

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. All Middle School families must sign a form regarding knowledge of where to locate this information. Policies covered in the district handbook include:

- Federal programs complaint procedures
- Non-discrimination and compliance procedures
- Assessment program
- Student directory information
- Permission to photograph; surveying, analyzing, or evaluation of students
- Asbestos
- Emergency drills
- Administration of medicine
- Searches
- Technology usage, electronic communication
- Student discipline
- Bullying

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
Tracey Hankins, 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
Gary Leimkuehler, 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, Athletic 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.

Gasconade County R-1 Schools

SCHOOL CALENDAR-2017-2018

First Day of Classes Wednesday, August 16
Last Day of Classes Tuesday, May 15

Days not in Session

Labor DayMonday, September 4
Teacher Professional DayMonday, September 11
Teacher Professional Day Monday, October 9
Mid-Fall Break..... Friday, October 27 & Monday, October 30
Teacher Professional Day Monday, November 13
Thanksgiving Vacation Wednesday – Friday, Nov 22-24
Christmas Vacation Friday Dec 22 thru Wednesday Jan 3
Martin Luther King Day/ Teacher Professional Day Monday, January 15
Teacher Professional Day Monday, February 12
President’s Day Monday, February 19
Teacher Professional Day Monday, March 12
Spring Break Thursday-Monday, March 29- April 2

First Day of Class after an Extended Vacation

Thanksgiving Monday, November 27
Christmas Thursday, January 4
Spring Break Tuesday, April 3

Quarter and Semester Dates

End of 1st Quarter Friday, October 13(40 days)
End of 1st SemesterThursday, December 21 (43 days)
End of 3rd Quarter..... Friday, March 2 (39 days)
End of 2nd SemesterTuesday, May 15 (48 days)

Early Dismissal Dates For Parent Conferences

Fall ConferencesThursday, October 26

Make-up Days for Inclement Weather

Monday, February 19
Thursday, May 17
Friday, May 18
Monday, May 21
Tuesday, May 22
Wednesday, May 23
Thursday, May 24
Friday, May 25

Hermann Middle School Staff
2017-18

Amy Alferman	5th Grade	Marlene Kottmann	Secretary
Gary Ash	Special Education	Phil Landolt	7th and 8th Grade Science, Reading
Debbie Brethorst	7th and 8th Grade English Language Arts	Tim Leibach	Custodian
Paige Brown	5th Grade	Steve Lenger	Custodian
Jennifer Burns	5th Grade	Donelle Moore	Special Education Aide
Nicole Buschmann	Principal	Joshua Morris	Physical Education
Kim Chasteen	Special Education	Gigi Mueller	Secretary
Maribeth Dann	7th and 8th Grade Enrichment, Reading	Crystal Pehle	Guidance Counselor
Patrick Dell	Vocal Music	Pat Perusich	Special Education Aide
Kara Emmons	Art, Family and Consumer Sciences	Ben Sachs	Instrumental Music
Melissa Engemann	7th and 8th Grade Science, Careers	Cheryl Schwartze	Library Media Specialist
Tara Englert	Special Education	Josh Schwenck	7th and 8th Grade Social Studies
Dawn Grosse	School Based Social Worker	Betsy Stephan	6th Grade
Peabody Hanger	Custodian	Maggie Stiegman	6th Grade
Katie Heaney	6th Grade	Judy Stock	School Nurse
Jeremy Hosick	7th and 8th Grade Math	Rebecca Summers	5th Grade
Jade Kiser	Special Education	Beth Weir	7th and 8th Grade Math, Computers, Publications
Jamie Koenigsfeld	Speech and Language	Anne Worland	Title I Reading, 5th and 6th Grade Enrichment

Daily Schedule

Warning Bell	7:55
Advisory	8:00- 8:10
1 st Hour	8:10- 8:59
2 nd Hour	9:03- 9:52
3 rd Hour	9:56- 10:45
Intervention Time	10:49- 11:19
A Lunch	11:19- 11:44
A 4 th Period	11:48-12:37
B 4 th Period	11:23- 12:13
B Lunch	12:17- 12:37
5 th Hour	12:41- 1:30
6 th Hour	1:34- 2:23
7 th Hour	2:27- 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
Intervention Time	12:45- 1:05

Hermann Middle School Procedures and Guidelines

School begins at 7:55 am and is dismissed at 3:15 pm. Students are allowed to enter the middle school at 7:30 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 7:55 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

The Gasconade R-1 School District recognizes the importance and the essential need for regular school attendance in a child’s educational career. It is with this knowledge the following rules, regulations, and procedures were written.

The district feels that in most cases students will not miss more than 10 days in one school year. The district also feels that more than 10 absences will be detrimental to a student’s education. These 10 days includes excused and unexcused absences. However, the following will not count against the allowed ten absences per year:

1. Absence excused through a doctor’s office.
2. Absence excused through a dentist’s office.
3. Absence due to a death in the immediate family.
4. Absences caused by acts of God or natural disaster.
5. Absences due to religious observances.

A note or telephone call from the doctor/dentist’s office must accompany the student’s return to school in order for the absence not to count against the student’s total for the year. If the student exceeds the total number of absences allowed for the year it will result in the following actions:

Step 1. When the student reaches his/her tenth absence a letter of concern will be mailed home. This letter will outline the district’s concerns, review with the parents this policy and request a parent conference.

Step 2. When the student reaches his/her fifteenth 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. After the second letter additional absences will be addressed by the school-based social worker. The Division of Family Services may also be contacted. All further absences will 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 his/her 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 e-mail. 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

You must sign out of a class and carry a student planner with you. When signing out of a room you must record the time and reason for leaving the room. The student planner must state the reason for being out of class and the time you left 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

5th and 6th 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 dress out and 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 are provided for students to keep their PE clothes in.

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:

96-100	A	4.0	74-79	C	2.0
93-95	A-	3.7	70-73	C-	1.7
90-92	B+	3.3	67-69	D+	1.3
87-89	B	3.0	63-66	D	1.0
84-86	B-	2.7	60-62	D-	0.7
80-83	C+	2.3	0-59	F	0.0

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 - School will be dismissed for conferences. Teachers will set up daytime and evening appointments on these dates to accommodate parents' working schedules.

SCHOOL EMERGENCY/ CLOSING PROCEDURE

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 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 knee. If a garment has holes above the knee, 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 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.

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. Each classroom teacher/class may develop a late assignment policy.

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. 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

It is the philosophy of Hermann Middle School that all students can achieve success in their educational endeavors. 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. This school-wide process will help us to teach students how to meet behavior expectations, be consistent from classroom to classroom with our expectations, and give positive, specific feedback to students about their behavior. More information about PBIS will be sent home periodically throughout the year.

STUDENT RESPONSIBILITIES

The Gasconade County R-1 School District expects all students to:

1. Comply with the school and district policies and regulations.
2. Respect and obey all persons in authority.
3. Be prompt and regular in attendance, equipped with the necessary books, paper, and other necessary school supplies.
4. Meet classroom standards of behavior and performance.
5. Maintain appropriate habits of speech, dress and personal cleanliness.
6. Cooperate with pupils who have been given special responsibilities.
7. Respect the dignity, rights and property of others and avoid any activities, which may endanger the health and safety of others.
8. Assume responsibility for the care of school property.
9. Accept the consequences of his/her own actions.

STUDENT RIGHTS

Every student in the Gasconade County R-1 School District has the right to:

1. Free public education within the ages of five and twenty years of age as prescribed by law.
2. Information about guidance services available in his or her school.
3. Equal treatment in every aspect of the educational system, regardless of sex, race, creed, color, or religion.
4. An explanation of the basis of any grade given.
5. A fundamental guarantee of free speech, press and assembly so long as the exercise of these rights is not disruptive to the educational process.
6. Information on school policies and rules.
7. Make up class work after an excused absence.
8. Dress and groom him or herself according to his or her (or his or her parents') personal taste, as long as such dress and grooming do not present health or safety hazards or disrupt the educational process.
9. Reasonable, fair, courteous and consistent treatment, which does not violate his or her rights.
10. Receive all educational services as required by law, when married and/or pregnant, under the same conditions as any other student as his or her mental or physical condition permits.
11. Privacy of his or her personal possessions, subject to the right of school officials to inspect and protect school property and students, and to aid law enforcement officials in properly enforcing the law. (Principals or their designees are authorized to conduct a search of a student or any locker if there is reason to believe that the student has violated a school rule or committed an offense under the laws of the State of Missouri.)
12. Participate in authorized student organizations.
13. Access to their cumulative records.
14. Oral or written notice of charges against him or her and the facts, which prompt the charge before receiving any disciplinary action.
15. An opportunity to present his or her version of an incident before being disciplined.
16. Notice to his or her parents or guardian and a hearing before the Board of Education before being expelled.

BEHAVIOR EXPECTATIONS

RATIONALE

Hermann Middle School strives to provide clear and consistent behavior expectations to all students to help students make responsible decisions regarding their behavior. Understanding school policy is the cornerstone for effective decision-making skills.

BEFORE SCHOOL

1. Keep your hands, feet and other objects to yourself.
2. Put hats away.
3. Remain in the lobby until an adult directs you to the library, cafeteria, or gym.
4. Use appropriate language at all times.

HALLWAYS

1. Keep your hands, feet and other objects to yourself.
2. Use appropriate language.
3. Keep your voice quiet.
4. Walk at all times; keep on the right side of the hallway.

RESTROOMS

1. Whenever possible, use passing time to take care of personal needs.
2. Be quick in the restrooms.
3. Wash your hands.
4. Do not congregate or socialize in the restrooms.
5. Be responsible for school property. Keep restroom facilities neat and orderly.

ASSEMBLIES

1. Be quiet during performances or presentations.
2. Keep your hands, feet, and other objects to yourself.
3. Follow directions the first time.
4. Follow hallway rules when you are dismissed to and from the assembly.

CAFETERIA

1. Keep your hands, feet, and other objects to yourself.
2. Remain properly seated.
3. Clean up after yourself including the table and floor area.
4. Follow directions and prompts.
5. Keep your voice quiet.

DISMISSAL

1. Keep your hands, feet, and other objects to yourself.
2. Walk at all times.
3. Follow all directions and prompts.
4. Report immediately to your bus, pick up point, or after school activity.

SCHOOL DANCES

1. Remain at the dance until your parent/guardian comes to pick you up.
2. Written permission from your parent/guardian is required for you to ride or walk home with anyone else.
3. Keep your hands, feet, and other objects to yourself.
4. Adhere to all school rules.
5. Consequences are the same as if you are in school.

FIELD TRIPS

1. Keep hands, feet, and other objects to yourself.
2. Respect the rights and property of others.
3. Follow directions and prompts of chaperons.
4. Stay with the group or within the boundaries of the activity.

ATHLETIC ACTIVITIES

1. Keep your hands, feet, and other objects to yourself.
2. You are there to watch the game. Remain in the gym or at the field.
3. Have your ride home arrive on time.
4. Show respect and courtesy to the other team.

CLASSROOM DISCIPLINE PLAN

Classroom rules and expectations will 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.

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.

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 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 eligible to participate in school sponsored activities or attend events.

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, guidance 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.

Arson	Fighting
Assault	Public Display of Affection
Bus Misconduct	Sexual Harassment
Disparaging/ demeaning language	Theft
Disrespectful speech or conduct	Tobacco
Disruptive speech or conduct	Truancy
Drugs/Alcohol	Vandalism
Extortion	Weapons
False Alarms	Technology Misuse

REWARD INCENTIVES

Hermann Middle School has designed the discipline policy of the school to include reward incentives for those students who through **regular attendance, compliance with school rules and regulations, and academic achievement** earn the privilege to participate in regularly scheduled rewards. The criteria for earning these incentives will be determined by the teachers at that particular grade level and communicated to parents and students. The criteria may include but is not limited to attendance, behavior, and completed work

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

REQUIRED PUBLIC NOTICES ARE POSTED ON THE FOLLOWING PAGES.

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.

Dear Parent or Guardian:

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 certification 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
- 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.