

## 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 <sup>st</sup> 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 <sup>nd</sup> Quarter (42 days)
December 24 – January 4	No School – Christmas Break
January 7	School Resumes
January 21	No School — (1 <sup>st</sup> Snow Make-Up Day)
February 18	No School –(2 <sup>nd</sup> Snow Make-Up Day)
March 7	End of 3 <sup>rd</sup> 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 <sup>th</sup> Quarter (45 days)
May 18	High School Graduation
May 19	Teacher Workday
May 19, 20, 21	Snow Make-Up Days

### Jr. High—BELL SCHEDULE

#### Mon, Tue, Wed, Thur

#### Friday

<u>Hour</u>	<u>Time</u>	<u>Hour</u>	<u>Time</u>
1 <sup>st</sup>	8:20 – 9:09 a.m.	1 <sup>st</sup> & 2 <sup>nd</sup>	8:20 – 9:35 a.m.
2 <sup>nd</sup>	9:13 – 10:02 a.m.	3 <sup>rd</sup> & 4 <sup>th</sup>	9:39 – 10:54 a.m.
3 <sup>rd</sup>	10:06 – 10:55 a.m.	5 <sup>th</sup> & 6 <sup>th</sup>	10:58 – 12:13 p.m.
Advisory	10:59 – 11:24 a.m.	Lunch	12:17 – 12:39 p.m.
Lunch	11:28 – 11:49 p.m.	7 <sup>th</sup> & Advisory	12:43 – 1:58 p.m.
4 <sup>th</sup>	11:53 – 12:42 p.m.		
5 <sup>th</sup>	12:46 – 1:35 p.m.		
6 <sup>th</sup>	1:39 – 2:27 p.m.		
7 <sup>th</sup>	2:31 – 3:19 p.m.		

WELCOME

TO

HOLLISTER JUNIOR HIGH SCHOOL

*Welcome to the 2007-08 school year at Hollister Junior High! I am excited about the opportunity I have to work with both students and parents. One of our main focuses this year will be creating a solid school of character. Students can achieve so much in school and in life if they have strong character and demonstrate it every day.*

*The following pages contain information, guidelines, and expectations that can help your year be successful. Please feel welcome at any time to stop by the office or call me at 243-4055 with comments or questions you may have. Have a great year!*

*Travis Shaw, Principal*

## 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 middle school interscholastic athletic program. We, at Hollister Junior High, 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.** unless they ride a bus that arrives prior to that time. **Except for eating**, Junior High students will not linger in the cafeteria. Students will go to their respective gyms until released at 8:15 a.m. to go to lockers and/or their first classroom.

### 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

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.

#### Report of Absence

In the event of absence, the parent/guardian is asked to call the school (243-4055) the morning of the absence between 8:00-9:00 a.m. and give the following information:

1. Student's name and grade level
2. Reason for absence
3. Expected date of return

Requests for assignments must be made **prior to 9:00 am** and assignments can be picked up in the office **after 2:30 pm.**

#### 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

If a student leaves school during the school day, a **parent/guardian** must check him/her out in the office. The office will call the student. **Parents should not go directly to the classroom**, as this could be disruptive. Parents are encouraged to make dental, medical and other appointments after school hours. **Students missing more than fifteen minutes of any class period 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 Work and Planned Absences

In case of a scheduled absence such as a dental appointment, the student should request assignments ahead of time so that work is complete when the student returns to school. For unscheduled absences such as illness, **the student is responsible for getting assignments from teachers the day the student returns to school.** Make-up work should be completed and returned to the teacher. Students may have five days for make-up work.

When an extended absence is a **planned event** and not an emergency, request for assignments must be made a **minimum of 3 school days prior** to the absence. The request should be made by parent or guardian to the Junior High office. **These assignments will be due no later than the second day back at school following the extended absence.** There may be in-class work that cannot be made up during an extended absence.

### 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<sup>st</sup> Offense: Student/transportation director conference; notice sent to parent, signed and returned
- 2<sup>nd</sup> Offense: Notice sent to parent, signed and returned; detention.
- 3<sup>rd</sup> Offense: 3-day suspension from the bus; notice sent to parent, signed and returned.
- 4<sup>th</sup> Offense: 5-day suspension from the bus; notice sent to parent, signed and returned.
- 5<sup>th</sup> Offense: 10-day suspension from the bus; parental conference required.
- 6<sup>th</sup> 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.

### **CLOSED CAMPUS**

The junior high operates under a closed campus concept, which means students may not leave the junior high unless they are picked up by a parent/guardian. Students leaving the school grounds without permission will be subject to disciplinary action. Students are considered on-campus upon arriving on school grounds.

### **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.

### **DISMISSAL OF NON-BUS RIDING STUDENTS**

Students not riding a bus will be dismissed out the front of the school as the bus riders are dismissed out the rear of the building. This is done for safety reasons due to the heavy amount of traffic in the parking lot. Students who are using the wrong doors will be disciplined according to the handbook rules (safety issue).

### **DETENTION POLICY**

The day a detention is assigned, copies of the referral are sent home with the student and mailed to the parent. Parents may call 243-4055 if there are questions. Detention may be rescheduled in case of emergency and if the parent contacts the school prior to the detention time to request a reschedule.

Failure to serve an after-school detention results in the assignment of additional detentions. Successive failures to serve after-school detention may likely result in suspension from school.

#### **After-School Detention**

After-School Detention is a consequence used for minor violations of school policies. Detention will be conducted on Tuesdays and Wednesdays from 3:30 p.m. until 4:25 p.m. in the detention room under the supervision of a certified teacher. The following rules will be observed:

1. All students must arrive on time with school work.
2. No talking, food or drink allowed in the area.
3. Students will not be permitted to leave the room.
4. All materials for studying must be brought with the student as the student must use the entire 55 minutes for productive study time.
5. Parents are responsible for the transportation of the student.

Any **violation** of the detention rules **may require the student to serve additional detentions or in-school-detention.**

#### **In School Detention**

In-school detention is a consequence used for repeated violations and/or serious violations of school policies. Rules are:

1. Student will report to the junior high office no later than 8:20 a.m. with all books, paper and pencil.
2. Student will spend the day working on assignments made by teachers or the assigned supervisor.
3. There will be no talking or socializing.
4. Student breaks are at 10:00 and 2:00. Lunch is supervised.

**Violation of any detention rule may result in additional detention time being assigned or the assignment of out-of-school suspension.**

### Out of School Suspension

Out of school suspension is the most serious disciplinary action. THOSE STUDENTS WHOSE PRESENCE POSE A CONTINUING DANGER TO PERSONS OR PROPERTY OR AN ONGOING DISRUPTION OF THE ACADEMIC PROCESS WILL BE REMOVED IMMEDIATELY FROM SCHOOL. **During a suspension, the student is not to be on school property or in attendance at school sponsored activities.** If a suspension is interrupted due to inclement weather, it will be extended to include the next day(s). The superintendent may modify the suspension upon review of the facts. Make-up work will be allowed only if a parent/guardian makes the request to the school at the time of suspension, and if the suspended student turns in the completed work to the office on the first day of his/her return to school.

### **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 learning or an education setting. Students out of compliance may be asked to change clothes or may be sent home to rectify the situation. 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 above the knee, or contain prefabricated holes 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 self or others will not be permitted. Examples: wallet chains, extreme rings/necklaces/jewelry or spiked bracelets/necklaces, etc.
5. Students may absolutely not be barefoot, and all footwear should be appropriate for school. Sandals should have straps due to safety reasons. Students are discouraged from wearing high heel shoes or shoes that are too large.
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.

If it becomes necessary to dismiss school early or for an entire day, the announcement will be made on radio stations KOMC 1220 AM, KRZK 106.3 FM, and Springfield television channels 3, 10 and 33.

### **FOOD SERVICE**

Breakfast will be available from 8:00 a.m. to 8:15 a.m. There are two lunch shifts. Students may bring lunch if they prefer. **Students are not to bring soda in their lunch.** **The cost for breakfast is \$1.20; lunch is \$1.75; reduced is \$.30 for breakfast and \$.40 for lunch.** **Food service accounts are computerized.** Each student will be issued

a meal card with bar code that will be used to access his/her account. If the card is lost or damaged, a replacement will cost \$1.00. Meal cards are essential to the **fast and efficient** handling of meals involving several hundred students in a short amount of time. **Meal cards are school property** and must be replaced/paid for by the student if defaced or mutilated.

Parents are asked to send money to deposit into each student's account on Mondays or the first day of the week, but money will be accepted on any day. When the amount left in the account decreases to \$5.00 or less, a reminder of the student's account balance will be sent home with students. Any amount of money can be deposited into the account. The amount deposited does not have to be in exact multiples of meal prices. **Students may charge lunches, but not extra milks.** **Total charge amount cannot exceed a \$10.00 limit.** **No charges will be allowed two weeks prior to school end.** Lunches will then need to be pre-paid or paid daily.

Junior High students will have access to vending machines in the middle school before and after school. Products from the machines are to be consumed in the designated area. **No food or drink is allowed in the halls, classrooms or in student lockers unless prior teacher permission has been given.** For safety reasons, under no circumstances should glass bottles be brought into the school building. Students are expected to clean up any spills or mess and deposit trash in appropriate containers. Failure to do so may result in loss of vending privileges.

### **GUIDANCE SERVICES**

A school counselor is available to serve all parents and students. Students can make an appointment to see the counselor by stopping at the guidance office. Parents may contact the counselor by calling the school at 243-4055.

### **GUM, CANDY AND SODA**

Students are only allowed to have gum, candy and soda in the classrooms if the teacher gives them permission to do so. For instance, it is not prudent to chew gum in the band or technology rooms. Teachers may give permission in conjunction with a "reward time" designated by and supervised by a teacher.

### **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.

### **HONOR ROLL**

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

### **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.**

### **INTERSCHOLASTIC ATHLETICS**

Programs are offered for boys and girls in basketball, cross-country, and track; boys' baseball, and girls' volleyball. Students must have a current **physical examination form** on file with the school office before they begin practice.

### Rules of Eligibility

The Hollister R-V School district requires the following:

1. A student will be ineligible for participation in extracurricular activities if he/she receives two failing grades at the end of the mid-semester (9 weeks) or semester grading period and will remain ineligible for the next 3 weeks. The student may regain his/her eligibility if, after 3 weeks, the building principal certifies that the student's academic record reflects less than two failing grades.
2. If a student is ineligible and cannot participate in a function of a class, and the instructor bases a portion of the grade on the function, the instructor is to permit the student to do other assignments in order for him/her to have an opportunity to earn a grade.
3. A student may practice, but may not participate in any contest or school function held outside of the normal school day while on the ineligibility list. If a student is ineligible at the time of tryouts for an event in the following school year, that student may try out.

### **INTRAMURALS**

The intramural program allows participation by all students in a variety of organized athletic games. The program may be conducted before and after school.

### **LOCKERS**

Each student is assigned a specific locker. Under no circumstances will locker assignments be changed without approval from the principal's office. Lockers, as school property, may be searched at any time without warning or permission from students. Students are responsible for the condition of their lockers. There is to be absolutely **no writing or stickers** anywhere on the lockers. Any damage that occurs to the lockers should be reported immediately to the principal's office. Unreported damage will be assessed to the student to whom the locker is assigned.

Students are to use the combination locks available from the school office. **Students are not allowed to use their own personal locks.** A \$5.00 deposit is required per lock. This amount will be refunded when the lock is returned in good condition at the end of the school year. At no time will the school be responsible for watches, jewelry, cash, or other property left in the lockers.

### **LOST AND FOUND**

All found articles should be taken to the office. Please check with

the office if you have lost an item. The loss of property may be minimized by placing the owner's name on every article. At the end of each month, unclaimed items will be donated to charity.

### **LOST OR STOLEN PROPERTY**

**Hollister Junior High is not responsible for lost or stolen property.**

### **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.

### **PROGRESS REPORT (THREE WEEK)**

Reports are sent home with each student every three weeks.

### **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**

Conferences are held twice yearly following the first and third grading periods. Times and dates are publicized in advance. Parents desiring a conference with a teacher at any other time are urged to contact that teacher through the school office. Parents should check in at the office when coming for a conference.

### **RADIOS, CD PLAYERS, GAME BOYS, COLLECTOR CARDS, CELL PHONES, ETC**

In order to maintain a distraction-free environment, radios, CD players, game boys, collector cards and other entertainment devices are not allowed in school. Some exceptions may be made for reward time or other specific occasions as deemed by the supervising teacher or administrator. If a parent wishes that a student carry a cell phone/electronics to school for before/after school activities, then the student **MUST** check it in to the school office immediately upon arrival to be picked up at the end of the school day. If the student brings these items, then the school will *try* to keep all electronics safe from harm; however, the school is not responsible for lost, damaged, or stolen property. If not turned in to the office, articles may be confiscated and released only to a parent, and the student may be punished.

### **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.

Students who fail at least two quarters of any core subject during the school year will be required to do remedial study in summer school as a provision for promotion.

### **SEXUAL HARASSMENT**

The Board of Education strongly believes that no person in the Hollister R-5 School District shall on the basis of gender, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any educational program or activity. Sexual harassment of students and employees whether committed by supervisors, employees, or students, and regardless of whether the victim is an employee or student, will not be tolerated. Sexual harassment includes but is not limited to:

1. Sexual slurs, threats, verbal abuse and sexually degrading descriptions.
2. Graphic verbal comments about an individual's body.
3. Sexual jokes, notes, stories, drawings, pictures, or gestures.
4. Spreading sexual rumors.
5. Touching an individual in a sexual way.
6. Displaying sexually suggestive objects.
7. Unwelcome sexual flirtation, advances, or propositions.

8. Acts of retaliation against a person who reports sexual harassment.

All allegations of sexual harassment will be investigated. The investigation will be discreet.

### **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**

Students may not bring visitors to school. **All visitors to the school must check in at the office and obtain a "pass" before entering classroom areas.**

### **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.

### **MISSOURI VIOLENCE HOTLINE**

The Missouri School Violence Hotline allows students, parents and citizens to call a toll-free number and report potential threats affecting schools, students and school personnel. The hotline is in operation from 7 a.m. to 6 p.m. Monday through Friday (except holidays). The number is 1-866-748-7047.

## **DISCIPLINE POLICY**

**The administrative staff of Hollister Junior High recognizes that acceptable behavior and respect of others are essential to insure the orderly operations of the school. This policy is not intended to list all offenses that may result in disciplinary action, and the administrative staff shall be allowed to exercise judgment in the imposition of specific consequences and is not limited to those stated. Self-discipline and control are one of the greatest lessons learned by students in school. To maintain order among a group requires rules. Students who break rules are also violating the rights of other students. Therefore, disruptive behavior will not be tolerated. Failure to comply with discipline procedures in the student handbook may result in suspension at the discretion of the principal.**

### **General Student Behavior Guidelines**

Each student has the responsibility to behave within the following guidelines:

1. Respect the rights and property of other people, both students and adults.
2. Conduct yourself in a safe and orderly manner at all times.
3. Do your work to the best of your ability.
4. Keep all areas of the school clean and free of litter.
5. Take care of the building and equipment.
6. Obey any request from any school employee.

**Working with requirements of the Safe Schools Act and Board of Education discipline policy, a committee of Junior High teachers, the counselor and principal has drawn up discipline guidelines as follows:**

**DEFINITION OF COMMON CONSEQUENCES OF INAPPROPRIATE BEHAVIOR** will generally follow this

progression:

1. **After-school detention.** Held 3:30-4:25 p.m. on Tuesdays and Wednesdays.
2. **In-school detention.** Student may complete work for credit while assigned to a specific room with a supervisor.
3. **Corporal punishment.** Corporal punishment is used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.
5. **Out-Of-School Suspension.** Repeated inappropriate behaviors and/or behaviors that severely disrupt the learning environment, show disrespect for school personnel, or impair the safety of others will be grounds for out-of-school suspension.

**The following are discipline guidelines. Except behaviors for which the Safe Schools Act (1996) or Board Policy stipulates a specific consequence, the administrator may use discretion as deemed appropriate.**

The Safe Schools Act became effective on August 28, 1996. This law has several clauses that impact Hollister Middle School's Discipline Policy. It defines violence, the crime of assault while on school property, and weapons. The Safe Schools Act also requires that certain incidents be reported to appropriate law enforcement agencies when committed on school property (including school buses) or while involved in school activities. Additionally, schools must keep discipline records and send them to schools to which students transfer.

**Discipline Offenses that are not required to be reported to Law Enforcement Officials by the Safe Schools Act.**

<b>Offense</b>	<b>1st Violation</b>	<b>2nd Violation</b>	<b>3rd Violation</b>	<b>4th Violation</b>
Possession/Use/Distribution of Tobacco Products or Related Paraphernalia	Confiscation, 2 – 5 ISS (In-school suspension)	Confiscation, 2 – 5 OSS (Out of school suspension)	Confiscation, 5 – 10 OSS	10 OSS & referral to Superintendent./Board
Disrespect to School Personnel/Defiant and Disobedient Behavior	3 ISD or 1 OSS	3 OSS	5 OSS	10 OSS & referral to Superintendent./Board
Tardy to Class	3 Tardies—1 ASD	4 Tardies—2 ASD	5 Tardies—1 ISD	6 Tardies—2 ISD
Sexual Harassment-Verbal, written, or symbolic language	1-3 days ISD or 1-10 days OSS.	1-10 days OSS	5-10 days OSS	10 days OSS
Sexual Harassment-Physical	1-10 days OSS	5-10 days OSS	10 days OSS	11-180 days OSS
Bullying	1 ASD, 1-3 ISD <b>Parents or students</b>	1-5 ISD <b>may file charges</b>	3-5 ISD or 2 OSS <b>for harassment</b>	2 or more OSS
Theft	Restitution & 1 to 3 days ISD <b>Parents or students</b>	Restitution & 3 days ISD or 1 OSS <b>may file charges</b>	Restitution & 2 OSS <b>for theft of property</b>	Restitution & 3 days OSS
*Disorderly, Disruptive, Inappropriate Behavior	1 ASD	2 ASD	1-2 Days ISD	3 Days ISD or 1 or more days OSS
Horseplay	2 ASD	1 - 2 ISD	2 - 3 ISD or 1 OSS	1 or more OSS
~ Truancy	1 ISD	2 ISD	3 ISD	1 or more OSS
# Institutional Vandalism	Legal action & 3 or more day OSS	Legal action & 10 days OSS	Legal action & 10 days OSS & referral to the supt./board	Legal action & 10 days OSS & referral to the Superintendent./Board
^ Filing a False Emergency Report	Legal action & 2 days OSS	Legal action & 10 days OSS	Legal action & 10 days OSS & referral to the supt./board	Legal action & 10 days OSS & referral to the Superintendent./Board

- \*chewing gum, eating candy, drinking soda in class without permission
- \*inappropriate clothing as defined in the student handbook
- \*failing to return or falsifying parent/guardian signature
- \*refusing to work in class
- \*cheating / dishonesty in class work –may also result in failing grade and ISD(s)

- \*throwing object
- \*bus misconduct
- \*public display of affection
- \*profanity/disparaging language

\* The Safe Schools act does include a clause that states that “all school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods”.

**~ Although “truancy” is not required to be reported under the Safe Schools Act, school attendance in Missouri is required by law; therefore, truancy may be reported to the appropriate law enforcement agency or to the Division of Family Services.**

# Although “institutional vandalism” is not required to be reported as part of the Safe Schools Act, other Missouri law does identify

“institutional vandalism” as a **crime** which must be reported. The Safe Schools Act does add “damage to any motor vehicle owned, operated, or leased under contract by a school district for the transportation of school children” to the crime of institutional vandalism. Institutional Vandalism is defined as “knowingly vandalizing, defacing or otherwise damaging any educational facility, the grounds adjacent to, and is owned, operated, leased or under contract by a school district for the transportation of school children.”

^ While “Filing a False Emergency Report” is not required to be reported as a part of the Safe Schools Act, “Making a false report or causing a false report to be made to any person that a bomb or other explosive has been placed in any public place or vehicle” has been made a class D felony.

**Discipline Offenses that are required to be reported to Law Enforcement Officials by the Safe Schools Act:**

Offense	1st Violation	2nd Violation	3rd Violation	4th Violation
Possession/Use/Sale/ Distribution of Drug/Alcohol/Inhalants or Related Paraphernalia or representations of such	2 to 10 days OSS	5 to 10 days OSS	10 days OSS & referral to Superintendent/Board	10 days OSS & referral to Superintendent/Board
-- <b>Assault</b> and Other Acts of <b>Violence While on School Property</b> &/or at <b>School- Sponsored Activities</b>	2 to 5 days ISD or up to 10 days OSS	3 to 10 days OSS	5 to 10 days OSS & referral to Superintendent/Board	10 days OSS & referral to Superintendent/Board
**Bringing or Possessing a Weapon (or an object used as a weapon) on School- Property &/or School- Sponsored Activities	<b>Suspension for up to 1 year or expulsion. Appropriate legal action will be taken</b>			
^Other felonies as defined by the Safe Schools Act	<b>Suspension for up to 1 year or expulsion. Appropriate legal action will be taken</b>			

--The Safe Schools Act defines "**Assault While on School Property**" as:

- (1) Knowingly causing physical injury (pain, no matter how slight) to another person; or
- (2) With criminal negligence, causing physical injury to another person by means of a deadly weapon; or
- (3) Recklessly engaging in conduct that creates a grave risk of death or serious physical injury to another person.
- (4) **Assault** in the 1st, 2nd, or **3rd degree**, sexual assault, or deviate sexual assault against a pupil or another person.
- (5) Happening on school property, includes a school bus in service, or while involved in school activities.

--The Safe Schools Act defines "**Violence**" as including but not limited to the exertion of physical force by students with the intent to do serious physical injury to another person.

--The Safe Schools Act defines "**Assault in the 3rd Degree**" as:

- (1) Attempting to cause or recklessly causing physical injury to another person; or
- (2) With criminal negligence, causing physical injury to another person by means of a deadly weapon; or
- (3) **Purposely placing another person in apprehension of immediate physical injury**; or
- (4) Recklessly engaging in conduct that created a grave risk of death or serious physical injury; or
- (5) **Knowingly causing physical contact knowing the other person will regard the contact as offensive or provocative (offensive touching).**

\*\*Weapons are defined by the Safe Schools Act as, but not limited to, a blackjack, concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun, or a switchblade knife.

^Other felonies as defined by the Safe School Act:

- |                         |                           |                     |
|-------------------------|---------------------------|---------------------|
| ^first degree murder    | ^second degree murder     | ^kidnapping         |
| ^first degree assault   | ^second degree assault    | ^forcible rape      |
| ^forcible sodomy        | ^first degree burglary    | ^sexual assault     |
| ^first degree robbery   | ^distribution of drugs    | ^first degree arson |
| ^voluntary manslaughter | ^involuntary manslaughter |                     |
| ^second degree burglary | ^felonious restraint      |                     |

**Students will be held responsible for comments and/or actions, which are prejudicial to good order and discipline in the schools, or impairs the morale or good conduct of the students. Students must consider that casual talk or actions may be perceived in serious terms by others. Words or behaviors, which cause fear on the part of another, may fit the legal definition of Third Degree Assault and incur appropriate consequences.** Disparaging or demeaning language (use of words or actions, verbal, written, or symbolic meant to harass or injure another person at or away from school) may be treated as an assault.

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 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) **Travis Shaw, Principal**  
**1798 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

Please be advised that the school district will release "Directory Information" concerning your child upon request, including print and electronic publications of the school district. (Examples include: the annual yearbook; school newsletter; honor roll or other recognition lists; local media; and sports activity sheets.) This includes the following information: the student's name, address, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. (See School Board Policy JO-R) **If you do not want this type of information about your child released, please send a note to this effect to the principal.**

### 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.