



# **TRUMAN ELEMENTARY SCHOOL STUDENT HANDBOOK**

**2019-20**

**Mission Statement: Truman Elementary is dedicated to providing an equitable environment that supports students in reaching their fullest potential academically, socially and emotionally. We strive to bridge the gaps between home, school and the community. With the support of these partnerships, Truman Scholars will become contributing members of society.**

**Principal, Susan B. Herrera**

Dear Truman Elementary Families,

The Student Handbook will provide valuable information on school and district expectations. It is important that you set aside time to review this information with your child before the school year begins. Of particular importance in the handbook is information about Wildcat Wednesday Folders, student clubs, tutoring, attendance, opportunities for parent involvement and technology guidelines. This year, the student handbook also contains a calendar of exciting events that we have planned for this school year. Please use this calendar to choose which events you can attend!

The Truman staff looks forward to meeting each of our families on August 13<sup>th</sup> from 6:00-7:00 at our “Meet and Greet” event. Families will follow a scavenger hunt menu of activities which includes meeting your child’s teacher and concludes with prizes for those families that complete the scavenger hunt. It will be an IMPORTANT event that you don’t want to miss!

As I enter my fourth year as your principal, I look forward to establishing deeper relationships with the families I serve. As a staff, we want to create more opportunities for families to participate at Truman Elementary and become an integral part of our school community.

My hope is that **together** we can make Truman Elementary an exemplary school where students reach their highest potential.

Sincerely,

Mrs. Susan Herrera

## **CALENDAR of Important Events**

August 13<sup>th</sup>-Meet and Greet 5:00-6:00pm KINDERGARTEN  
August 13<sup>th</sup>-Meet and Greet 6:00-7:00pm grades 1-5  
August 14<sup>th</sup>-First day of school  
September 3<sup>rd</sup>-No school, Labor Day  
September 11<sup>th</sup>-Half day early release @ 11:30 for students  
September 17<sup>th</sup> –PTA meeting at 6:00  
September 27<sup>th</sup>-no school  
October 7<sup>th</sup> -after school tutoring begins  
October 9<sup>th</sup> -Half day early release @ 11:30 for students  
October 16-17<sup>th</sup> Parent Teacher Conferences  
October 17<sup>th</sup> -Half day early release @ 11:30 for students  
October 18<sup>th</sup> -No school  
October 31<sup>st</sup>-Fall parties  
November 13<sup>th</sup>-Quarter 1 Celebration Assembly, early release @ 11:30  
November 12<sup>th</sup>-PTA meeting-  
November 25<sup>th</sup>-29<sup>th</sup> Thanksgiving Break  
November 26<sup>th</sup> Family Art Night- 6:00-7:00  
December 11<sup>th</sup> –Half Day early release @ 11:30  
December 17<sup>th</sup>-PTA meeting @6:00, 1<sup>st</sup> Semester Showcase-6:00-7:30  
December 20<sup>th</sup> -Holiday Parties, dismiss @11:30  
December 21<sup>st</sup>-January 6<sup>th</sup> -Winter Break, no school  
January 7<sup>th</sup>-Students return to school for 2<sup>nd</sup> semester  
January 17<sup>th</sup>- Quarter 2 Celebration Assembly  
January 20<sup>th</sup> No school Martin Luther King Day  
January 21<sup>st</sup> -PTA meeting at 6:00  
January 31<sup>st</sup> -No school  
February 12<sup>th</sup>-13<sup>th</sup> - Parent Teacher Conferences  
February 13<sup>th</sup> -Valentine's Day parties and half day early release@ 11:30  
February 14-No school February 17<sup>th</sup>-No school –Presidents Day  
February 25<sup>th</sup> –Black History Program  
March 2<sup>nd</sup>-6<sup>th</sup> Read Across America Week  
March 4<sup>th</sup> -Early release @ 11:30  
March 16<sup>th</sup>-March 19<sup>th</sup> - Spring Break, no school  
March 23<sup>rd</sup> -Students return to school  
March 27<sup>th</sup> 3<sup>rd</sup> Quarter Celebration Assemblies  
April 6<sup>th</sup>-Attendance Matters Night 6:00pm  
April 10<sup>th</sup> –No school  
April 15<sup>th</sup> Half day early release @ 11:30am  
April 23<sup>rd</sup>-PTA Meeting at 6:00pm, MAP Parent Meeting  
May 5<sup>th</sup> Talent Show 6:00pm  
May 13<sup>th</sup> –Half day early release @ 11:30 4<sup>th</sup> quarter Celebration Assemblies  
May 19<sup>th</sup> Field Day  
May 22<sup>nd</sup>-5<sup>th</sup> grade breakfast, early release @ 11:30am

**ARRIVAL AND DISMISSAL PROCEDURES:** Students can enter the building at 7:25 a.m. when the bell rings. Students will be given milk and a grab 'n go breakfast sack. Dismissal will begin at 2:30. The staff will not be available to supervise students before 7:20 am or after 2:50 pm. Please help us ensure students are safe, by adhering to these arrival and dismissal times.

➤ **BUS RIDERS**

Bus riders will unload upon arrival one bus at a time supervised by a member of the Truman staff. At dismissal, bus riders will leave first starting with 5<sup>th</sup> graders at 2:30pm and ending with kindergarteners at 2:40pm. Students are expected to observe regular rules for good conduct at all times. They are to sit where assigned and remain seated until the bus arrives at their stop. Students are expected to keep the aisles clear and avoid all behaviors which may distract the bus driver. If damage is caused on the bus, the offender will be expected to make restitution. Respect for the driver and other students is expected at all times. Riding the bus is a privilege, not a right. Students who violate bus rules or jeopardize the safety of others may forfeit their bus riding privileges. If your child will not be riding the bus home on any given day, the school must have a note signed by the parent indicating the change. If we do not have a signed note, we are obligated to put your child on his/her assigned bus. A phone call to the office will be sufficient in an emergency. All students must load the bus when asked and ride their designated bus unless other arrangements have been made and verified by the office.

➤ **CAR RIDERS**

Truman staff will be on duty in the car line to supervise and assist the arrival and dismissal of car riders. The car line forms parallel to the bus line. It is important that during morning drop off, that students are escorted from the car to the sidewalk by an adult. At dismissal, car riders will load only after buses have left the parking lot at approximately 2:45.

➤ **WALKERS**

Walkers will be called after buses have left. A Truman staff member will escort all students crossing at James A. Reed Road. Walkers are to report home or to a daycare provider directly after school. Walkers should not linger on school property.

**ATTENDANCE:** Our goal for attendance is to have 90% of our students at school 90% of the time. During the 2018-19 school year, ***we fell short of meeting that goal.*** I need your help, so we can do better this year. We encourage students to be at school and on time everyday (bell-to-bell). It is imperative that students do not miss a minute of instruction. If a child must be absent from school, **please contact the attendance clerk at 316-8075.** The Attendance Clerk will make every attempt to verify absences. If at all possible, please schedule appointments before or after school. We want to maximize your child's instructional time. A student is considered truant from school if s/he has excessive non-justified absences even with the consent of the parent/guardian.

➤ **EARLY PICK-UP**

To ensure the safety of our students, we ask that any individual entering the school to pick up a child before dismissal stop by the office, present identification, and sign the student out of school. Students will not be released to any person who is not listed on the student's record. Anyone sent to pick up students must be verified by the office. Teachers will not release a child to any individual unless they have been instructed to do so by the office. Please make sure all of your contact information is current in case we need to call you with any questions.

**CARING FOR KIDS:** Truman Elementary partners with several area churches and 2 businesses to better meet the needs of the families and staff that we serve. If your church or business would like to partner with us, please contact Donna Hoch at St. Luke's United Methodist Church 9420 James Reed Road. (816-763-8444)

**CELL PHONES:** Cell phones will need to be secured with the teacher or the office each day to ensure safety. Your child may have their phone at dismissal. Students that do not comply with this request will not be allowed to bring their cell phone to school.

**CHARACTER TRAITS:** Each day the Truman staff will encourage students to be safe, respectful, cooperative, kind and peaceful. Weekly we will recognize one student from each class that exemplifies these character traits and they will receive a High Five Award. At the Celebration Assemblies each quarter, one student from each class will receive an overall High Five Award.

**CLUBS:** Beginning first quarter, the Truman staff and community partners will offer a variety of after school enrichment clubs. Clubs may include: Lego League, photography, running, dance, drama and art just to name a few.

**DISCIPLINE:**

**Goals for Success will be taught and displayed throughout the school:**

I can make good choices even if I am mad.

I can be okay even if others are not okay.

I can do something even if I don't want to, or if it's hard.

**The Bottom Line:**

It is never okay to be hurtful.

It is never okay to be disruptive.

While we expect our students to make good choices, we understand that there will be times when our students need redirection. Here is the continuum that teachers will follow:

- ✓ Verbal warning/redirection
- ✓ Reflection (safe spot in own classroom)
- ✓ Think sheet (written response in a buddy room)
- ✓ Parent contact-we will ask you to support and partner with us
- ✓ Principal conference and or consequence issued

Behaviors requiring a more severe consequence may not follow the five-step process.

**DRESS CODE:** Students' attire must not distract, disrupt or interfere with teaching and learning or disrupt the climate of the school. Clothing is prohibited when an administrator deems unsuitable, unsafe or interrupts the learning environment.

- Shoes must be worn at all times. Avoid: Backless shoes, slippers, slides, heels (over 3 inches), shoes with spikes
- Appropriate coverage of the body is expected, defined as being covered from shoulder to mid-thigh (about 3 inches above the knee). Chest, back, ribs, midriff, underarms and buttocks must be covered. Undergarments (sports bras, bra straps, boxers or shorts worn under pants) may not show. Sagging is not permitted. All shirts must have sleeves.

**Not permitted:**

- Headphones (such as Dre-beats), wireless headsets (Bluetooth) unless used for an academic purpose with the permission of the building administrator.
- Metal picks & combs, hats, hoods, hoodies, bandana print, wave caps, sweatbands, sunglasses or any head covering (religious reason is excluded)
- Ripped jeans, leggings, spandex pants, see through tights or yoga pants worn alone, pajama pants, skirt slits/splits (3 inches above the knee).

- Clothing that is see through, revealing, profane, displays profanity or words/symbols that advocate or depict violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation or other illegal activity expressed or implied
- Jewelry or accessories that may be used as weapons including but not limited to wallet chains, spiked rings, spiked bracelets, two or three finger rings that are joined, spikes, oversized belt buckles and bulky chains worn around the neck or waist.

**ELECTRONIC EQUIPMENT, TOYS, CARDS:** Because of the potential interruption to the learning environment and the danger of items being broken, lost or stolen, cell phones, radios, electronic games, tape recorders; etc. are not encouraged to be brought to school. All devices brought to school by parent permission will be collected by the classroom teacher at the beginning of the day, lock & secured, and returned at the end of the day. Only supplies and items noted on the school supply list should be brought to school.

**EMERGENCY INFORMATION:** Please keep the school office and the classroom teacher informed of any changes in your address, phone numbers or emergency contacts. It is extremely important and in your child's best interest that we are able to contact you or a designee when necessary.

**HALLWAY EXPECTATIONS:** Students should not be in the Truman hallways unless supervised by an adult or with a hall pass. At no time should students leave the classroom without permission.

**HOMEWORK:** If you know your child is going to be absent, please request homework in advance. Assignments may be picked up at the end of the school day. Missed work must be made up in a reasonable amount of time. As a general rule, a student should have the same number of days to make up work as the number of days absent. Check with the principal when requesting work for a truant or suspended student.

**LUNCHROOM:** All students receive a free lunch. Students are expected to take the lunch that is provided or to bring a lunch from home. Students will be given 25 minutes to eat their lunch. It is an expectation that students use good manners in the lunchroom and that they follow the Goals for Success as outlined in the discipline section of the handbook.

**NATIONAL HONOR SOCIETY:** This year our Truman scholars will have the opportunity to belong to the **Elementary National Honor Society**. More information will be given at conferences

**PTA:** Truman Elementary PTA President is Mr. Michael Murphy. If you would like to become a member or support the PTA, you can sign up at Meet and Greet for \$6.00. Our PTA provides field trips and supplies for our students; we are proud of this partnership.

**VISITORS: Visitors are welcome.** Please sign in at the office upon arrival to receive a visitor's badge. If you wish to visit a classroom, *you will need to schedule that with the principal or teacher in advance. If you want to check on your student, we can call them up to office for you.* Scheduled visits to the classroom are typically limited to 15 minutes or less. Thank you for helping us ensure that instruction time is protected.

**Title 1 FUNDS and Family INVOLVEMENT:** Each year, we receive federal dollars to ensure that our scholars receive an equitable learning experience. It is important that you understand how our Title fund are spent and can also have a voice in the decision making process. We are looking for parents to serve on the Title 1 Parent Advisory Committee for the 2019-20 school year. You may contact Mrs. Herrera if you would like to serve in this capacity at 816-316-8072 or email at [susanher@hickmanmills.org](mailto:susanher@hickmanmills.org)



Hickman Mills C-1  
School District



**MISSION STATEMENT**

*The mission of the Hickman Mills C-1 School District, a proudly diverse and historic community, is to provide a foundation for our students that maximizes academic success and fosters civic engagement, as distinguished by:*

- *Highly effective teaching focused on rigor and individual student needs*
  - *Building strong family, community and school partnerships*
  - *Collaborative and data-driven decision making*
  - *The integration of technology across the curriculum and the district*
- *Commitment to early childhood and ongoing college and/or career preparation*

**TO THE PARENTS/GUARDIANS:**

We believe that well-informed parents/guardians promote a positive school environment. Consistent with this philosophy, we are requiring that your child bring home a copy of the Student Handbook so that you may become acquainted with the various phases of school life. In this handbook, you will note that we have included regulations, the Code of Student Conduct, activities, clubs, and general information which will aid a student in becoming a productive member of the school community.

**TO THE STUDENTS:**

This handbook has been developed for the purpose of informing you of the policies, procedures, and organizations of your school. We hope that it will assist you in making your school days pleasant and productive. It is the responsibility of each student and parent to read, understand, and abide by this handbook.

Any changes will be posted on the district homepage – [www.hickmanmills.org](http://www.hickmanmills.org)

Some individual school procedures may vary according to each school's improvement plan approved by the Hickman Mills C-1 School Board.



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# HICKMAN MILLS C-1 SCHOOL DISTRICT

**Administration Center** ..... (816) 316-7000  
 5401 E. 103rd St., 64137

**Buildings and Grounds** ..... (816) 316-8190  
 4005 Martha Truman Rd., 64137

**Burke Academy** ..... (816) 316-7740  
 Alternative Education Program, 1st — 12th grade  
 11115 Bennington Ave., 64134

**Compass at Baptiste Educational Center**..... (816) 316-7750  
 Kindergarten — 5th grade  
 5401 E. 103rd Street, 64137

**Dobbs Elementary**..... (816) 316-7800  
 Kindergarten — 5th grade  
 9400 Eastern, 64138

**Ervin Elementary** ..... (816) 316-8400  
 Pre-kindergarten — 5th grade  
 10530 Greenwood Rd, 64134

**Freda Markley Early Childhood Center** ..... (816) 316-8500  
 Pre-Kindergarten  
 9201 E. Bannister, 64134

**Ingels Elementary** ..... (816) 316-7850  
 Kindergarten — 5th grade  
 11600 Food Lane, 64134

**Millennium at Santa Fe Elementary** ..... (816) 316-7950  
 Kindergarten — 5th grade  
 8908 Old Santa Fe Rd., 64138

**Ruskin High School**..... (816) 316-7400  
 9th — 12th grade  
 7000 E. 111th Street, 64134

**Smith-Hale Middle School**..... (816) 316-7700  
 6th — 8th grade  
 9010A Old Santa Fe Rd., 64138

**Truman Elementary**..... (816) 316-8100  
 Kindergarten — 5th grade  
 9601 James A. Reed Rd., 64134

**Warford Elementary**..... (816) 316-8150  
 Kindergarten — 5th grade  
 11400 Cleveland, 64137

## SCHOOL START TIMES

**Pre-Kindergarten**  
 Freda Markley Early Childhood Center ..... 8:30 a.m. — 3:00 p.m.  
 Ervin Elementary (*Pre-K only*) ..... 7:40 a.m. — 2:10 p.m.

**Elementary** ..... 7:40 a.m. — 2:40 p.m.  
 Burke Academy (*1st–5th only*)  
 Compass at Baptiste Educational Center  
 Dobbs Elementary  
 Ervin Elementary (*Kindergarten–5th only*)  
 Ingels Elementary  
 Millennium at Santa Fe Elementary  
 Truman Elementary  
 Warford Elementary

**6th — 12th Grade (Secondary)** ..... 8:30 a.m. — 3:30 p.m.  
 Smith-Hale Middle School  
 Ruskin High School  
 Burke Academy (*6th–12th only*)..... 8:00 a.m. — 3:00 p.m.

### HALF DAY — EARLY DISMISSAL HOURS

Freda Markley ..... 8:30 a.m. — 12:30 p.m.  
 Elementary Students & Ervin Pre-K ..... 7:40 a.m. — 11:40 a.m.  
 Secondary Students ..... 8:30 a.m. — 12:30 p.m.  
 Burke Academy (*6th–12th*) ..... 8:00 a.m. — 12:00 p.m.

## **SECTION I—STUDENTS RIGHTS AND RESPONSIBILITIES**

### **Students have the right to:**

- ✓ a meaningful curriculum that shall meet their immediate and future needs;
- ✓ voice their opinions in the development of their curriculum;
- ✓ pursue their education under competent instruction;
- ✓ take part in in-school (instructional) activities and to decide if they want to take part in after-school (extracurricular) activities.

### **Students have the responsibility to:**

- ✓ attend all classes regularly and on time;
- ✓ contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- ✓ complete all classroom assignments and meet requirements for all class objectives;
- ✓ respect the rights of others and respect the views and backgrounds of those that differ from their own;
- ✓ meet the approved criteria required for participation in instructional and extracurricular activities; follow bus, classroom, school, and all Hickman Mills C-1 Schools' rules and procedures in and out the classroom, on the bus, and at school-related activities.

## **Admission, Registration, and Immunization Requirements**

### **Assignment within District**

The School Board directs that the assignment of students to schools within this district be consistent with the best interests of students and the best use of the resources of this district.

The Board shall establish attendance zones for each school. All students, unless otherwise provided by Board policy or authorized by the Superintendent, shall attend the school serving the student's attendance area.

### **Immunization Requirements for School Entry**

A 'Tdap' vaccine (a tetanus booster with pertussis) is required for students enrolled in eighth-grade who have completed the recommended childhood DTP/DTaP vaccination series and have not received a Td booster dose within the past two (2) years.

Beginning the 2016-2017 school year, the state of Missouri requires all students enrolled in the eighth grade to have one dose of the Meningococcal vaccine. Also students enrolled in the 12th grade are required to have two doses of the Meningococcal vaccine unless the first dose was administered to a student at 16 years of age or older, in which case only one dose is required.

An Immunization Clinic will be provided during centralized registration and enrollment events for students needing vaccinations.

## **Electronic Devices**

### **Cell Phones and other Electronic Devices**

During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only.

Students must comply with the directives of school/district staff regarding when and where electronic devices can be used.

Devices can only be used in approved areas and students must comply with the directives of school/district staff regarding when and where electronic devices can be used. Cell phone conversations during the school day are prohibited unless under the supervision of staff/school personnel. Consequences may vary at individual schools according to School Board-approved School Improvement Plan.

### **One-to-One (1:1) Digital Device Programs**

Hickman Mills C-1 School District is committed to developing a technologically-relevant and engaging learning environment for all students by providing them with the opportunity to develop the resource sharing, innovation, communication and collaboration skills, and tools that are essential to both life and work in the 21st Century. The district offers one-to-one (1:1) device initiatives that allow students to wirelessly access the Internet for limited educational purposes as directed by a teacher or administrator.

Students granted access to the district's network/Internet services from any device will be governed by Board Policy, related administrative guidelines, and the Student Code of Conduct. A device is any district-provided or personally-owned computer or electronic device including, but not limited to: phones, tablets, notebooks/laptops, wearable (e.g. Google Glass, smartwatches), iPods touches (or similar), and e-readers.

### **Digital Citizenship**

Digital Citizenship is defined as the norms of appropriate, responsible behavior with regard to technology use. By embracing technology and to explore its various forms, students have a responsibility to model proper digital etiquette in using technology. If you have any doubt about whether a contemplated activity is acceptable, consult your teacher or administrator.

## **Dress Code**

### **Dress for Success**

Dress for Success expectations of the Hickman Mills C-1 School District is designed to promote a safe and appropriate learning environment while contributing to students' preparation of success beyond school. Students' attire must not distract, disrupt or interfere with teaching and learning or disrupt the climate of the school.

Clothing is prohibited when an administrator deems unsuitable, creates an unsafe environment, draws inappropriate attention, interferes with instruction, or threatens the health/safety of the learning environment.

Appropriate coverage of the body is expected, defined as being covered from shoulder to mid-thigh (about 3 inches above the knee). Chest, back, ribs, midriff, underarms and buttocks must be covered. Undergarments (sports bras, bra straps, boxers or shorts worn under pants) may not show. Sagging is not permitted. All shirts must have sleeves.

For health and safety concerns, shoes must be worn at all times.

**NOT PERMITTED:**

- Ear buds, headphones (such as Drebeats), wireless headsets (Bluetooth) unless used for an academic purpose with the permission of the building administrator.
- Metal picks & combs, hats, hoods, bandana print, wave caps, sweatbands, sunglasses or any head covering (religious reason is excluded)
- Ripped jeans, leggings, spandex pants, see through tights or yoga pants worn alone, pajama pants, skirt slits/splits (3 inches above the knee)
- Blankets, large bags (athletic bags are permissible if students participate in a sport/school sponsored activity, however, the bag must be stored in his/her locker)
- Backless shoes, slippers, slides, heels (over 3 inches), shoes with spikes
- Clothing that is see through, revealing, profane, displays profanity or words/symbols that advocate or depict violence, ethnic/racial slurs, drugs, alcohol, tobacco, sex, illegal gang affiliation or other illegal activity expressed or implied
- Jewelry or accessories that may be used as weapons including but not limited to wallet chains, spiked rings, spiked bracelets, two or three finger rings that are joined, spikes, oversized belt buckles and bulky chains worn around the neck or waist

**Students failing to comply with the Dress for Success Policy will be held accountable by being asked to coverup, change, contact a parent/guardian, or receive a noncompliance consequence.**

First Offense:	Principal/Student conference and/or parent/guardian conference. Notification of parent/guardian. Change of inappropriate attire.
Subsequent Offense:	Principal/Student conference and/or parent/guardian conference. Notification of parent/guardian. Change of inappropriate attire. In-school suspension or “other consequence” as determined by the building administrator.



## **Attendance Protocol Policy**

The attendance protocol to be implemented in all of the schools located in the Hickman Mills C-1 School District is as follows:

### **1st whole day of student absence:**

- Call home from the school Attendance Clerk/Clerical Staff member

### **2nd whole day of student absence:**

- Call home from the school Attendance Clerk/Clerical Staff member
- Letter sent to student's home, addressing the importance of attendance for Hickman Mills C-1 School District students

### **3rd whole day of student absence:**

- Call home from the school Attendance Clerk/Clerical Staff member further notifying the parent that a letter was sent to student's home addressing the importance of attendance for Hickman Mills C-1 School District students
- FRS conducts a phone conference with a plan for assessing family needs and improving student attendance.

### **4th whole day of student absence:**

- Call home from the school Attendance Clerk/Clerical Staff member (FRS may be notified if appropriate) letting them know this is a serious concern.

### **5th whole day of student absence:**

- Call home from the school Attendance Clerk/Clerical Staff member
- FRS home visit giving notice of citation warning (Left at residence if no one is available)

### **6th whole day of student absence:**

- Call home from the school Attendance Clerk/Clerical Staff member letting the parent know of a citation warning

### **7th whole day of student absence:**

- Citation issued by Kansas City South Patrol Officer
- Parent and student mandatory truancy court appearance. Truancy court will be held the 4th Tuesday of each month at 10:00 am.

\* Calculations based on: One half day = 210 minutes; Whole day = 420 minutes

\* Please note that the district is sensitive to outstanding circumstances related to student absence; however, repeated attendance issues will not be tolerated and can/will result in citation issued to the parent by the Local Authorities. Please see Ordinance No. 120180 concerning compulsory school attendance.

\* In the event of excessive absences, elementary school students are subject to the conditions set forth in the above protocol.

## **Tardiness**

A student is tardy when the student arrives after the beginning of the school day or when he/she is not in his/her assigned seat or location when the tardy bell rings.

A student has the responsibility to be in class on time. A student failing to make an effort to attend class shall be considered truant and subject to disciplinary action. A student's excessive

unexcused tardiness shall be considered willful disobedience, and the student shall be subject to disciplinary action.

### **Release of Students from School (Pre-Approved and Emergency)**

**Elementary Students:** Once students arrive on campus, they may not leave without permission from an administrator or designee. In the event a student must leave early, the parent/guardian must make the request in person in the Main Office. A picture ID must be presented and the person must be listed on the student's demographic information screen in Infinite Campus.

**Secondary Students:** Once students arrive on campus, they may not leave without the permission from their parent/guardian. The request for this release must be made by phone or in person to the Attendance Clerk in order to obtain pre-approval. The person must be listed on the student's demographic information screen in Infinite Campus.

### **Student Health and Medication**

#### **Medications at School**

Only prescription medication shall be administered at school. Over-the-counter or sample medications must be accompanied by orders from a physician or licensed health care provider. Cough drops will be treated as an over-the-counter medication. Students may not carry over the counter medications at school. Possession of drugs of any kind can lead to serious disciplinary action. All medications must be brought to school by the parent or guardian.

#### **Health Screenings**

School Health Services Program conducts health screening activities at various times during a student's school experience. Health screenings include the following activities: vision screening, hearing screening, measurement of height and weight, with Body Mass Indexing calculations, and scoliosis screening. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

#### **School Wellness Programs**

##### **Healthy Smiles**

"We bring healthy smiles to those in need with compassionate dental care and education."  
Heartland Outreach Providers, Inc. is a charitable organization whose purpose is to provide mobile dental services to the children of Kansas City.

## **SECTION II—CODE OF STUDENT CONDUCT/DISCIPLINE CODE**

### **STUDENT DISCIPLINE – SCHOOL BOARD POLICY**

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

#### **Application**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. When discipline is imposed and the range of consequences in Board policies, regulations or procedures includes in-school suspension and out-of-school suspension, it is the express preference of the Board of Education that students remain in an educational setting and receive in-school suspension. Each case must be judged individually.

The preference for in-school suspension does not apply to incidents involving acts of physical violence or the possession, use or sale of weapons, alcohol or controlled substances. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

#### **Enforcement**

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

## **STUDENT DISCIPLINE - REGULATIONS**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

For the purposes of this regulation, "days" refers to school days unless otherwise indicated.

### **Reporting to Law Enforcement**

It is the policy of the Hickman Mills C-1 School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

In an effort to reduce student suspension time, when violations of this discipline code do not create an immediate danger to students, staff or visitors to district property, students will be referred to the Kansas City Youth Court rather than law enforcement. The district will still report offenses to law enforcement when required by law, even if the student is referred to the Kansas City Youth Court.

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified

here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; assisting another in such actions; and other misconduct related to academics.

First Offense:	No credit for the work, grade reduction, or replacement assignment. Principal/Student conference and/or parent/guardian conference.
Subsequent Offense:	No credit for the work, grade reduction, course failure, or removal from extracurricular activities. Principal/Student conference and/or parent/guardian conference.

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

**Assault**

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	Principal/Student conference, parent/guardian conference, 10-180 days out-of-school suspension or expulsion.
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Subsequent Offense:	Expulsion.
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**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense:	Principal/Student conference, parent/guardian conference, suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Bullying and Cyberbullying (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-180 days out-of school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, 1-180 days out-of-school suspension, or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)** – Students who violate rules for proper bus misconduct shall be issued bus misconduct notices. The following minimum consequences shall be applicable to such violations during one school year:

First Offense:	Written misconduct notice to parents/guardians that must be signed and returned before the student may resume riding the bus.
Second Offense:	One-day suspension of bus services; written misconduct notice to parents/guardians that must be signed and returned before the student may resume riding the bus.
Third	Minimum five-day suspension of bus services; written misconduct notice

Offense:	issued in principal's office; parental notification by school administrator.
Fourth Offense:	Same procedure as third offense plus a bus services suspension of ten days or until the end of the quarter, whichever is longer. Notification to associate superintendent/business.
Fifth Offense:	Same procedures as the third offense plus a bus services suspension for the remainder of the year. Notification to associate superintendent/business.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery or alteration of records.

First Offense:	Nullification of forged document. Principal/Student conference, parent/guardian conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Intentional action or behavior or verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant (including failure to follow directions or school procedures), considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, parent/guardian conference, behavioral management plan, detention, in-school suspension, or 1-10 days out-of-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, behavioral management plan, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Principal/Student conference, parent/guardian conference, 1-180 days out-of-school suspension, or expulsion.
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2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, or 1-180 days out-of-school suspension.
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Subsequent Offense:	Principal/Student conference, parent/guardian conference, 11-180 days out-of-school suspension, or expulsion.
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3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Principal/Student conference, parent/guardian conference, 1-180 days out-of-school suspension, or expulsion.
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Subsequent Offense:	Principal/Student conference, parent/guardian conference, 11-180 days out-of-school suspension, or expulsion.
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**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-10 days out-of school suspension.
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Subsequent Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
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**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, parent/guardian conference, detention, or in-school suspension.
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Subsequent Offense:	Restitution. Principal/Student conference, parent/guardian conference, detention or in-school suspension.
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**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense:	Verbal warning, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	Parent/Guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense:	Restitution. Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, "Assault")**

1. Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Inciting, with words or actions, one or more persons to engage in a fight.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense:	Principal/Student conference, parent/guardian conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, loss of privileges, detention, in-school suspension, or 110 days out-of-school suspension.

**Harassment, including Sexual Harassment (see Board policy AC)**

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color,

First Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, 1-180 days out-of-school suspension, or expulsion.

religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

**Hazing (see Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, 1-180 days out-of-school suspension, or expulsion.

**Identification Badge Violations** – The failure to wear and properly display a district-issued identification badge.

First Offense:	Warning, principal/student conference, or detention.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, detention, behavior management plan, or loss of privilege.

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense:	Confiscation. Warning, principal/student conference, parent/guardian conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Indecent Exposure** – Conduct that includes the display of breasts, buttocks or genitals.

First Offense:	Principal/Student conference, parent/guardian conference, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, or out-of-school suspension.

**Nuisance Items** – Possession or use of items that are not authorized for educational purposes and that impede or interrupt the educational process such as toys, games (including playing and trading cards), laser pointers, stink bombs, skateboards, and portable media players.

First Offense:	Confiscation. Warning, principal/student conference, parent/guardian conference, behavioral management plan, detention, loss of privilege, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, parent/guardian conference, behavioral management plan, detention, loss of privilege, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, consensual kissing, fondling and groping.

First Offense:	Principal/Student conference, parent/guardian conference, behavior management plan, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, behavior management plan, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, parent/guardian conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense:	Restitution. Principal/Student conference, parent/guardian conference, loss of user privileges, detention, or in-school suspension.
Subsequent Offense:	Restitution. Principal/Student conference, parent/guardian conference, loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

First Offense:	Confiscation, principal/student conference, parent/guardian conference, behavior management plan, detention, or in-school suspension.
Subsequent Offense:	Confiscation, principal/student conference, parent/guardian conference, behavior management plan, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHBAP or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, parent/guardian conference, behavior management plan, detention, or in-school suspension.
Subsequent Offense:	Restitution. Principal/Student conference, parent/guardian conference, behavior management plan, loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, parent/guardian conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation. Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Theft** – Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Return of or restitution for property. Principal/Student conference, parent/guardian conference, 1-180 days out-of-school suspension, or expulsion.

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, parent/guardian conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use, sale, or transfer of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 13 days out-of-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Principal/Student conference, parent/guardian conference, in-school suspension, or 1-10 days out-of-school suspension.

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) –** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, parent/guardian conference, behavior management plan, detention, or 1-3 days in-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, behavior management plan, detention or 3-10 days in-school suspension, and removal from extracurricular activities.

**Unauthorized Entry –** Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense:	Principal/Student conference, parent/guardian conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Subsequent Offense:	Principal/Student conference, parent/guardian conference, 1-180 days out-of-school suspension, or expulsion.

**Vandalism (see Board policy ECA) –** Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense:	Restitution. Principal/Student conference, parent/guardian conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	Restitution. Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.



First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
Subsequent Offense:	Expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
3. Possession or use of ammunition or a component of a weapon.

First Offense:	Principal/Student conference, parent/guardian conference, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion.

## **STUDENT SUSPENSION AND EXPULSION**

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period. The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

## **Suspension for Off-Campus Criminal Activity**

In accordance with § 167.171, RSMo., students may not be readmitted or enrolled to a regular program of instruction in the school district if they have been convicted of an act that would be one of the following; had an indictment or information filed against them for one of the following; had a petition filed in juvenile court for one of the following; or been adjudicated to have committed an act that if committed by an adult would be one of the following:

1. First degree murder under § 565.020, RSMo.
2. Second degree murder under § 565.021, RSMo.
3. First degree assault under § 565.050, RSMo.
4. Forcible rape under § 566.030, RSMo.
5. Forcible sodomy under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, when classified as a class A felony under § 565.110, RSMo.

In accordance with law, this exclusion will not apply to a student with a disability as identified under state eligibility criteria who is convicted as a result of an action related to the disability. In addition, students may be suspended in accordance with law if they have been charged with, convicted of, or pled guilty in a court of general jurisdiction for the commission of any felony.

In these circumstances the district may provide the student an alternative education or take action to suspend or expel the student. If the superintendent or designee decides to suspend or expel the student, the district will follow the process detailed in this policy.

If the student's presence will disrupt the educational environment, nothing in this policy will prevent the district from imposing discipline for conduct underlying the criminal offense even if the adult charge or juvenile petition has been dismissed or the student has been acquitted of the specific act in a criminal or juvenile court.

## **Suspensions Process**

In Missouri, a principal may suspend a student for up to ten school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.

3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten school days, the following rules also apply:
  - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision by delivering a request in writing to the secretary of the Board of Education at the district's central office within 21 calendar days of the date of the notice of suspension, unless for good cause the time limitation is waived by the superintendent or designee.
  - b. Once a request for an appeal is received, the suspension shall be stayed until the discipline subcommittee or the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - c. When notified of an appeal, the superintendent and designee shall promptly transmit to the discipline subcommittee and the parent/guardian a full report outlining the facts relating to the suspension and the actions taken. The report may also include the student's discipline records, attendance record and any other information deemed relevant by the superintendent/designee.
  - d. The discipline subcommittee will hear the appeal, and the hearing shall take place as soon as it is practicable. The district will notify the parent/guardian in writing of the date of the hearing and that the parent/guardian may bring counsel, call witnesses and present evidence at the hearing.
  - e. The parent/guardian may request in writing one continuance for good cause shown. The request for continuance must be received at least one day prior to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the discipline subcommittee does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.
  - f. Hearings before the discipline subcommittee will be conducted by counsel for the district. The superintendent or designee will minimally submit the written discipline report and provide an oral summary of the incident. The student with his or her parent/guardian may be present and shall have the opportunity to respond to the report and to present any additional relevant information.
  - g. The student, parent/guardian or superintendent or designee may appeal the decision of the discipline subcommittee to the Board of Education by delivering a request in writing to the secretary of the Board of Education at the district's central office within seven calendar days of the date of the notice of the discipline subcommittee's decision, unless for good cause the time limitation is waived by the superintendent or designee. The discipline subcommittee may also refer a decision to the Board. The hearing before the Board of Education will be conducted as described in the section of this policy dealing with student disciplinary hearings.
  - h. The discipline subcommittee shall render a decision as soon as practicable following the hearing. The discipline subcommittee may on its own motion or upon the request of the superintendent or designee, student or parent/guardian refer the matter to the full Board of Education for review.

In the event of an additional appeal to the Board of Education, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

### **Suspensions For More Than 180 School Days and Expulsions**

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
  - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
  - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings before the Board of Education unless, after meeting with the superintendent or designee, the parent/guardian waives, in writing, the right to an expulsion hearing.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings Before the Board of Education**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In conducting a discipline hearing, the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence, as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision on the individual student and the safety and welfare of district students and staff.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their

procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.

2. The parent/guardian may request in writing one continuance for good cause shown. The request for continuance must be received at least one day prior to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the Board does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.
3. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
4. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent.
5. The hearing will be conducted by counsel for the district and will be recorded by a certified court reporter.
6. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel may present witnesses, introduce exhibits, and cross-examine witnesses called in support of the charges.
7. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision. The Board of Education will not hear requests for reconsideration of its decisions regarding disciplinary matters, but will consider a request for readmission as described below.

### **Request for Readmission**

The student or parent/guardian may apply to the Board of Education for readmission into the district's schools after a period of one year or one-half the disciplinary period, whichever is less; however, in no event shall the period be less than 60 days.

The student or parent/guardian shall submit to the superintendent or designee a written request detailing the reasons for readmission and including a summary of evidence to be presented to the Board. The Board shall review the request and the information provided by the student or parent/guardian to determine if a hearing before the Board should be granted. The Board may request information from the superintendent or designee regarding the request, but the decision to grant the hearing shall be within the sole discretion of the Board.

If a hearing is granted, it shall be informal and shall not be governed by the procedure relating to student disciplinary hearings. The district shall not be required to present evidence, but the superintendent or designee may make a recommendation and/or present evidence necessary to support that recommendation.

## **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and Board policy JGF, a conference may be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

It is the goal of the Hickman Mills C-1 School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

## **DISCIPLINE REPORTING AND RECORDS**

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

### **Definitions**

#### **The following definitions and terms apply to this policy:**

*Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

*Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

*Need to Know* – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*School or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

### **Reporting to School Staff**

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law.

Such reports shall not be used as the sole basis for denying educational services to a student.

## Reporting to Law Enforcement Officials

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement agency. The following acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.\*
5. Rape in the first or second degree under §§ 566.030, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.
  - Immediate reporting of third-degree assault under § 565.070, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement agency and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and



authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### **Reporting Third-Degree Assault**

The superintendent and the appropriate local law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

### **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

### **CORPORAL PUNISHMENT**

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Hickman Mills C-1 School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy of student seclusion, isolation and restraint is not a violation of this policy.

## **SECTION III—PUBLIC NOTICES AND INFORMATION**

### **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

#### **Definitions**

*Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.

*Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

*Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

#### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

#### **Parent and Eligible Student Access**

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the

Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18.

The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified.

If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents and eligible students of their rights in accordance with law.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

*General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are

recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

## **PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

### **General Rule**

The Hickman Mills C-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Hickman Mills C-1 School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

### **Additional Prohibited Behavior**

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### **Boy Scouts of America Equal Access Act**

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts

of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

### **Interim Measures**

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

### **Consequences and Remedies**

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services. Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

### **Definitions**

*Compliance Officer* – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

*Discrimination* – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color,

religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Grievance* – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

*Harassment* – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

*Working Days* – Days on which the district's business offices are open.

### **Compliance Officer**

The Board designates the following individual to act as the district's compliance officer:

Associate Superintendent – Human Resources & Accountability

5401 E. 103rd St., Kansas City, MO 64137

816-316-7000

caseyk@hickmanmills.org

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Superintendent

5401 E. 103rd St., Kansas City, MO 64137

816-316-7000

yolandaca@hickmanmills.org

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Hickman Mills C-1 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Perform other duties as assigned by the superintendent.



## **Public Notice**

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Hickman Mills C-1 School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

## **Reporting**

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

## **Student-on-Student Harassment**

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the

incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

## **Investigation**

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

## **Grievance Process Overview**

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

## Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance. Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.
2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate. Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.
3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give

the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

### **Training**

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

## **TITLE I PARENTS' RIGHT-TO-KNOW**

At the beginning of each school year, the Hickman Mills C-1 School District must inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Our staff is committed to helping your child succeed academically. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you would like to request any of the above information, please contact the principal at your child's school or LaTanya Franklin, Assistant Superintendent of Curriculum and Instruction at 816-316-7000.

## ESSA COMPLAINT PROCEDURES

Missouri Department of Elementary & Secondary Education  
**Every Student Succeeds Act of 2015 (ESSA)**

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education                      Complaint Procedures for ESSA Programs                      Table of Contents</b>	
<b>General Information</b>  1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b>  4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	<b>Complaints filed with the Department</b>  6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to private school children handled differently?
<b>Appeals</b>  9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

### 1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

### 2. Who may file a complaint?

Any individual or organization may file a complaint.

### 3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

**4. How will a complaint filed with the LEA be investigated?**

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

**5. What happens if a complaint is not resolved at the local level (LEA)?**

A complaint not resolved at the local level may be appealed to the Department.

**6. How can a complaint be filed with the Department?**

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

**7. How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

**8. How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

**9. How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

**10. What happens if a complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

*Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V*

*In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

## **SECTION IV—GENERAL SCHOOL PROCEDURES**

### Building Safety

**Safety** for each of our students is of the utmost importance!

- **Please use the main entrance at all times!**
- It is district policy for all **visitors to check in with the office** before visiting the classroom. We welcome parent visitations, but in order to ensure safety, all visitors must check in at the Office and receive a building pass before entering the classroom.
- Children needing to be picked up early from class **must have a parent sign them out in the Office.**
- If children are to be picked up by someone other than the usual designated adult, **please contact the office by 1 hour before dismissal time. This assures the safety of all children and makes dismissal more efficient.**

### Bus Expectations—Prekindergarten

All bus riders must have a completed bus form on file and kept up-to-date. If a student is absent from school, the parent/guardian may contact the Apple Bus Company to notify the bus driver. The school must be notified of any change to bus pick-up or drop-off address and must allow 48 hours of the change in advance for the change to be valid. The school bus is not able to



pull into cul-de-sacs or parking lots at any daycare or apartment. The childcare provider will be responsible for meeting the bus on the main street.

### Bus Expectations – Elementary

Students are expected to observe regular rules for good bus conduct. Students will be expected to sit on the bus where assigned and remain seated until the bus arrives at the student's stop. Students are expected to keep the aisles clear and avoid all behaviors which may distract the bus driver. If damage is caused on the bus, the offender is expected to make restitution. Respect for the driver and other students will be expected at all times.

Riding the bus is a privilege, not a right. Students who violate bus rules and jeopardize the safety of others may forfeit bus riding privileges. If your child will not be riding the bus home on any given day, the school must have a note signed by the parent indicating the change. All students must ride their designated bus unless other arrangements have been made and verified by the office.

### Bus Expectations – Secondary

Students are expected to follow all bus procedures and guidelines. If a student cannot comply with the regulations, the student will be denied the privilege of riding the bus. The school may also impose additional consequences beyond denial of transportation. Requests for students to ride an unassigned bus must be made in writing by a parent/guardian and turned in to the office for approval.

### School Cancellation

In case of inclement weather, please listen to local TV and radio stations, check District website and Twitter. Additionally, a call will be made to each student's home.

### School Supplies

Please Check District website for individual school lists.

### Illness and Medication Guidelines

The parent/guardian will be contacted when the child become ill during the school day. The school must have emergency phone numbers of persons who can pick up the student if necessary.

A child who has a temperature elevation, or who has had vomiting or diarrhea within the last 24 hours, or who shows other signs of illness should be kept home. The district policy before returning to school is that the child should have a normal temperature and be in normal health for 24 hours. When a child comes to school ill, the child exposes others to the illness. Any contagious disease should be reported to the school nurse immediately.

A parent/guardian must complete a permission form with specific directions BEFORE any medication will be given to the child. The school nurse or designee must administer medications given at school. Any prescription medication must be labeled with the child's name, name of medication, medication strength, dosage schedule, date prescribed, AND must be in the original container.

#### Field Trips Elementary (Pre-K through Grade 6)

Field trips provide experiential learning experiences and are an extension of daily instructional activities. Preschool children who participate in an educational field trip have consistently demonstrated behaviors that would pose a safety risk.

**Children will not be allowed to participate in the field trip if the signed permission slip has not been returned to school. Departure time from the Early Childhood Center is promptly after arrival times. Be sure to arrive on time. Provisions for the care of your child will be the responsibility of the parent if you arrive late or do not have the required permission slip signed and returned to the teacher.**

#### Field Trips Secondary

All district and school policies are in effect while a student is in attendance at a school activity, either home or away, and the student is expected to conduct themselves in a respectable and creditable manner. If parents/guardians are present at an activity and personally request of the supervising sponsor, then the student can be discharged to the parents/guardians care. Any other arrangements must be made in advance with approval of an administrator.

*ALL field trips are subject to approval from the building administrator. The parent/guardian must sign and return a field trip permission form before the student can participate in a field trip.*

#### Early Pickup from School

In order to assure the safety of our students, any individual coming to school to pick up a child before dismissal will be asked to provide identification and sign out at the front office. Students will not be released to any person not listed on the student's record. The school will not release a child to an individual unless they have been previously contacted by the office.

#### Emergency Information

The parent/guardian is responsible for keeping the school office and the classroom teacher informed of any changes in home address, phone numbers, and/or emergency contacts. It is in the student's best interest that accurate contact information is available when necessary.

Emergency drills are conducted on a regular basis. In the event of an actual emergency, the school will move students quickly to the safest spot in and/or out of the building. Parents/guardians will be contacted as soon as possible.

### Health Services

All medications, including inhalers, must be brought to school by an adult, stored by the nurse, and a permission form must be signed before administration of any medications. Students are not permitted to carry any medications while at school.

### Reporting Student Progress

Hickman Mills C-1 School District recognizes the rights of parents/guardians to be informed of their children's instructional level, academic progress, and growth toward mastery of standards. Teachers communicate student progress to parents/guardians through a system of progress reports, conferences, and other school-based forms of communication.

The report cards that are issued each grading period can be interpreted by the teacher at a conference. Report cards are only a part of the reporting system. Conferences and samples of work sent home throughout the year are designed to keep parents/guardians informed of the child's progress.

Regular conferences are an important part of the school's reporting system. Conference times are scheduled each year. The teacher will send written invitation, which should be answered promptly for efficient scheduling. Conferences can also be scheduled by contacting the school for an appointment. Conference times vary according to individual school schedules.

### Homework

If a student is absent from school, the parent/guardian can request homework assignments in advance. Assignments may be picked up at the end of the school day. Missed assignments must be made up in a reasonable amount of time. As a general rule, a student should have the same number of days to make up work as the number of days absent.

### Before and After School Programs

The Local Investment Commission (LINC) in partnership with Hickman Mills C-1 School District provides before and after school activities for elementary and middle school students.

### Center of Differentiated Education (CODE Program)

The Center Of Differentiated Education (CODE Program) serves the gifted students in Hickman Mills C-1 School District. The CODE Program provides enrichment opportunities for students in grades K-8 in the academic component

### Missouri Options Program (MO Options)/Alternative Education Program

The Missouri Options Program (MO Options)/Alternative Education Program combines on-line credit recovery with direct instruction and concentrated tutoring. The MO Options/Alternative Education Program seeks to get students on track graduation or GED program by granting the student a high school equivalency diploma from Ruskin High School.

### Guidance Services

School counselors are available in to assist students, parents/guardians, and teachers with making the most effective use of educational resources. Counselors work directly with school students to promote academic planning, personal/social development, and career awareness. Referrals to outside agencies are provided when appropriate.

The College and Career advisor is available to assist students and parents/guardians with post-secondary planning. They provide resources with college selection and application process, scholarship opportunities, financial aid application assistance, and information regarding college entrance exams (ACT).

Hickman Mills C-1  
School District



MEDIA RELEASE FORM

**Please complete all information below:**

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address, City, State, ZIP: \_\_\_\_\_

The above named parent/guardian grants permission to the Hickman Mills C-1 School District, its agents and assigns, to use of above named student's photo or video, and likeness for the purpose of promotion by the Hickman Mills C-1 School District for all forms, media and manners, for the following, but not limited to, news releases, photographs, video, audio, website, marketing, advertising, trade, promotion, exhibition for an indefinite period of time.

I give unrestricted permission for images, videos, and recordings of the student to be used in prints, video, digital and internet media. I agree that these images and/or voice recordings may be used for a variety of purposes and that these images may be used without further notification.

I further acknowledge that I will not be compensated for these uses and the Hickman Mills C-1 School District and its agents and assigns from any claims that may arise from these uses, including without limitation claims of defamation or invasion of privacy, or of infringement or moral rights of publicity or copyright.

This Media Release expresses the complete understanding of the parties.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship: \_\_\_\_\_

School Name: \_\_\_\_\_

Hickman Mills C-1  
School District



TECHNOLOGY USE AGREEMENT

**Student Users**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee. (See technology use agreement on [www.hickmanmills.org](http://www.hickmanmills.org) )

**General Rules and Responsibilities**

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Accessing, deleting, examining, using, copying or modifying accounts, private network resources, files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for noninstructional purposes including, but not limited to, soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
7. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

School Name: \_\_\_\_\_

