

SCHOOL CALENDAR 2007 – 2008

August 13-14	Staff In-Service Meetings
August 15	Teacher Workday
August 16	First Day of School
September 3	No School – Labor Day
October 17	End of 1 st Quarter (44 days)
October 18-19	No School—Teacher In-Service
October 25	Parent/Teacher Conferences (3:30 – 7:00)
October 26	Early Dismissal—Conferences (12:00 – 4:00)
November 21-23	No School – Thanksgiving Break
December 21	Half Day—End of 2 nd Quarter (42 days)
December 24 – January 4	No School – Christmas Break
January 7	School Resumes
January 21	No School — (1 st Snow Make-Up Day)
February 18	No School –(2 nd Snow Make-Up Day)
March 7	End of 3 rd Quarter (43 days)
March 13-14	Parent/Teacher Conferences (3:30 – 7:00)
March 14	Early Dismissal—Conferences (12:00 – 4:00)
March 17 – 21	No School – Spring Break
May 16	Last Day of School – End of 4 th Quarter (45 days)
May 18	High School Graduation
May 19	Teacher Workday
May 19, 20, 21	Snow Make-Up Days

Hollister Elementary School Mission

The mission of Hollister Elementary School is to teach children to be life-long learners, challenge each child with quality educational opportunities, and provide a safe environment where the community works together to encourage learning and values.

Craig Carson Principal

Pamela Davis Assistant Principal

WELCOME TO HOLLISTER ELEMENTARY SCHOOL

Welcome to the 2007-08 school year at Hollister Elementary School! The primary academic goal we are dedicated to achieving is for 100% of our students to be reading on grade level by the end of each school year.

As a career educator and as the parent of four children, the best advice I can give parents is to work diligently with us as we strive to instill in your child a life-long love of reading. In my opinion, instilling a love of reading is absolutely the best thing we can do for your child's future educational success.

Mr. Craig Carson

HOLLISTER R-V SCHOOL DISTRICT MISSION STATEMENT

"To provide the foundation for life-long learning through proactive, challenging and quality educational opportunities, within a safe and nurturing school environment."

ACCIDENTS AND INJURIES

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

ACTIVITIES

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

Attendance Requirements for Activities - In order to participate or attend after-school or night activities, **students must be in attendance that day for a minimum of four instructional periods.**

It is essential that students be picked up promptly, within fifteen minutes, after the end of any event.

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

ARRIVAL

Students should not arrive at school prior to 7:45 a.m. School begins at 8:25 a.m. and the building is open at 7:45 each day. Students eating breakfast need to go to the cafeteria upon arrival. All others need to report to their grade level pods until it is time for classes to begin. Students arriving after 8:25 a.m. **MUST** be checked in at the office by a parent/guardian. The student will be given an admit slip to ensure that he/she is not counted absent that day.

ARTICLES FROM HOME

Book bags and backpacks are discouraged for reasons of space and safety. **All bags and binders are subject to inspection by school personnel. Book bags must be kept in the student's locker during the school day.**

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

Pagers, cell phones, laser pointer/pens, CD players and other electronic devices are strictly **prohibited** (see note listed under RADIO, CD PLAYERS, etc).

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

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

**THE SCHOOL CANNOT BE RESPONSIBLE FOR ARTICLES
LOST OR STOLEN.**

ATTENDANCE

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

Excessive Absence

Students with excessive absenteeism will have their attendance records reviewed to determine if steps need to be taken to improve his/her attendance. Parents of excessively absent students may be asked to meet with the student's teaching team to develop a plan for improving attendance. Excessive absences from school below 90% may require attendance at **summer school** as a condition for promotion to the next grade level. Student's attendance falling below 80% will be reported to the prosecuting attorney's office. State agencies such as the Division of Family Services or Juvenile Authorities will be utilized when needed. These agencies generally feel that failure to ensure your child's regular attendance constitutes educational neglect. Parents are encouraged to make medical, dental, and other appointments after school hours whenever possible. After a student has been absent for 10 consecutive school days, he or she will be dropped from enrollment.

Report of Absence

In the event of an absence, the parent/guardian is asked to call the school (243-4025) by 9:00 a.m. and give the student's name, grade, teacher and reason for the absence. When returning to school, the student should bring a note from the parent to the teacher.

Returning to School

Upon returning to school, the student must bring a note from parent/guardian to the office before first period begins. If the student has been to a doctor or dentist, a Return to Work/School form should accompany the student to the office so that accurate records may be kept. The student will be given an admit slip which should be shown to each teacher during the day and left with the seventh period teacher.

Late Arrival

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

Checkout Procedures

Any child being picked up early must be checked out through the office; at that time we will call for the student. Teachers cannot grant permission for a child to leave school grounds. A child will be released **ONLY** to the parents or those persons designated by the parent as having permission to pick up the child. This is done as a safety precaution and is not designed to inconvenience anyone. Students riding the bus will be dismissed at 3:00 p.m. All other students will be dismissed at 3:10 p.m. Supervision of students will only be available if the student is enrolled in the after-school latchkey program through the YMCA. For information on this program please contact the YMCA (332-1909). **Students missing more than fifteen minutes of any class hour are counted absent for that class period.**

Perfect Attendance

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

Excused Absences

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

Extended Absence

In case of extended illness or unusual situation a parent should call the school so arrangements can be made for assignments which allows the student to remain caught up in class work. **Please remember that the full learning opportunity including experiments, discussions,**

etc. cannot be replaced by assignments that can be done at home. The school may require a doctor's note for a student to return to school after a serious illness or injury.

Make-Up Assignments

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

Student Drop-off and Pick-up

For the safety of our children, please observe the bus loading & unloading zone. **Buses only in the circle drive.**

BUS CONDUCT

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

Bus Regulations

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

Ordinary Range of Consequences:

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

Note: A serious offense may result in immediate bus suspension and parent, student, principal, transportation director conference required.

* A Report of Misconduct Warning form may be used by the Bus Driver as an alternative to a disciplinary referral when the disciplinary infraction is considered less severe.

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

Change in Transportation

To ride a different bus, the student must bring a note signed by the parent stating the date, destination, and reason for the change. Any change in bus or bus stop must be approved with a note from the parent. Requests for a change of transportation MUST be received BEFORE 2:30 p.m. Students without notes will be sent home on their usual bus route. We cannot call home for students who did not bring a note.

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

CHANGE OF ADDRESS

The office should be notified immediately of any change of address or phone numbers during the school year. It is also important to have **emergency phone numbers** on file in case of some emergency with a student or early dismissal.

CHARACTER EDUCATION

Hollister Elementary School is proud to be a partner with the Taney County First PLACE! initiative. Students learn a new character education word each month and explore what implementing that word in their life means. Each Monday morning the school community gathers in the gymnasium to celebrate successes, recognize student achievements, and encourage each other. **Parents are always welcome to attend these assemblies which are held at 8:35 on Monday mornings.** The traits of the month are respect, responsibility, citizenship, kindness/compassion, commitment, honesty, cooperation, perseverance, and self-discipline.

COMPUTER USE

Internet access is available to students and teachers in the Hollister School District. We believe the INTERNET offers vast, diverse, and unique resources to aide in the education of our students. However, with access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting.

INTERNET access is coordinated through a complex association of government agencies, and regional and state networks. In general, this requires ethical, efficient, and legal utilization of the network resources. Any use of the DISTRICT Access Program for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purposes and goals. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle. Use or display of sexually profane, obscene, or offensive material is prohibited. Racially offensive or threatening materials are also prohibited. If a DISTRICT user violates any of these provisions his or her account will be terminated and future access could possibly be denied. Students and parents will be expected to sign a computer use agreement before being allowed access to computers.

DISCOVERY CENTER PRESCHOOL

Hollister provides a pre-school for 3-4-5 year old children on a first-come, first-serve basis. For information, call the pre-school teacher at 243-4025 Ext. 2140.

DRESS GUIDELINES FOR STUDENTS

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

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

- that is too large for the wearer, is not appropriate for school.
3. Students may not wear sunglasses, house shoes, roller blade shoes (wheelies), hat/caps, gloves, bandanas, scarves, headbands, or other headwear in the building.
 4. Any apparel that could cause injury to others will not be permitted. Examples: wallet chains; extreme rings/necklaces or spiked bracelets/necklaces, etc.
 5. Students may absolutely not be barefoot and all footwear should be appropriate for school. Students are discouraged from wearing high heel shoes, shoes that are too large, or sandals without straps.
 6. Students may not wear shirts, jackets, or other items with profanity, alcoholic beverage logos, drug references, sexual innuendoes, or satanic inferences. Band shirts that promote vulgarity/violence are not allowed at school. Students may not wear anything that would be considered insensitive to any nationality, ethnic group or gender.
 7. Face painting, writing or drawing on the skin, and unnatural hair coloring are considered distracting and not allowed at school. We do not wear costumes on Halloween.
 8. Exceptions may be made for school sponsored special events such as School Spirit Week.
 9. Students are to be neat and clean upon entering school. Inattention to cleanliness will not be tolerated and students may be sent home to rectify this situation.

EMERGENCY PROCEDURES

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

ENROLLMENT

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

Class Placement

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

Each class includes a wide range of academic abilities, personalities, and a balance of boys and girls. Specific parent requests for classroom assignments are not normally considered.

We ask that parents trust the school's decisions in placing students. It is almost impossible to prepare class lists while working within the constraints of parent requests. We have an exceptionally dedicated staff that will provide the same quality of learning experiences for each child. The teachers within each grade level plan cooperatively so as to maintain like instructional programs.

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

Change of Address/Phone Numbers

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

Emergency Information

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

Transfers

Parents of children who are leaving the school district should notify the school office a few days in advance. All library books and texts must be returned and charges paid before the records are transferred to another school. The school staff will complete a transfer form with academic and immunization information which you may hand carry to the new school. All other records will be mailed to the new school upon receipt of a request for records.

FIELD TRIPS

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

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

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

FOOD SERVICE

The cafeteria serves a nutritionally balanced breakfast and lunch daily. Children may also bring their lunch and buy milk. We request parents and/or students to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet healthy nutritional guidelines. Cans and bottles of pop are not allowed. Cafeteria rules are posted and students are expected to follow them. The cafeteria is supervised at all times.

Breakfast is served from 7:45 a.m. – 8:15 a.m. A closed lunch hour is maintained; no child may go home for lunch or leave the school grounds. Students are encouraged to pay for breakfasts and lunches in advance, either weekly, bi-weekly, monthly, by the quarter or the semester. Charging is discouraged. When an unpaid lunch bill reaches \$10.00, students will be served a sack lunch and milk until the account is paid up to date. Qualifying individuals are encouraged to apply for free and reduced price meals. Milk breaks are for kindergarten students only and ALL students (regardless of free/reduced status) must pay for this milk. Breakfast and lunch menus are sent home with the students monthly.

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

GUIDANCE SERVICES

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

Guidance Curriculum

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

Individual Planning

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

Responsive Services

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

System Support

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

GRADING SYSTEM

The grading system used in grades 2-4 is a traditional letter grade (A,B,C,D,F). Art, Music, Computer Lab and Physical Education use a slightly different system – E = Excellent, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory. Kindergarten and First Grade students are graded on their successes with specific tasks.

HEALTH

A school nurse is available to assist your child with most health needs. The health office will make every effort to contact you when your child is ill or seriously injured. Most minor illnesses and injuries that occur at school can be treated in our health office, enabling your child to return to class. The following items are available for minor injuries: alcohol, saline eye wash, Hibiclens, ice and heat packs, Caladryl, petroleum jelly, hydrogen peroxide, antibiotic ointment, burn gel, antiseptic wipes, and sting wipes.

WE DO NOT GIVE OVER THE COUNTER MEDICATIONS. These must be given before or after school by the parent/guardian. If a physician prescribes an over the counter medication to be given at school, the medication will be treated as a prescription medication following prescription guidelines. The only exception being Tylenol or its generic equivalent, which will be administered following specific guidelines. All medications must be sent in the original container. The bottle must contain the student's name, name of the medication, dosage instructions, date filled, pharmacy name and name of physician. The parent/guardian must fill out the health office permission form or bring a note stating the student's name, time medication is to be given, reason for medication, the last time medication was given (we are prohibited by law from administering the initial dose of any medication), and a parent/guardian signature. Any medication self-administered (including inhalers) **MUST BE CLEARED THROUGH THE HEALTH OFFICE. APPROPRIATE RELEASE FORMS MUST BE SIGNED BY PARENT/GUARDIAN AND THE PHYSICIAN. STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATION OF ANY KIND ON THE BUS.**

Immunizations

All Students must meet Missouri law requirements.

Head Lice

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

Communicable Disease Policy

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

Screenings

Vision, vision intervention, hearing, speech, scoliosis, lice, height and weight screenings are provided according to protocol. Parents are notified if their child needs follow-up care in these areas. Parents will be notified of any other screenings provided by the district. Parents will receive notification of screenings when an opt-out option is available.

HOMEWORK

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

Homework is assigned at all grade levels and will normally be no longer than:

K & Grade 1	- 10 to 15 minutes per night
Grade 2	- 15 to 20 minutes per night
Grade 3	- 25 to 30 minutes per night
Grade 4	- 30 to 45 minutes per night

HONOR ROLL

Students receiving a "B" average or better during each marking period will be recognized on the school honor roll.

INCLEMENT WEATHER

Inclement weather conditions may force an early dismissal of school. If this should happen, all students will be sent to their regular destinations. On such a day, our phone lines often become jammed and cannot be relied upon for special instructions. Be prepared in advance by letting the teacher know of any changes in transportation due to early dismissal. All extra-curricular activities at the elementary school, including latchkey programs, will be canceled if school is not in session due to inclement weather. If it becomes necessary to dismiss school because of inclement weather, the announcement will be made on KRZK, 106.3 FM, radio and Springfield TV channels 3, 10, and 33. It will also be available to your cell phone or email account through the Ozark Mountain Bank *TIGERcast*. To sign up for *TIGERcast*, visit the Hollister R-V School District website at www.hollister.k12.mo.us.

INSURANCE

A health insurance policy is made available to all students enrolled in school. The rate is adjusted annually. Any students that are not covered by an existing policy are strongly encouraged to participate in the school insurance. The group rate is low in cost for the amount of coverage. **ALL STUDENT ATHLETES MUST BE COVERED BY AN APPROVED INSURANCE POLICY.**

LOST AND FOUND

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

MESSAGES/TELEPHONE USE

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

School phones are business phones and will not be available for student use except in case of extreme emergency. **Classroom phones are not for student use.** Students should not answer classroom phones.

MEDIA CENTER (LIBRARY)

Students may use the media center with their class or by obtaining a pass from one of their teachers

Regulations:

Quiet should be maintained at all times. All materials taken from the library must be checked out. Any lost item or book damaged beyond normal wear must be paid for at replacement cost. Students are responsible for any books charged to their names. Reference books

may not be checked out overnight except those designated for overnight use. A class or group of more than five students using the library must be accompanied by a teacher. Please sign your full name when using the library. Return books through the book drop. Library privileges can be forfeited by misconduct or consistent failure to pay fines or return books.

PARTIES

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

PARENTS AS TEACHERS

The Hollister Parents As Teachers (PAT) program offers educational services, private consultations, visits, screenings, group meetings and a resource center for parents who have pre-school children ages birth to 5 years old. For further information call 243-4025 Ext. 2255 and speak with a parent educator.

PARENT-TEACHER ORGANIZATION (PTO)

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

PHONE NUMBERS

District Main Number	243-4000
Elementary Main Number	243-4025
Counselor	243-4025 Ext. 2022
Nurse	243-4025 Ext. 2030
Parents As Teachers	243-4025 Ext. 2255
Pre-School	243-4025 Ext. 2140
Bus Barn	243-4025 Ext. 6040
Special Services	243-4025 Ext. 6010
Middle School	243-4035
Junior High School	243-4055
High School	243-4045
Superintendent	243-4005
Prime Time	335-4607

PROGRESS REPORT

Progress Reports are provided at the end of each quarter. Mid-quarter notices are sent home as needed.

NEWSLETTERS

A newsletter will be sent home with students on a monthly basis during the first week of each month. It will contain information on school activities, rules and other information important for you to have. A calendar of events will be included.

PARENT/TEACHER CONFERENCES

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

RECESS POLICY

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

REPORT CARDS

Student report cards are distributed four times per year, approximately every nine (9) weeks. Students receive a letter grade for each class, as well as optional comments. Report cards are mailed home. Parents who do not receive a report card should contact the school office.

RETENTION

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

Students will normally progress annually from grade to grade. Exceptions may be made after prior notification and explanation is given to each student's parents/guardians, but the final decision will rest with the student's inter-disciplinary team of teachers and the school administration. Evaluation will include student performance and achievement, standardized tests and teacher observation.

SALES AT SCHOOL

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

SCHOOL INSURANCE

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

SCHOOL WIDE TITLE ONE SERVICES

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

SPECIAL CLASSES

Each student in grades Kindergarten – 4th grade will have one special class each day. The following special classes are offered:

- Art (one time per week)
- Computers (one time per week)
- Library (one time per week)
- Physical Education (two times per week)
- Music (two times per week)

STUDENT SAFETY

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

STUDENT SUPPORT TEAM

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

TEXTBOOKS, EQUIPMENT AND SUPPLIES

Textbooks are furnished for student use without charge. If a textbook is damaged a fine will be assessed. If textbooks are lost or damaged beyond reasonable use full replacement cost must be paid. The average cost of textbooks is \$50.00 each. Students are responsible for all books, equipment and supplies issued to them.

Equipment is provided in some classes for student use. Misuse or failure to properly care for instructional equipment or supplies may require compensation for damage up to replacement cost.

VISITORS

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

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

VOLUNTEERS

We encourage everyone, especially parents to spend time in our school. It is a big occasion when Mom, Dad, Grandma or Grandpa can come to

school to help. Your child's teacher will visit further with you about our volunteer program. Research data have shown that parental involvement is one key to student success.

WITHDRAWAL FROM SCHOOL

Parents wishing to transfer a student to another school should contact the counselor. Those desiring to transfer to another system or to withdraw should secure a drop slip and check out through the principal's office. This will clear your school records so that student records may be sent to other schools in an expedient manner.

DISCIPLINE POLICY

The Hollister Elementary School's disciplinary policies are designed to foster student responsibility and respect for the rights of others. These policies also ensure the maintenance of a positive atmosphere where orderly learning is possible and encouraged.

When students are under the care of school officials it is necessary to have a certain degree of control for safety and to ensure that learning can take place. The rules which have been established have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

The Hollister Elementary School discipline code is of a progressive nature. Each additional office referral constitutes more stringent disciplinary action. The goal of our discipline code is not to exclude students from school but to provide a system which delivers natural, appropriate consequences for inappropriate behavior. The discipline code is based on the philosophy that it is never, under any circumstances, acceptable for a student to cause a distraction in class which forces a teacher to stop the instructional process.

Progression of Discipline Procedures

Classroom Discipline

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

Teacher Report of Misconduct

When a teacher has concerns about a student's behavior and/or academic progress the teacher may complete a "Report of Misconduct" report which is sent home to inform parents of the teacher's concern.

Student or Parent Conference

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

Time-Out

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

Loss of Privileges

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

Recess Detention

Recess is considered a social time for students and when appropriate the social aspect of recess will be taken away from students. When students serve recess detention they will still engage in physical activity but will do so in isolation away from their classmates.

Lunch Detention

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

Community Service

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

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

Detention is a structured study time which can be held before school (7:30-8:20) or after school (3:00-4:00). Students/Parents will be notified at least the day prior to their detention and must make necessary arrangements for transportation. Any student who fails to attend a scheduled A.S.D. session will be required to make up the session.

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

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

Corporal Punishment (C.P.)

Corporal punishment (spanking) may be used at the discretion of the principal. Parents are informed of the need for such action. Corporal punishment is considered only when other actions have failed to achieve acceptable results.

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

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

Expulsion

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

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

STUDENT DISCIPLINE CODE

Principal Actions

Students will be allowed to experience the natural and logical consequences of their misbehavior as much as is practical. This handbook covers most school-related problems, but is not an all-inclusive list. Situations not covered in this handbook will be handled at the principal's discretion, taking into account the age of the child, the seriousness of the offense and the frequency of the violations. Parents are always notified of serious or frequent disciplinary problems.

The administrative staff is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations and policies are of such a nature as to warrant it.

The school always reserves the right to remove immediately from class or school any student whose presence constitutes a danger to any student or school staff member, threatens the orderly conduct of the school, or is in violation of state statutes or city ordinances.

Disciplinary Infractions

Insubordination/Disrespect for School Personnel

Students who do not obey school personnel are said to be insubordinate. A student showing lack of respect toward a school employee will be considered disrespectful. Disrespect will ~~cannot~~ be tolerated.

Consequences:

1st Offense: Time-out, detention, ISS, OSS
Repeated: Detention, ISS, CP, OSS

Class Disruption/Refusal to Complete Assigned Work

Disruption of class or school includes offenses such as excessive or loud talking and rowdiness, obscene language or gestures – classroom disruption incidents are subject to teacher judgment.

Consequences:

1st Offense: Student conference, Time-out, detention
Repeated: Time-out, detention, ISS, CP, OSS

Disrespect of School Property/Vandalism

This includes all areas within and around the buildings as well as buses.

Consequences:

Clean up mess and financial restitution if appropriate, community service. Additional disciplinary consequence will depend upon the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Truancy/Repeated Tardiness

Students who are absent from school without the knowledge and consent of their parents and the administration, or students who leave school during any session without the consent of the principal shall be considered truant.

Consequences:

Parent notification and time-out, detention, ISS

* Repeated incidences may result in notification of proper legal authorities.

Misconduct on School Trips/Extra-Curricular Activities

The same behavior is expected at school events, that is expected during school hours.

Consequences:

Students who choose to behave inappropriately will risk losing the privilege of attending such activities in the future. Additional consequences will depend upon the severity of the situation and the age of the child.

Public Display of Affection (PDA)

Public display of affection is inappropriate physical contact of a sexual nature at school or school activities.

Consequences:

1st Offense: Student/parent conference, time-out
Repeated: Time-out, detention, ISS, CP, OSS

Harassment/Intimidation

This includes words and/or actions which are meant to be demeaning, intimidating, and/or threatening.

Consequences:

1st Offense: Student conference, time-out, detention, ISS
Repeated: Time-out, detention, ISS, CP, OSS

* Repeated incidences may result in notification of proper legal authorities.

Fighting/Assault/Hitting Others

Assault is defined as attempting to cause injury to another person.

Fighting is defined as mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Hitting others is defined as physical horseplay which causes or could cause injury to others.

Consequences:

1st Offense: Student conference, time-out, detention, ISS, OSS
Repeated: Time-out, detention, ISS, CP, OSS

Disciplinary consequences will depend on the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Theft

Theft is defined as willfully taking items belonging to another.

Offenders are subject to legal prosecution.

Consequences:

Financial restitution and possible notification of legal authorities, community service. Additional disciplinary consequences will depend on the severity of the situation and the age of the child.

Arson

Arson is defined as starting a fire or causing an explosion with the intent to damage property or building.

Consequences:

11-180 days OSS or expulsion and notification of law enforcement officials. Documentation in student's record.

Drugs/Alcohol

Drugs/Alcohol offense is defined as possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic, substance, counterfeit drug. This includes possession of drug related paraphernalia.

Consequences:

ISS or OSS 1-180 days or possible expulsion.

Disciplinary consequences will depend on the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Extortion

Extortion is defined as threatening or intimidating any student for the purpose of obtaining money or anything of value.

Consequences:

1st Offense: Student conference, Time-out, detention, ISS
Repeated: Detention, ISS, CP, OSS

* Repeated incidences may result in notification of proper legal authorities.

False Alarms

False alarms are defined as tampering with emergency equipment, setting off false alarms, and/or making false reports.

Consequences:

1st Offense: Student conference & time-out, detention, ISS
Repeated: ISS, CP, OSS

Disciplinary consequences will depend on the severity of the situation and the age of the child. (Possible notification of law enforcement officials)

Technology Misconduct

Attempting, regardless of success, to gain unauthorized access to a technology system (hacking) or to introduce computer viruses, or other disruptive/destructive programs onto or while using district technology.

Consequences:

Loss of computer privileges and/or additional disciplinary action deemed necessary by the severity of the situation and the developmental understanding of the child.

Tobacco

Tobacco offense is defined as possession or use of any tobacco product on school grounds, bus or at a school activity.

Consequences:

- 1st Offense: Student conference, Time-out, detention, ISS
- Repeated: Detention, ISS, CP, OSS

* Repeated incidences may result in notification of proper legal authorities.

Weapons

Weapons offense is defined as possession or use of any device which citation up to and including expulsion for serious misconduct away from school and school activities outside of normal school times for serious acts of misconduct which may impact the school environment.

can be used to inflict physical injury to another person. This includes knives and sharp items.

Consequences:

ISS or OSS 1-180 days and possible expulsion. Documentation in student's record and notification of law enforcement officials.

Firearms and other explosive devices which might be considered a weapon or weapon look-alike will be punishable by not less than one year of suspension from school. This is in accordance with Board policy and Missouri State law.

The student disciplinary consequence selected will depend upon the severity of each individual situation and on the age and maturity of the children involved.

Misconduct will generally be pursuant to the school's discipline policy as if the misconduct had occurred at school.

DUE PROCESS

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

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

DISTRICT POLICIES / PUBLIC NOTICE

COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAM

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

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

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

Submit to: **Dr. Tim Taylor, Superintendent**
Hollister R-V School District
1798 State Hwy BB
Hollister, MO 65672

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

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Hollister Schools not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to:

1) Craig Carson, Principal
1794 State Highway BB
Hollister, MO 65672

If no response within 10 days, contact:

2) Dr. Tim Taylor, Superintendent
1798 State Highway BB
Hollister, MO 65672

FERPA

Each year our school district releases "Directory Information" to outside organizations at the discretion of school officials. "Directory Information" includes the following information relating to the student; the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extra-curricular activities, weight and height of members of athletic teams, dates of attendance, diplomas, and awards received, photographs and the most recent school attended. If parents/guardians or eligible students do not want information of this type released, written notification must be sent to the principal of school where the student attends.

GRIEVANCE PROCEDURE TITLE VI, TITLE IX, SECTION 504

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

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

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

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

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

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

NOTIFICATION OF TEACHER QUALIFICATIONS

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

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

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

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

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

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The public school district assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing

impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The local school district will provide information and referral services necessary to assist the State in the implementation of early intervention for infants and toddlers eligible for the Missouri First Steps Program.

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

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

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

This notice will be provided in native languages as appropriate.

PUBLIC NOTICE OF ADA REQUIREMENTS

The Hollister R-V School District does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The Hollister School district does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

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

Dr. Tim Taylor, Superintendent
Hollister R-V School District
1798 State Hwy. BB
Hollister, Missouri 65672
Phone: Voice (417) 243-4000
TDD 1-800-735-2966 (Relay Missouri)
Days Available Monday through Friday
Hours Available 8:00 AM to 4:30 PM

Individuals who need auxiliary aids for effective communication in programs and services of the Hollister R-V School District are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape and in Braille, from the ADA Compliance Coordinator.

PUBLIC PARTICIPATION AT BOARD MEETINGS

(Districts Not Allowing a Public Comment Period)

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

Grievance through Established Policy and Procedure

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

Written Correspondence

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

Agenda Items

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

Public Hearings

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

SURROGATE PARENT PROGRAM

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

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

WELLNESS PROGRAM

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