event that an early dismissal changes where your child should go after school, please contact the office as soon as possible.

ATHLETIC/ EXTRACURRICULAR PROGRAM

Definition of Eligibility—Participation in athletic contests and extracurricular activities is a privilege. Students must meet eligibility standards in order to participate in athletics contests versus other schools, Student Council, FCCLA, TREND, music events or any other extracurricular activities in which he/she may represent the school. Eligibility standards are set by MSHSAA and the Gasconade County R-1 School District.

Eligibility Standards (Middle School Only)-

Citizenship- Students must be a creditable citizen, conducting themselves, both in and out of school, in a way that will not reflect discredit upon themselves or their school.

Sportsmanship-Students must uphold good sportsmanship as competitors and spectators.

Academic- Students who are promoted into 7th grade are considered academically eligible for the first grading period after promotion. A student will become ineligible to participate if he/she fails more than one class in any grading period.

Student grades will be checked at mid-quarter and at the end of each quarter. If a student is receiving an F when grades are averaged, he/she will be placed on probation. During probation he/she will be allowed to practice but will not be allowed to dress out and perform/compete before the public. At the next grade check (mid-quarter or

end of quarter) if the F has been removed, the student will be restored to full participation.

Attendance- A student absent from school during the day or any part of the day will not be allowed to participate in school activities during the afternoon or evening. Unusual circumstances can result in this being waived only after a parent conference with the principal.

Additional Requirements are outlined in the Athletic Handbook, the Hermann Middle School Athletic Code of Conduct, and through MSHSAA.

Transportation to/from School Activities--All participating students will be expected to ride the bus to and from the activities. Students will only be excused from riding home on the bus if their parent requests, in person or in writing, for their child to be released to them or another parent. Permission must be obtained from the coaches and/or sponsors in person.

Student Dress Code

We expect student dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the school. Any form of dress which is considered contrary to good hygiene or which is **distracting or disruptive in appearance** and detrimental to the purpose or conduct of the school will not be permitted in the classroom.

THE FOLLOWING IS A SET OF GUIDELINES AND IS NOT ALL INCLUSIVE:

1. T-shirts with the sleeves torn or cut out are not permitted.
2. Items of clothing advertising drugs, tobacco, or alcoholic products, or those with obscene or objectionable printing on them will not be permitted.
3. Skirts and dresses must be long enough for the student to touch the hem with the fingertips hanging straight to the side when standing.
4. Jeans/Capris/shorts may not have holes above the appropriate length for shorts or skirts. If a garment has holes above a student's fingertips when held at his/her side, the garment is considered inappropriate for school.
5. Tights/Leggings may be worn. However, if a teacher feels your attire is a distraction, you will be sent to the office.
6. Sleepwear is not to be worn at school. This includes pajama pants and slippers.
7. Any strap showing should be at least 1" in width.
8. Undergarments (underwear/bra straps) should not be seen.
9. For reasons of safety, shoelaces are to be tied at all times.
10. Caps and other headgear are not to be worn in the buildings. This includes the hood of a sweatshirt.
11. All clothing is to be clean and in good repair.
12. Heavy coats will not be worn during the school day.
13. Jewelry that represents a safety hazard or is weapon-like may not be worn.
14. Sagging is not permitted.
15. Writing on arms, face, legs or articles of clothing is not permitted.

When, in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Technology

Hermann Middle School will deploy chromebooks to each student as a part of the district's one to one initiative. Chromebooks are for educational use only and will remain in the school building. Students are expected to use good digital citizenship and to abide by the care and use guidelines set forth in the GCR-1 Chromebook Handbook which is available in the office or online at <https://goo.gl/qsDa1h>

Homework

The faculty and administration of Hermann Middle School believe a major component of student success depends on the completion of all student assignments. Each student may be expected to spend time on homework in addition to scheduled class instruction to achieve satisfactory mastery of skills. Homework can reinforce skills taught in the classroom, increases the student's success on assessments, gives practice in developing good work habits, offers opportunities for students to learn to budget their time wisely, and provides for parent involvement in the educational process. Students with late/missing assignments will only be allowed to participate in incentives once their work is complete and up to date.

Beverage Machines

Beverage machines are available for special circumstances, but are not available to students during the regular school day. Students may be given access to the beverage machine by a teacher or staff member as a privilege. Sodas are not allowed to be brought into school or consumed at lunch. Machines will be available after buses are dismissed.

Student Lockers

Lockers are provided for student convenience. Students are expected to keep lockers neat and orderly, ensure that any food in the locker is in a sealed container so as not to attract insects, and open and close their locker with a normal effort. Should a student wish to secure his/her locker an extra key or the combination to the lock must be provided to the office.

Personal Electronic Devices

Devices are to be powered off and kept out of sight from the time a student enters the school building until after the dismissal bell. Phone calls to parents or messages to students should be handled through the office. Cell phone calls and text messages are not allowed during the school day.

Birthdays

Children's birthdays are special events. Simple birthday treats may be sent to school for children, but must be compliant with Smart Snack standards. We ask you only send pre-packaged, store bought items. Please do not send home cooked items. Due to health and sanitation requirements we cannot serve home cooked items to students. Please provide enough for all students.

Hermann Middle School Discipline

Philosophy

In order to ensure that all students have the opportunity to achieve success, we must create and maintain an atmosphere conducive to learning. A discipline policy is necessary to create an environment where students feel safe, have an optimal learning environment, and are encouraged to make responsible decisions regarding their behavior. The discipline policy of Hermann Middle School strives to foster responsibility in students through cooperation between parents, teachers, students and administration. Success depends on all parties working together to create an optimal learning environment.

Hermann Middle School is in the process of implementing a research-based approach to discipline called Positive Behavior Interventions and Supports(PBIS). Hermann Middle School's discipline philosophy is ***to create an atmosphere that encourages positive relationships by supporting, teaching, and guiding all students through clear and consistent expectations***. We look forward to setting the example of lifting one another up for students including recognizing the things that individuals and groups are doing correctly, rather than dwelling on the things that are being done incorrectly; providing incentives and rewards for making good choices; and fostering respect, responsibility, safety, and learning skills in all students.

Behavior Expectations

The Hermann Middle School Behavior Matrix outlines expected behaviors in various settings in school. All expectations are aligned to one of the four primary expectations- Be Safe, Be Respectful, Be Responsible and Be a Learner.

	Safe	Respectful	Responsible	Learner
All Areas	<ul style="list-style-type: none"> • Walk • Keep hands, feet, and objects to yourself • Food and beverages in designated areas only • Report problems to teachers 	<ul style="list-style-type: none"> • Use appropriate voice level • Bearcat Friendly language • Care for school property and supplies • Respect property and personal space of others • Follow adult directions • Follow dress code • Be kind to adults and peers • Be an upstander, not a bystander 	<ul style="list-style-type: none"> • Clean up after yourself • Be prepared • Be on time • Keep cell phone off and out of sight until after the dismissal bell 	<ul style="list-style-type: none"> • Set goals for yourself and strive to reach them • Be a problem solver • Ask questions • Use your time wisely • Come to school ready to learn
Bus	<ul style="list-style-type: none"> • Remain seated back to back, seat to seat, feet to floor. • Keep the aisle clear • Enter and exit appropriately 	<ul style="list-style-type: none"> • Go directly to designated seat 	<ul style="list-style-type: none"> • Be at designated pick up location on time • Know your dismissal plan and inform office of changes by lunch 	<ul style="list-style-type: none"> • Be aware of your surroundings
Hall	<ul style="list-style-type: none"> • Be aware of your surroundings 	<ul style="list-style-type: none"> • Offer assistance when needed • Observe personal space 	<ul style="list-style-type: none"> • Use passing time wisely • Keep traffic flowing 	<ul style="list-style-type: none"> • Be on time to class • Keep lockers and backpack racks neat and orderly
Cafeteria	<ul style="list-style-type: none"> • Report spills 	<ul style="list-style-type: none"> • Exhibit good table manners • Only touch and eat your food • Be courteous to staff • Share tables, include others 	<ul style="list-style-type: none"> • Remain seated unless taking care of personal needs • Follow dismissal procedures • Check your area prior to dismissal • Recycle 	<ul style="list-style-type: none"> • Provide your body the fuel it needs to learn

Classroom	<ul style="list-style-type: none"> • Use materials appropriately • Stay in assigned space • Sign out of and into class 	<ul style="list-style-type: none"> • Be an active listener • Allow others to work undisturbed • Talk at the appropriate time 	<ul style="list-style-type: none"> • Bring all necessary supplies for your class • Be on task • Do your own work • Complete assigned work 	<ul style="list-style-type: none"> • Participate • Be an active learner
Technology	<ul style="list-style-type: none"> • Keep all passwords private • Leave chromebook in case at all times 	<ul style="list-style-type: none"> • Follow copyright guidelines and identify ownership of intellectual property • Only record/photograph / video or share with permission 	<ul style="list-style-type: none"> • Report problems to staff • Demonstrate appropriate care and use of materials • Practice good digital citizenship 	<ul style="list-style-type: none"> • Use devices for school related purposes only • Use devices when instructed to do so by a teacher
Bathroom	<ul style="list-style-type: none"> • Wash your hands • Report problems to staff 	<ul style="list-style-type: none"> • Respect the privacy of others. 	<ul style="list-style-type: none"> • Use facilities appropriately 	<ul style="list-style-type: none"> • Use appropriate time for restroom breaks • Return to class promptly

Classroom Discipline Plan

Classroom rules and expectations in addition to those in the behavior matrix may be developed by teachers and their students and will reflect Hermann Middle School’s standards of behavior. Teachers will communicate expectations to students and parents throughout the year. Teachers may assign consequences for minor infractions of expected behaviors or implement strategies to correct inappropriate behaviors. Communication between parents and teachers is vital to student success. Therefore, parents are to be contacted by the teacher either by written communication or by phone when a pattern of minor disruptive behavior occurs in the classroom.

Reinforcing Positive Behavior

The PBIS process includes a continuum of rewards to reinforce positive behavior. These rewards range from spendable Bearcat Bucks for tangible and intangible items in the school store, free time during Bearcat time on Fridays, positive office referrals, class competition rewards, and access to activities at our End of Quarter reward days. Students with office discipline referrals will not have full access to End of Quarter incentives.

Discouraging Negative Behavior

Office Referrals

Persistent minor infractions or major infractions of classroom or building expectations may result in a referral to the principal. These infractions will be dealt with on a case by case basis. Typically, warnings will be sent home with students for parent signature. Every possible attempt will be made to contact parents by phone for additional consequences. In some cases a parent/teacher/administrator conference may be requested. The consequences when the principal administers discipline may include:

- **1st offense:** Principal/student conference and written warning to be signed by the parents, loss of privileges, detention, 1 day in-school suspension or 1 day out-of school suspension.

- **2nd offense:** Loss of privileges, detention, 1-3 days in-school suspension or 1-3 days out-of-school suspension.
- **3rd offense:** Detention, 1-3 days in-school suspension or 1-3 days out-of-school suspension
- **4th offense:** 1-5 days in-school suspension, 1-10 days out-of-school suspension.
- **5th offense:** 1-10 days in-school suspension or suspended from school for a period of 1-10 days depending on the infraction.

Any principal assigned consequences, including warnings, may include loss of access or limited access to PBIS rewards including Friday Freeride and End of Quarter incentive days.

District Discipline Policy, as outlined in the District Student Handbook, will be followed at all times in accordance with Missouri State Law and/or adopted policies of the Board of Education.

In-School Suspension

Hermann Middle School has developed an In-School Suspension (ISS) program so that consequences can be administered without a student losing any academic credit. The student is, however, isolated from the rest of the student body for the duration of his/her ISS time. A faculty member will supervise students who have been assigned ISS.

The student will be expected to complete all of the classroom assignments that occurred in the class or classes they missed. Students must complete all assignments, including work assigned by the supervisor, before they will be released from ISS. Failure to cooperate with the directions of the faculty member will result in OSS.

Out-of-School Suspension

Any student who receives an out-of-school suspension (OSS) will receive 80% of the credit earned for any assignment or test missed during the term of suspension. All assignments must be completed when the student returns to school. If any tests are missed, the student should be prepared to take them upon his/her return to school. If a student misses a required activity, the teacher will deal with the situation on a case by case basis. Students who have OSS are not allowed to be on school property, eligible to participate in school sponsored activities, or attend events during the time of their suspension.

Bus Conduct

Students are expected to follow the rules of the bus driver at all times. When a driver refers a problem to the principal or superintendent, the student will receive disciplinary consequences in accordance with the Student Discipline Code. In addition to the disciplinary actions, bus-riding privileges may be suspended or revoked.

Special Education Considerations

Students with an Individual Educational Plan (IEP) will sometimes have modified behavior expectations. Appropriate standards will be agreed upon by the parents, teachers, and administrators involved with the students. An appropriate discipline plan will be developed and implemented according to the special needs of the child.

Counseling

Counseling by the teacher, school counselor, social worker, ISS Supervisor, and/or the principal will be provided. It is the goal of everyone at HMS to help students when they make mistakes.

Severe Behaviors

Students may be sent to the principal for any one of the following severe behaviors. These behaviors are outlined in the Gasconade County R-1 School District's Discipline Policy, and guidelines for consequences are also listed. These infractions and consequences are in compliance with the Safe Schools Act.

1. Arson	2. Fighting
3. Assault	4. Public Display of Affection
5. Bus Misconduct	6. Sexual Harassment
7. Disparaging/ demeaning language	8. Theft
9. Disrespectful speech or conduct	10. Tobacco
11. Disruptive speech or conduct	12. Truancy
13. Drugs/Alcohol	14. Vandalism
15. Extortion	16. Weapons
17. False Alarms	18. Technology Misuse

Please contact our school office with questions regarding procedures outlined in this publication. Thank you for your support and cooperation this year.

THE FOLLOWING ARE REQUIRED PUBLIC NOTICES:

PUBLIC NOTICE/SURROGATE PARENTS ANNOUNCEMENT

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 Gasconade County R-1 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 Gasconade County R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Gasconade County R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Gasconade County R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Gasconade County R-1 School District, 164 Blue Pride Dr., Hermann, MO 65041, Mondays through Fridays during business hours.

If you have a child with a disability or know of a child with a disability who is not attending the public school; or, if you are interested in learning more about volunteering to serve as a surrogate parent for a child with a disability you may contact Missy Ash, Special Education Director at (573) 486-2116 Ext. 1305.

This notice will be provided in native languages as appropriate.

Food Service Management

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

Notice

At the beginning of each school year, a copy of this procedure will be provided to every parent/guardian in the district as required by law. In addition, a copy of this procedure, along with information about free and reduced-price school meals, will be provided to the parents/guardians of all students who enroll after the beginning of the school year.

A copy of this procedure will also be provided to all building administrators, staff responsible for collecting payment for meals at the point of service, staff involved with notifying parents/guardians about account balances, school social workers, nurses, counselors, the district

liaison for homeless children and youths, and any other staff who regularly assist students in need.

A copy of this procedure will also be posted on the district's website, and information about charging meals will be included in the student handbook.

Employees

Employees may charge meals only after completing the form provided by the district authorizing the district to withhold the amount of any unpaid charges from the employee's pay. The district will withhold amounts due from meal charges in the pay period immediately after the charges are made. Employees may appeal a deduction for meal charges using the process outlined in policy DLB.

Students

1. A student may not accumulate more than ten dollars in unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

Alternative Meals

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten dollars in unpaid meal charges and is still unable to pay for meals may be provided an alternative reimbursable meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

Interventions

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Debt Collection

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Bad Debt

When the district determines that collection of delinquent debt is impossible or too costly, the debt will be reclassified as bad debt. Bad debt is debt that will be written off as an operating cost. These costs must be restored using nonfederal funds. NSFSA resources may not be used to cover any costs related to bad debt. Instead, local funds will be used to cover the costs. Local funds include:

State revenue matching funds in excess of state revenue matching-fund requirements.

1. State and local funds provided to cover the cost of student meals.
2. Local contributions from organizations or individuals.
3. Revenue from adult meals prepared using resources outside the district's food service and not funded by the NSFSA.
4. Revenue from the sale of à la carte items and profits from foods not purchased with NSFSA funds and funded by an account separate from the NSFSA.
5. Revenues from catering or contracting services that operate from an account separate from the NSFSA.

Records

The district will maintain detailed records pertaining to delinquent and bad debt, including:

1. Evidence of efforts to collect unpaid meal charges.
2. Evidence that collection efforts fell within the time frame and methods established by this procedure.

3. Financial records showing when delinquent debt became bad debt.
4. Evidence that funds written off as bad debt were restored to the NSFSA from nonfederal sources.

Receipts

1. The building principals shall be responsible for collection and reporting of meal receipts from their respective building units.
2. Receipts and all necessary reports shall be submitted to the district treasurer at least once each week.

Expenditures

Expenditures must be approved by the food service supervisor and by the superintendent before being submitted to the Board for payment.



EL Phone: 573-486-3197
 MS Phone: 573-486-3121
 HS Phone: 573-486-5425
 CO Phone: 573-486-2116

Gasconade County R-I School District

170 Blue Pride Drive, Hermann, MO 65041
www.hermann.k12.mo.us
Home of the Bearcats
 Dr. Scott Smith, Superintendent



EL Fax: 573-486-3244
 MS Fax: 573-486-5106
 HS Fax: 573-486-3058
 CO Fax: 573-486-3032

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Dear Parent or Guardian:

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

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

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

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

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

Our district takes pride in providing your student with the best education possible and the most qualified candidates to fill each of our positions. We take appropriate certification very seriously and have high expectations for all of our students and staff.

If you have any questions, or would like additional assistance, please feel free to contact me.

Your partner in education,

Maranda Anderson
 Director of Curriculum, Assessments, and Federal Programs
manderson@hermann.k12.mo.us
 573.486.2116 ext 1306