

HERMANN ELEMENTARY SCHOOL



Home of the Bearcats

*Family
Procedure Guidelines
And
Student Handbook*

WELCOME TO HERMANN ELEMENTARY

This handbook is for families and students at Hermann Elementary. 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. We look forward to partnering with you in your child's education. Together, we can do so much. Information regarding certain Board of Education approved policies can be found in the District Student Handbook located on the website. All elementary families must sign a form regarding knowledge of where to locate this information. 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

ARRIVAL and DEPARTURE TIME

Children are expected to arrive between 7:30 a.m. and 7:50 a.m. Supervision of students begins at 7:30 a.m. Students arriving before 7:30 a.m. will wait outside. **School begins at 7:50 a.m. Students arriving after 7:50 will need to be signed in. School is dismissed at 3:03 p.m.**

Morning Procedure:

1. **THE PARKING LOT AT THE BACK ALONG GOETHE ST. AND W. 8TH ST. WILL BE CLOSED TO TRAFFIC DURING THE SCHOOL DAY.**
2. The east gym door is used by bus riders and walkers. The west exit doors will remain locked.
3. Student drop-offs should be done at the front entrance as the back parking lot will be closed to traffic. Please pull along the sidewalk at the front entrance and encourage your child to exit the car from the passenger side.
4. If you must enter the building with your child please park in an area that is designated for parking. We ask that you do not park your vehicle in the yellow painted areas for student safety.
5. After your child has exited the car please proceed through the crosswalk cautiously.
6. If you are walking to school please use all sidewalks to travel around the parking lot. It can be hard to see small children when the parking lot is full.
7. Students arriving after 8:05 are tardy. Parents/guardians are required to sign the students in at the Elementary Office.

Afternoon Procedure:

1. **THE PARKING LOT AT THE BACK ALONG GOETHE ST. AND W. 8TH ST. WILL BE CLOSED TO TRAFFIC DURING THE SCHOOL DAY.** Cars will be expected to park along Goethe St. without blocking alley ways or personal driveways. Patrons will use the sidewalk in the parking lot to use the back doors.
2. All students will be dismissed at 3:03. Bus riders will exit the building with their classroom teacher. Student pick-ups will go to the gym.
3. After buses leave the elementary, student pick-ups will be escorted to the shelter on the playground.

4. Cars will form one line along the north side of W. 8th St. and pull up to the shelter. Teachers will help with traffic flow.
5. Drivers will share the name of student with teachers on duty, and the student will be escorted to your car on the driver's side. Drivers will not park and/or exit vehicles.

ATTENDANCE POLICY

Regular attendance is essential for optimal educational success. We ask that you please notify us if your child is going to be absent by phone or a note. A student who is absent is expected to bring a written excuse signed by the parent or guardian when the student returns for each absence. Students can make up work missed with an excused absence upon returning to school. 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. **Perfect Attendance** is awarded in May to students who have no absences. If your child leaves after a school party, assembly, special lunch, field trip, etc. the absence is recorded in our computer system and deducts time from your child's school attendance minutes. **Therefore, missing any school minutes will count against perfect attendance.**

MAKE-UP WORK FOR EXCUSED ABSENCE

Students will be given the opportunity to make up work missed due to excused absences. The amount of time allowed for making up work will be the same as the amount of time missed. A student will be required to take tests scheduled and announced prior to a period of absence on the day he/she returns to school. Tests scheduled and announced during a student's absence will be treated the same as other makeup assignments. If makeup assignments are not completed in the allotted time, each teacher shall record a percentage grade of zero.

When a student has been absent, it is the responsibility of the student and parents to contact the teacher regarding makeup assignments. Should you need to pick up work for your child due to an absence, you are asked to call the school office before 10:00 a.m. Materials may be sent home with another child or you may pick them up at the end of the school day.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

In the case of unexcused absences, students will be required to make up all missed work. However, the maximum percentage grade which students may earn on work made up after an unexcused absence is eighty percent (80%).

EXCESSIVE ABSENCES

After a student's attendance rate falls below 90% written notification will be sent home. If a child has been absent fifteen (15) times during any one school year, regardless of the reason, the principal may arrange a conference with the child's parents/guardian. A plan to resolve the problem will be formulated during the conference. Among the terms of the plan may be a requirement of doctor's excuses for further absences.

TRANSPORTATION AND RELEASE OF STUDENTS

It is the school's practice to release students only to parents/legal guardians or persons designated by the parents/legal guardians in our computer system.

If it is necessary for your child to leave during the school day **or** if your child's transportation plans home change, **please call the school's office before noon of that day. We also ask that a note be sent to school explaining any changes in transportation home.**

If a child is to go home with another child, a note will be required from their parents/legal guardians stating they have permission to do so. If bus transportation is involved, written notice must be provided to the bus driver.

EARLY RELEASE

Taking children out of school early on any given day is discouraged. However, when such action is unavoidable, the parent is expected to sign their child out in the office. **Parents are not to go to a classroom.** If at all possible, all notes should be sent with the child at the beginning of the day, stating the reason and time of departure. Unless the office is notified, students will only be released to parents or legal guardians.

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.

BREAKFAST AND LUNCH

Lunch money can be sent weekly or monthly. We prefer a check if possible. **Please put your child's name on the envelope and send one envelope for each child.**

Free and Reduced Lunches Application forms for free or reduced prices for lunch are available in the office. If you feel your situation applies, please complete the application and return it to school. You will be notified if you have been approved. Until notification of approval you will be financially responsible for any cost incurred by your child/children. Even if you qualify, **free or reduced lunches do not include extra milk.**

Sack Lunches Parents may choose to send a sack lunch to school for their child. **Please do not send soda.**

STUDENT PROGRESS REPORTING

Report cards will be issued at the close of each quarter, generally one week after the last day of the quarter. Progress reports may be issued by teachers based on need.

Infinite Campus, the school district's student data base, offers a "Parent Portal" allowing parents an opportunity to monitor their child's progress on a weekly basis. A password is required for access and can be secured in the elementary office.

COMMUNICATIONS

School Contacts – Throughout the year correspondence will be sent home concerning your child's progress, school activities, and building procedures. Please read the correspondence carefully and respond to them as necessary. Frequently, notes sent home would require that your child return a form or paper with your signature to insure that you have, in fact, seen the communication. Please return these promptly.

Parent Contacts – Children will regularly bring school work home. If your child is not bringing home papers, or if you are noticing problem areas, PLEASE contact the teacher. Parents of students in Grades 2-3 are asked to review and sign the assignment notebook each night.

Parent Portal -- another communication tool is the Gasconade County R-I School District's **Parent Portal** through Infinite Campus. The Parent Portal is a web-based system that allows parent to access the latest information about their child's attendance, lunch account and grades. Parents can be given their password for access in the school office. A valid form of identification must be shown in order for receive your password.

Required Notes – Notes from parents or guardians are expected in the following circumstances; (a) after an absence, explaining the reason for the absence; (b) if the student is to ride a different bus than usual, explaining which bus and where he/she is going or should be let off the bus; (c) if the student is to do something other than his/her usual routine at the end of the school day.

REQUEST FOR PLACEMENT

Hermann Elementary takes pride in the excellent teachers on staff. Each teacher delivers curriculum in an effective student-centered manner. Placement of students is based on many factors such as reading levels, gender, birthdates, student needs, etc. If you have a special concern about your child's grade level placement for the upcoming school year, appointments can be made with Mrs. Brune during the last week of March. All requests for placement made in this manner will be considered, but guarantees of student placement cannot be made.

CARE OF TEXTBOOKS, LIBRARY BOOKS

Students are responsible for all textbooks and library books issued 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, the money will be refunded.

PARTICIPATION IN PHYSICAL EDUCATION AND RECESS

Students typically go outside every day unless it is raining, snowing, or deemed too cold. In order to participate all students are expected to have appropriate clothing. That includes a coat that zips or fastens, cap or hood, and appropriate footwear. The wearing of sandals, flip flops, and heels are discouraged. If students do not have appropriate clothing, they stay inside during recess or Physical Education.

Excuses – All children will be taken outside at RECESS/P.E. during suitable weather unless we have a valid reason in writing from the parents/legal guardian. An excuse from a physician will be required if a child is to refrain from RECESS/P.E. activities for more than three days.

BIRTHDAYS

Children's birthdays are very special events and are recognized in your child's classroom. 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 item or drinks.** Due to health and sanitation requirements **we can not serve home cooked items to students.** Please provide enough for all students.

CLASS PARTIES

Holidays are an exciting time at Hermann Elementary. This year each classroom will have a fall party designed by parents and the classroom teacher. School-wide celebrations will be planned during December, March, and May. More information will come in school newsletters later this year.

FIELD TRIPS

Written parental permission is required for student attendance on trips outside of Hermann. All field trip experiences have a direct bearing on the instructional curriculum. Participation on field trips will be determined by regular school attendance and student behaviors. Excessive absences (15) or office referrals (6) could result in a loss of field trip privileges. A student receiving an OSS will be prohibited from attending any field trips that semester. Any student that accumulates three, or more, days of OSS will be prohibited from attending field trips.

At the teacher's request parents may be asked to chaperone. All chaperones must pass a criminal background check prior to the trip. Parent chaperones will be responsible for enforcing school rules and procedures. Students and adults are restricted from purchasing souvenirs. **Younger siblings may not accompany chaperones on the trip.**

On field trips we ask students purchase a school lunch prepared by the kitchen staff. If your child has special dietary needs the classroom teacher should be notified.

MISCELLANEOUS

Visitors – All visitors are required to report and sign-in at the office. To avoid and prevent disruptions, students are not allowed to bring other children to school or to visit.

Flowers and Other Deliveries – Florist shop deliveries made to the elementary are discouraged. Any deliveries sent to school will be placed in the office for parent pick-up. Delivery to students will not be made. Due to safety reasons, helium balloons and glass objects are not allowed on school buses.

Toys/Other items – Any unnecessary items (electronic equipment, toys, trading or game cards) which students bring to school may be confiscated by the teacher or principal. Parents may retrieve such items in the office.

Gifts—Gifts given to students from other students during the school day are strongly discouraged, unless directed by the teacher (es. Valentine's Day cards to the whole class) Any gift of a questionable nature will be stored in the office for parent pick-up.

HEALTH/NURSING SERVICES

A school nurse is typically available to assist in case of an illness or injury.

Medications – If your child is required to take MEDICATION (over the counter or prescription), we must have a release form signed by a physician. The request shall state the name of the student, name of the drug, dosage, frequency of administration, and how the medication is to be given and the doctor's name. **Only parents should deliver medications** to the nurse's office. If the nurse is out of her office the medication and release form should be delivered to the school office.

Fever – A temperature of 100 degrees or above will require your child be sent home from school.

Injuries – Any injuries requiring first aid will be addressed by the nurse. If, in the nurse or school personnel's judgment, more medical attention is required an attempt to make contact with the parent/guardian will be made.

Health –To provide the best environment for your child's learning experience and to protect the health of others, please send your child to school feeling well and rested. We ask that you do not send a child to school with a fever, cloudy discharge from the nose, earache, or stomach/intestinal distress. If your child contracts a contagious disease, please notify the school office, so that other children in that classroom can be observed more closely. Return your child to school only after all infectious and contagious symptoms have disappeared (**no fever for 24 hours**). When your child returns to school, send a written note signed by the parent/legal guardian indicating the days of the child's absence. When contacted by school staff regarding a child who has become ill at school, the parent should make arrangements for immediate pick up.

Illness/Allergies – Parents should assume the responsibility of making the school aware of any illnesses or allergies their child may have. Likewise, we ask parents to provide the school with at least two names of persons **with** working telephones to contact in case of emergency, as well as the family's preference of a local doctor.

Head Lice – Routine head checks will be made throughout the school year. If your child is found to have lice or nits, you will be notified at that time. Any additional family members in school attendance may be checked. Proper care and treatment is expected before returning to school (typically 24 hours).

EMERGENCY PROCEDURES

Procedures for tornado, fire, earthquake, active shooter and other emergencies are outlined for every class and for all locations within the building. Written procedures are prepared and drills are held periodically for emergency situations.

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.

The following media outlets are utilized to announce cancellations or early dismissals related to inclement weather:

KSDK	Channel 5	St. Louis	KMOV	Channel 4	St. Louis
KTVI (Fox)	Channel 2	St. Louis			
KRCG	Channel 13	Jefferson City	KOMU	Channel 8	Columbia

Radio outlets may be used as well.

Most outlets refer to our district as: Hermann Public.

Emergency or early dismissals – Please make sure your child understands where they should go should school be dismissed early. If your child's transportation plans must change due to an early dismissal, please contact the office immediately outlining these changes.

SOCIAL MEDIA/STUDENT VIDEOS

Parents and other patrons are invited to follow our school's Facebook page, Hermann Elementary School! We often use student pictures, videos, artwork, etc. to highlight what we do at HES. If you have any concerns about your child's picture or student work being highlighted on any social media outlet, please send a written note to the office.

We also record concerts and portions of assemblies. The concert videos are often available for purchase. Again, if you have any concerns about your child being recorded for these purposes, please send written correspondence to the office.

HERMANN ELEMENTARY DISCIPLINE PLAN

As parents and educators, we strive to teach children to be responsible for themselves and their actions. Self-discipline is the ultimate goal of our discipline policy. Persons who display self-discipline consider alternatives and make logical choices and decisions. As educators, we are responsible for creating and maintaining an atmosphere conducive to learning. At Hermann Elementary, we believe that no one has the right to interfere with the learning of others. We also recognize that only through support and cooperation between home and school can such an environment be possible. In order to ensure a quality learning environment for all students, rules and procedures will be enforced in accordance with our discipline practices.

Standards of Student Behavior

- Develop autonomous behavior and the ability to be self-disciplined.
- Respect authority, the rights of others, and property of others.
- Demonstrate responsibility – have assigned work and materials needed each day.
- Maintain high standards of personal conduct, courtesy, honesty, and integrity.
- Demonstrate punctuality and regular attendance.
- Respect and comply with school rules and expectations.

BEHAVIOR EXPECTATIONS

Hermann Elementary strives to provide clear and consistent behavior expectations to all students to help them make responsible decisions regarding their behavior. Understanding school expectations is the cornerstone for effective decision making skills. The following are expectations we have for student behavior in various settings:

Gym before School

1. Walk quietly into the building.
2. Sit down in one spot and remain seated
3. No loud voices; talk quietly to students seated near you.
4. When announcements begin, stop talking.

Hallways & Stairs

1. No talking (using a quiet voice if necessary to talk).
2. Raise your hand if you have a problem or question.
3. Use line basics - walk in single file line on the right side of hall and stairs.

Restrooms

1. Show respect for school property and restroom facilities.
2. Be quiet. Be quick.
3. Be clean; wash your hands and throw trash in the trashcan
4. Flush the toilet after using it.

Assemblies

1. Be quiet during the performance or presentation.
2. Follow directions and prompts.
3. Be courteous to the performer and/or guests
4. Use line basics when dismissed to/from the assembly.

Cafeteria

1. Follow directions and prompts.
2. Raise your hand if you have a question or problem.
3. Walk at all times.
4. Remain properly seated.
5. Clean up after yourself, including the table and floor area.

Playground

1. Follow directions and prompts.
2. Chase games are discouraged.
3. Play and use equipment safely and as designed.
4. Stay within fences and on blacktop.
5. Stay away from windows and doors.

Dismissal

1. Follow directions and prompts.
2. Use line basics.
3. Walk to the busses.

AT ALL TIMES, ALL STUDENTS ARE EXPECTED TO KEEP THEIR HANDS, FEET, ALL OTHER OBJECTS AND UNKIND REMARKS TO THEMSELVES.

CLASSROOM DISCIPLINE PLAN

The discipline plan of the elementary school will comply with the policies of the Gasconade County R-I Board of Education discipline policies. The following expectations will be applied consistently in all classrooms and settings:

- a. Keep hands, feet, and all other objects to yourself.
- b. Follow directions and prompts given by any teacher or staff members

Additional classroom rules and expectations developed by teachers and/or their students will reflect Hermann Elementary School's standards of behavior. Teachers will communicate behavior expectations to students and parents throughout the school year. Teachers may assign consequences for minor infractions of expected behaviors. Teachers or staff members may implement alternative strategies to correct inappropriate behaviors. Phone contact with parents will be made when deemed necessary.

PRINCIPAL'S CONSEQUENCES

A copy of the discipline policy is provided to all parents at the beginning of the school term and to all parents of new students when they enroll. The classroom teachers will review their discipline policy with their class periodically throughout the year. Infractions will be dealt with on a case-by-case basis. Natural consequences will apply whenever possible. Classroom teachers and the principal will maintain records of infractions and consequences. Typically, referrals will be mailed home or sent with the student. In some cases a signature or parent/teacher conference may be requested.

The consequences when the principal administers discipline may include:

1st offense: student conference with principal, parent contact, and possible consequences.

2nd offense: loss of privileges and parent contact.

3rd offense: loss of privileges and/or suspension and parent contact.

4th offense: suspension and parent conference.

Subsequent offenses: out-of-school suspension.

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

Teachers are not responsible for an explanation of consequences assigned by the principal.

HOMWORK POLICY

The faculty and administration of Hermann Elementary 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 achievement tests, gives practice in developing good work habits, offers opportunities for students to learn to budget their time wisely, and provides for parent involvement and responsibility. Each classroom teacher/class may develop a late assignment policy.

BUS REGULATIONS

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 students follow the bus regulations as explained by bus drivers. Failure to follow the guidelines can result in suspension of bus privileges.

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

REQUIRED PUBLIC NOTICES ARE POSTED ON THE FOLLOWING PAGES.



GASCONADE COUNTY R-I SCHOOL DISTRICT
170 Blue Pride Drive, Hermann, MO 65041
Phone: 573-486-2116



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

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.

Public Bullying Policy

General

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

Definitions

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

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

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

Designated Officials

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

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

Reporting Bullying

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

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

Investigation

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

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

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy. The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

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

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

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

Policy Publication

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

Training and Education

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

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

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

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

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

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

Additional School Programs and Resources

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