

Hickman Mills C-1 School District Student Policy **HANDBOOK**



2009-2010

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Student Discipline

The District has the authority to control student conduct which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline.

Students forfeit their right to a public school education by engaging in conduct prohibited in Administrative Directive 5610 and related provisions. Disciplinary consequences include, but are not limited to, withdrawal of school privileges (athletics, intramurals, student clubs and activities and school social events), the reassignment of the student to another school, removal for up to ten (10) school days by school principals, extension of suspensions for a total of one hundred eighty (180) days by the Superintendent, and longer term suspension or expulsion from school by the Board of Education.

The District will provide annual in-service training to all employees concerning the District's discipline Administrative Directives and their implementation. Annual training will also include, but will not be limited to, approved methods of dealing with school violence, discipline of students with disabilities and with the requirements of student confidentiality.

Student ID Badge Procedures

Policy 5605

Students have been issued two Student ID Badges and a lanyard – one ID Badge is to be worn to get on the bus (secondary students), and one to be kept in the student's locker. ID Badges are to be worn upon arriving on school grounds and at all times during the school day. Students not wearing their ID Badges will be given a warning the first time this occurs. Students must either produce an ID Badge, immediately purchase another ID Badge, must be kept with them for the remainder of the day. The ID Badge violation Slip will serve as notification to staff that students have already been dealt with for not wearing their ID Badges but were not able to acquire a replacement. In addition to being given a warning, parent/guardian(s) will be notified. Information regarding a warning will be entered into the Student Information System (SIS).

Behavioral Expectations

Policy 5610

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Administrative Directive 5610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to punish the student; to deter future misconduct; and to provide a safe and positive environment in which students can maximize their learning potential.

Administrative Directive 5610

The discipline code set out in this Administrative Directive is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this Administrative Directive, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. **In addition, the disciplinary consequence listed for each category of offense may be increased or decreased by the School, Administration or the Board of Education due to mitigating or aggravating circumstances.** Copies of this Administrative Directive will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office. All days are school days rather than calendar days.

Class I Offenses:

5610.1 Academic Dishonesty

Academic dishonest through cheating, copying, forging the signature of a teacher and/or parent, plagiarizing, or altering records, or assisting another in such actions.

5610.2 Bus Misconduct (Ref. Policy 5652)

The failure to comply with or follow established procedures for bus conduct.

5610.3 Classroom Disruption:

Intentional acts, behaviors, or conduct (including the failure to follow instructions) in the classroom or in the school building or upon school grounds, which disrupt the educational process.

5610.4 Violating Playground Rules:

The failure to comply with or follow established procedures for playground activities.

5610.5 Violating Lunchroom Rules:

The failure to comply with or follow established procedures for use of the lunchroom facilities.

5610.6 Violating Hall Rules:

The failure to comply with or to follow established procedures for hallway behavior

5610.7 Violating School Assembly Rules:

The failure to comply with or follow established procedures for proper assembly conduct.

5610.8 Possession of Educational Nuisance:

Possession of devices that impede or interrupt the educational process including, but not limited to: video games, disc players, playing or trading cards, laser pointers, stink bombs, beepers, stuffed animals, radios, tape players and skateboards.

5610.9 Dress Code Violation

The failure to comply with or follow established guidelines for student dress.

5610.10 Identification Badge Violation

The failure to wear and properly display a district-issued identification badge.

5610.11 Improper Display of Affection
Consensual kissing, fondling, or embracing.

5610.12 Tardiness
Being late to class or classes without authorization from a parent/guardian or school administration.

5610.13 Truancy
Being absent from class or classes without authorization from a parent/guardian or school administration. Excessive non-justified absences even with the consent of the parent/guardian.

5610.14 Use of Personal Communication Devices
The activation and/or use of any personal communication devices including cellular telephones and PDA's.

Class I Interventions
Classroom teachers will evaluate each incident of student misconduct and select appropriate intervention strategies designed to maintain safety and order in the classroom. Intervention strategies will be developed at elementary, middle and high school levels to provide consistent enforcement of this Directive.

If intervention strategies are unsuccessful in correcting behavior and/or the student engages in repeated misbehavior or seriously disrupts or threatens the school's security or order, the student may be referred to the building administration and/or referred to the superintendent for further consequences. Board Policy 5612 provides that when discipline is imposed and the range of punishment in Board policy or administrative directive 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. **A student should not be referred to administration for repeated misbehavior of a Class I offense until appropriate intervention strategies have been utilized; however, a student whose conduct seriously disrupts or threatens the school's security or order may be referred immediately.**

Class I Administrative Options
The administrative options listed for these offenses are the range of options available. Administration may choose, based upon the seriousness of the conduct, to utilize one or more of these options.

Elementary—All Offenses:	Secondary—All Offenses:
Conference with student	Conference with student
Parent/Guardian conference(contact)	Parent/Guardian conference
Detention	Detention
In-School Suspension	In-School Suspension
Behavior Management Plan	Behavior Management Plan
Confiscation	Confiscation
Loss of Privileges	Loss of Privileges
Out-of-School Suspension	Out-of-School Suspension

Class II Offenses:
5610.15 Alcohol
Possession, sale, distribution of or presence under the influence of alcohol.

5610.16 Assault of a Staff Member or Other Person on School Property or at School Activities
Any act or words which create or cause a reasonable apprehension in the staff member or person of an immediate harmful or offensive contact to their body

5610.17 Assault of a Student
Any act or words which create or cause a reasonable apprehension in the student of an immediate harmful or offensive contact to their body

5610.18 Battery of a Student
Any act actually bringing about a harmful or offensive contact to a student's body.

5610.19 Behavior Management Plan Violation
Any conduct in violation of a Behavior Management Plan.

5610.20 Computer Use (Ref. Policy 9010)
Any conduct in violation of the District's Acceptable Use Policy 9010.

5610.21 Defiance of Authority
Refusal to obey directions or defiance of administrative or security authority occurring during the violation of another section of this directive.

5610.22 Chronic Misconduct
Persistent violations of the Student Code of Conduct including at least four Class I violations or combinations or Class I and Class II violations during an academic year.

5610.23 Drugs/Controlled Substances and Over-the-Counter Medication (Ref. Policy 5641)
1. **Drugs/Controlled Substances**—Possession, sale, distribution or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus, or at a school activity, whether on or off school property. A controlled substance shall include controlled substances as defined in federal and state law, counterfeit substances and imitation controlled substances.

2. Over-the-Counter Medication (Ref. Policy 5641)

Possession, sale, distribution or use of an over-the-counter medication not approved in advance by the principal.

5610.24 Extortion

Verbal threats or physical conduct designed to obtain money or other valuables.

5610.25 Fighting

Physically striking another in a mutual contact.

5610.26 Inciting to Fight

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

5610.27 False Alarms

Tampering with emergency equipment setting off false alarms, making false reports, communicating a threat or false report, for the purpose of frightening, disturbing or causing an evacuation.

5610.28 Gambling

Risking something of value upon the outcome of a contest of chance.

5610.29 Bullying

No student shall engage in bullying conduct as defined in Administrative Directive 5625.

5610.30 Hazing and Related Initiation Activities

No student shall engage in hazing or related initiation activities as defined in Administrative Directive 5626.

5610.31 Gangs and Secret Organizations (Ref. Policy 5653)

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - A. Soliciting others for membership in any gangs.
 - B. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - C. Committing any other illegal act or other violation of school District policies.
 - D. Inciting other students to act with physical violence upon any other person.

5610.32 Verbal Abuse or Threats

Any act of disrespect directed at a teacher, staff member, student or other person in school, including profane or insulting remarks, gestures, or a statement that offends or is intended to offend such persons.

5610.33 Indecent Exposure

Conduct that includes display of breasts, buttocks and/or genitals.

5610.34 Sexual Harassment (Ref. Policy 7000)

Inappropriate Sexual Conduct

Any conduct based upon gender that is harassing as defined in Policy 7000 including:

1. Physical touching of another student in the area of the breasts, buttocks, and/or genitals.
2. Use of sexually intimidating language, objects, or pictures.

5610.35 Theft/Receiving Stolen Property

1. Theft. Nonconsensual taking or attempt to take the property of another (including school property).
2. Receiving Stolen Property. Possession of property which the possessor knows or reasonably should have known was wrongfully taken from another.

5610.36 Tobacco

Possession or use of tobacco or tobacco products.

5610.37 Unauthorized Entry/Presence

Entry into or presence in a district facility without authorization.

5610.38 Use of Profanity

Use of vulgar and/or profane language.

5610.39 Vandalism

Intentional damage or attempt to damage property belonging to the staff, students, or the District.

Class II Administrative Options

The administrative options listed for these offenses are the range of options available. Administration may choose, based upon the seriousness of the conduct, to utilize one or more of these options. A building administrator is authorized to apply a higher level of consequence for serious violations even if it is the student's first offense.

Elementary—First Offense:

Secondary—First Offense:

Conference with student
Parent/Guardian conference
Detention
In-School Suspension

Conference with student
Parent/Guardian conference
Detention
In-School Suspension
Principal Suspension up to 10 days

Elementary—2nd Offense:
Conference with student
Parent/Guardian conference
Detention
In-School Suspension
Principal Suspension up to 10 days

Secondary—2nd Offense:
Conference with student
Parent/Guardian conference
Detention
In-School Suspension
Principal Suspension up to 10 days
Superintendent Suspension 11 to 180 days

Elementary—Subsequent Offenses:
Conference with student
Parent/Guardian conference
Detention
In-School Suspension
Principal Suspension up to 10 days
Superintendent Suspension 11 to 180 days

Secondary—Subsequent Offenses:
Conference with student
Parent/Guardian conference
Detention
In-School Suspension
Principal Suspension up to 10 days
Superintendent Suspension 11 to 180 days
Expulsion

Enhancement of Consequences for Gang or Gang Related Behaviors

When conflict between individuals or groups of individuals is accompanied by gang or gang related trappings, verbal references, or other activity, because of the likelihood that such activity will lead to more serious violence than conflicts that are strictly interpersonal in nature, consequences may escalate immediately.

Class III Offenses:

5610.40 Arson

Intentionally causing or attempting to cause a fire or explosion.

5610.41 Battery of a Staff Member or Other Person on School Property or at School Activities

Any act which causes a harmful or offensive contact to the staff member's or person's body.

5610.42 Possession of a Firearm

Possession of a firearm as defined in Administrative Directive 5620.

5610.43 Possession of Weapon

Possession of a weapon as defined by Administrative Directive 5620.

5610.44 Use of a Firearm or Weapon

Use of a firearm or weapon as defined by Administrative Directive 5620.

Class III Administrative Options

Any Class III violation shall be immediately referred to the superintendent and/or the Board of Education for suspension for one school year or expulsion. The suspension or expulsion may be modified based upon the judgment of the superintendent or Board of Education.

Preference for In-School Suspension

Policy 5612

When discipline is imposed and the range of punishment in Board policy or administrative directive includes ISS, and OSS, 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 possession, use or sale of controlled substances/alcohol/weapons or incidents involving acts of physical violence.

Firearms and Weapons in School

Policy 5620

The District recognizes firearm possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms on the premises of our schools. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state laws.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded. Nothing in this policy should prohibit the implementation of an ROTC program.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" as defined in Administrative Directive 5620.

Administrative Directive 5620

Definition of Firearm

The term "firearm" includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

Definition of Weapons

Any item that is capable of inflicting physical injury or death. These restrictions shall extend to any setting that is under the control and supervision of the Hickman Mills C-1 School District. Weapons shall fall into two categories: (1) those defined in the 1994 Gun-Free Schools Act, and (2) those weapons as identified by MO. Rev. Stat. 571.010 and/or by the Hickman Mills C-1 School District.

Items defined in the 1994 Gun-Free Schools Act:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any explosive, incendiary, or poison gas;
5. Bomb;
6. Grenade;
7. Rocket having a propellant charge of more than four ounces;
8. Missile having an explosive or incendiary charge of more than one-quarter ounce; Mine, or Similar device;
9. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
10. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Items defined as "weapons" under MO. Rev. Stat. 571.010:

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade

Other items defined as weapons:

1. Mace spray and pepper spray
2. Knife (regardless of blade length)
3. Items customarily used, or which can be used, to inflict injury upon another person or property.
4. Items designed to resemble a weapon.

Weapons defined by Hickman Mills C-1 School District:

1. Blackjacks, chains, clubs, or similar instruments designed or adapted to stun or inflict serious physical injury by striking a person;
2. Explosives, incendiaries, fire works, or similar devices designed or adapted to inflict serious physical injury or cause substantial property damage when ignited – weapons in this category are to be those not identified in the Gun-Free Schools Act;
3. Ammunition for any type of firearm designed to expel a projectile by the action of an explosive;
4. Knives or other blade instruments capable of inflicting serious physical injury by cutting or stabbing a person;
5. Knuckles or similar devices consisting of finger rings or guards made of a hard substance that are designed or adapted to inflict serious physical injury by striking a person with a fist enclosed in the knuckles or similar devices;
6. Projectile weapons including bows, crossbows, pellet guns, slingshots or other weapons designed or adapted to expel a projectile capable of inflicting serious physical injury by striking or piercing a person.
7. Laser pointers, laser key chains, laser pens, or any other similar device designed to emit laser light.

Students Who Bring Firearms and Weapons to School

The District will take the following action upon determining that a student has brought a firearm or weapon to school:

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District may suspend the student from school for a period of not less than one school year from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. Any student who brings a defined weapon to school with the intent to cause bodily harm or defend themselves in a physical conflict will be suspended for a period of not less than one school year from the date of the infraction, and the District may, at its discretion, expel the student from school

permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
4. The District may, at its discretion, provide a student suspended under this Administrative Directive with educational services in an alternative setting.

Bullying Definition

Policy 5625

Students are prohibited from engaging in bullying conduct that includes verbal, physical or written actions toward another student.

Administrative Directive 5625

Bullying can include, but is not specifically limited to, demeaning or intimidating conduct or language directed at a student's physical appearance, clothing, socio-economic status or gender identity. Conduct in violation of this directive may include slurs, rumors, jokes, innuendos, drawings, cartoons, pranks, gestures or other written, electronic, verbal or physical actions.

Hazing or Related Initiation Activities

Policy 5626

Students are prohibited from engaging in hazing or other related initiation activities.

Administrative Directive 5626

Hazing and Related Initiation Activities

Students are prohibited from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Students are also prohibited from conspiring to engage in hazing or related initiation activity. Consent, either express or implied, of a person or persons to hazing shall not be a defense to discipline under this policy.

Definition of Hazing and Related Initiation Activities

Hazing means any action taken or situation created that causes, or is reasonably likely to cause, harassment, bodily injury or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

Related Initiation Activities means any method of initiation or pre-initiation into a student organization, club, team or any past-time or amusement engaged in with respect to such organization, club, or team, that causes or is reasonably likely to cause, bodily injury or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

Conspiring to engage in hazing or related initiation activities means to plan, encourage, fail to prevent, or fail to report hazing and related initiation activities prohibited by this policy.

Closed Campus

Policy 5630

Students will not be allowed to leave school grounds during the school day without approval of the building administrator or designee.

Student Use of Tobacco, Alcohol and Drugs

Policy 5640

Tobacco

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities. See Administrative Directive 5610.19

Alcohol and Drug Use

The improper use of over-the-counter medication and the use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action. See Administrative Directive 5610.1 and 5610.8.

Drug-Free Schools

Policy 5641

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, pursuant to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade twelve (12).

Such programs address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Student Vehicle Use

Policy 5650

Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District Administrative Directives and school policies. Student vehicles parked on District property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District Administrative Directives.

Student Dress

Policy 5651

The District reserves the right to restrict any student from attending classes or school activities when such student's dress, general appearance, and/or conduct creates safety, health, or discipline problems.

Extremes in wearing apparel or personal appearance that disrupt the learning process or interfere with the intended function of the school are not acceptable. Examples of school dress that are not permissible include: backless, midriff or spaghetti strap garments, half shirts, halter tops, ripped or torn clothing that promotes inappropriate exposure, mesh tops, tube tops, spandex, underwear and sleepwear worn as outer garments or worn in such a manner as to promote inappropriate exposure, any object, emblem or garment that may indicate membership in or alliance with a gang, any wearing apparel advertising tobacco, alcohol or illegal drugs. Coats, jackets and other similar protective outerwear worn to school by secondary students shall be stored in lockers during the school day. Pants must be worn at waist level.

Any item that presents a safety concern (chains, spikes, dangerous jewelry, safety pins, etc.) is prohibited. Shoes or sandals are required at all times.

There are uniform requirements for all students that attend a HMSD attendance center. Please contact your student's school for specific uniform requirements.

Student Conduct on Buses

Policy 5652

The safety of students during their transportation to and from school is a responsibility that they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

Student Participation in Secret Organizations and Gangs

Policy 5653

The Board of Education prohibits membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities.

Student Use and Care of School Property

Policy 5654

The Board of Education recognizes that acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and tax payers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

Detention

Policy 5660

The provisions of a detention program for student violations of policies, rules and Administrative Directives shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before-school and/or after-school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

Administrative Directive 5660

Detention

Certificated staff members may detain students after normal school hours for a reasonable time provided the following conditions are observed:

1. Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
2. The detention may be for disciplinary or academic reasons.
3. The names of all students detained must be reported to the building principal.
4. All students detained must be supervised by a certificated staff member.

Attendance Policy Student attendance – Grades 9-12

Loss of Credit

If a student misses ten or more days of class or 10 individual periods of a class during a semester, the student will not receive credit for the class or classes in which the absences occurred. The ten absences include excused, unexcused, and truant absences. Violating the policy will place the student's credits in jeopardy for that course or courses.

A student who misses more than 10 class periods may choose to make up missed time during Tuesday and/or Saturday school. This is a chance for students to have their credit reinstated. The time made up at Tuesday/Saturday school will be applied to classes that a student has missed over the 10 period limit. Students can make up one missed class period for every one hour of Tuesday and/or Saturday school served. Students will have a two week window beginning the day after the 10th absence to make up time missed. If the time is not served in the two weeks and grade change paperwork is not initiated by the student at the end of that time frame, the grade will officially become an F.

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day limit, the student and parent may appeal to the Attendance Review Committee. This committee will meet once a month. An appeal form must be completed and filed with the Attendance Office. The review by the Attendance Review Committee shall be held at the next scheduled monthly meeting.

The Attendance Review committee will consist of an administrator, a counselor, three teachers, a parent, and a student.

In-School Suspension

Policy 5661

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time.

Suspension

Policy 5662

The term "suspension" refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District Administrative Directives. Building principals may also recommend to the Superintendent of Schools suspension for up to one hundred eighty (180) days. The Superintendent of Schools may suspend students for periods up to one hundred eighty (180) days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspension in excess of one hundred eighty (180) days.

Administrative Directive 5662

Suspension

Students are expected to conduct themselves in accordance with Board Policy 5610. Failure to do so may result in a student's suspension or expulsion from school.

A building principal may suspend a student for a period not to exceed ten (10) school days. Such suspension shall immediately be reported in writing to the superintendent/designee who may revoke or reduce the suspension if the superintendent/designee concludes that circumstances warrant such action.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/guardian to inform them of the school's action and to request that they come to school for their student. If the parent/guardian is unable to come for the student, the principal/designee may ask the parent/guardian for permission to send the student home. If the parent/guardian cannot be reached or if the request is refused, the student must remain on school property until the close of the school day.

If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the Superintendent for such suspension. The Superintendent may suspend a student for a period not to exceed 180 school days.

No student shall be suspended by a principal or by the superintendent unless the student is informed, orally or in writing, of the charge against him/her. If the student denies the charge, he/she is given an oral or written explanation of the facts that form the basis of the proposed suspension. The student shall be given an opportunity to present his/ her version of the incident to the principal or superintendent/designee.

Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent.

Readmission Following Suspension

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other District only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. Participants in such preadmission conferences will include:

1. Any teacher directly involved in the suspension offense.
2. The student.
3. The parent/guardian.
4. The representative of any agency having legal jurisdiction, care, custody, or control of the student.
5. District staff members designated by the Superintendent/ designee.

Expulsion

Policy 5663

The term "expulsion" refers to permanent exclusion from school. Only the Board of Education can expel a student.

If a student consistently or egregiously refuses to conform to school policies, rules and/or Administrative Directives, which authorize expulsion, the Superintendent/designee may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

No student shall be readmitted or permitted to enroll (except as required by law) following a suspension or expulsion from this District or from any other School District until the District has conducted a meeting to consider possible readmission. During the meeting, participants will consider the conduct which resulted in discipline and any remedial actions believed to be necessary to prevent future occurrences of similar conduct. However, no student will

be readmitted or enrolled if the student was convicted as an adult or juvenile without final adjudication, or convicted as a juvenile of conduct which, if charged as an adult, would constitute one of the following offenses.

1. First degree murder (Mo. Rev. Stat. § 536.020)
2. Second degree murder (Mo. Rev. Stat. § 565.021)
3. First degree assault (Mo. Rev. Stat. § 565.050)
4. Forcible Rape (Mo. Rev. Stat. § 566.030)
5. Forcible sodomy (Mo. Rev. Stat. § 566.060)
6. Robbery in the first degree (Mo. Rev. Stat. § 569.020)
7. Distribution of drugs to a minor (Mo. Rev. Stat. § 195.212)
8. Arson in the first degree (Mo. Rev. Stat. § 569.040)
9. Kidnapping as a Class A felony (Mo. Rev. Stat. § 569.110)

Nothing in this policy shall be interpreted to prevent the District from imposing discipline under the District's Student Code of Conduct for conduct underlying the above listed offenses even if the adult charge or juvenile petition has been dismissed or acquitted of the specific act in a criminal or juvenile court, provided it is proven by a preponderance of the evidence that the student committed the underlying act.

Administrative Directive 5663

Expulsion

No student may be expelled from school without a prior hearing before the Board of Education or the Board's Discipline Committee. A decision to expel a student requires a vote of a majority of those Board members present.

The procedure for conducting a hearing before the Board of Education or the Discipline Subcommittee shall be governed by Administrative Directive 5670.

Enrollment or Return Following Suspension and/or Expulsion

Policy 5664

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school district until this District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

The conference shall include the appropriate school officials, including (1) all teachers employed in the District directly involved with the conduct that resulted in the suspension or expulsion, (2) the student, (3) the parent/guardian of the pupil, and (4) any agency having legal jurisdiction, care, custody or control of the student.

The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any party to attend this conference shall not preclude holding the conference.

Notwithstanding any provision of this policy to the contrary, no student shall be readmitted or enrolled in a regular program of instruction if:

1. The student has been convicted of one of the offenses listed below.
2. The student has been charged with one of the offenses and there has been no final judgment.
3. A juvenile petition has been filed alleging that the student committed an act, which if committed by an adult, would be one of the offenses listed below, and there has been no final judgment; or
4. The student has been adjudicated to have committed an act, which if committed by an adult, would be one of the offenses listed next.

Offenses to Which this Policy Applies

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

Nothing in this policy shall be construed to prevent the District from imposing discipline under the Student Code of Conduct for conduct underlying the above-listed offenses, even if the adult charge or juvenile petition has been dismissed, or the student has been acquitted or adjudicated not to have committed such acts in a criminal or juvenile court — if by a preponderance of the evidence, it can be established that the student engaged in the underlying conduct. The District may enroll a student, otherwise excluded under this policy, in an alternative education program if the District determines that such enrollment is appropriate.

Students denied enrollment because of conviction of one of the acts set out in this policy or due to an existing suspension or expulsion from another School District will be advised of the reasons for denial of enrollment and will be given an opportunity to respond to those reasons.

Administrative Directive 5666

Behavioral Management Plan (BMP)

It is necessary before re-admittance or enrollment of a student properly suspended for ten or more days to have a conference. Attending the conference should be the appropriate school officials, pupil, parents/guardians, and teacher(s) involved with the conduct of the suspension. A conference must be scheduled for each BMP. The BMP must include the conduct that resulted in the suspension, actions or strategies to prevent future occurrences of such related conduct, and future discipline actions by the school district if conduct does not significantly change. School officials will notify the parents/guardians and all parties in writing of time, place, and agenda for a conference for the development of the BMP. Failure of parents/guardians

and/or students to attend the conference shall not preclude holding the conference and the development of the BMP. If the parents/ guardians or student do not attend the conference, the BMP will be mailed to the parent/guardian by certified mail.

Administrative Directive 5670 Hearings and Appeals

5670.1 Appeal of Suspension by Superintendent for 11-180 Days

The student, parent/guardian or others having custodial care of the student may appeal the decision of the Superintendent/designee to suspend the student by delivering a request in writing to the secretary of the Board of Education at 9000 Old Santa Fe Road, Kansas City, MO 64138 within twenty-one (21) days of the date of the Superintendent's/designee's notice of suspension, unless for good cause the time limitation should be waived.

After receiving the notice of appeal, the Superintendent/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 record, attendance record and any other information deemed relevant by the Superintendent/designee.

The appeal shall be heard by the Discipline Subcommittee and the hearing shall take place as soon as is practicable. The parent/guardian shall be notified in writing of the date of the hearing. 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.

The hearing shall be conducted by counsel for the District and shall consist of the written discipline report and an oral summary by the Superintendent/designee. The student with his/her parent/guardian may be present and shall have the opportunity to respond to the report and presentation of the Superintendent/designee and to present a summary of any additional relevant information.

The Discipline Subcommittee shall render a decision as soon as is practicable following the hearing. The Discipline Subcommittee may on its own motion or upon the request of the Superintendent, student or parent/guardian, refer the matter to the full Board of Education for a determination of consequences, with or without a hearing. If the matter is referred to the full Board of Education, the hearing will be held in accordance with the procedures set forth in section 5671.12 of this directive.

In the event of an appeal, the suspension shall be stayed until the Discipline Subcommittee renders its decision unless in the judgment of the Superintendent/designee the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school property.

5670.2 Hearings Before the Discipline Subcommittee

When a student is charged with a violation of the student discipline policy requiring an immediate referral to the Board of Education for determination of consequences, the matter shall be referred to the Discipline Subcommittee. The Superintendent/designee shall suspend the student pending a hearing before the Discipline Subcommittee.

The Superintendent/designee shall promptly transmit to the Discipline Subcommittee and the parent/guardian a full report outlining the facts relating to the referral. The report may also include the student's discipline record, attendance record and any other information deemed relevant by the Superintendent/designee.

The hearing shall take place as soon as is practicable. The parent/guardian shall be notified in writing of the date of the hearing. 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 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.

The hearing shall be conducted by counsel for the District and shall consist of the written discipline report and an oral summary by the Superintendent/designee. The student with his/her parent/guardian may be present and shall have the opportunity to respond to the report and presentation of the Superintendent/designee and to present a summary of any additional relevant information.

The Discipline Subcommittee shall render a decision as soon as is practicable following the hearing. The Discipline Subcommittee may on its own motion or upon the request of the Superintendent, refer the matter to the full Board of Education for a determination of consequences, with or without a hearing. If the matter is referred to the full Board of Education, the hearing shall be held in accordance with the procedures set forth in section 5671.13 of this directive.

In the event of an appeal, the suspension/expulsion shall be stayed until the Board of Education renders its decision unless in the judgment of the Superintendent/designee the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school property.

5670.3 Hearings Before the Board of Education

The student or parent/guardian may appeal the decision of the superintendent/designee or the Discipline Subcommittee to suspend or expel the student by delivering a request in writing to the secretary of the Board of Education at 9000 Old Santa Fe Road, Kansas City, MO 64138 within twenty-one (21) days of the date of the notice of suspension/expulsion, unless for good cause the time limitation should be waived.

After receiving the notice of appeal, the superintendent/designee shall promptly transmit to the Board of Education a full report outlining the facts relating to the suspension/expulsion and the actions taken. The report may also include the student's discipline record, attendance record and any other information deemed relevant by the superintendent/designee. The superintendent shall notify the student or parent/guardian in writing of the date of the hearing.

The parent/guardian shall be notified in writing of the date of the hearing. The hearing shall take place as soon as is practicable and shall be conducted by counsel for the District. The hearing shall be conducted on the record in the presence of a certified court reporter. At the hearing, the superintendent/designee shall present witnesses and such written evidence as necessary to establish the offense and justify the recommended punishment. The student or parent/guardian shall have the right to:

1. Call and examine witnesses and introduce exhibits
2. Cross-examine witnesses;
3. Representation by counsel at the expense of the student or parent/guardian;
4. Subpoena witnesses;
5. Present an oral argument and/or a written brief at the close of the hearing; and,
6. Receive written findings of fact and conclusions of law.

The Board of Education shall render a decision as soon as is practicable following the hearing.

5670.4 Requests for Continuance

The parent/guardian may request a continuance. Requests for continuance must be in writing and will be granted only 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 of Education 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.

Student Discipline Hearings

Policy 5671

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent who will review all matters concerning the suspension and refer the request for a Board 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 upon the individual student, and the safety and welfare of District students and staff.

Discipline of Students with Disabilities

Policy 5672

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. When appropriate, the District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed.

Administrative Directive 5672

Discipline of Students with Disabilities

The District will comply with the provisions of all applicable state and federal law regarding the discipline of students with disabilities including but not limited to the Individuals with Disabilities Education Act, as amended.

Reporting of Violent Behavior

Policy 5673

The District requires school administrators to report acts of school violence to teachers and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff member's portions of any student's individualized education program that is related to past or potentially future violent behavior. "Violent behavior" and the phrase "acts of school violence" are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition, the Superintendent of Schools will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses which are committed on school property, including school buses, or while involved in school activities. These offenses include:

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
11. Arson in the first degree
12. Voluntary manslaughter
13. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Administrative Directive 5673.)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon

Administrative Directive 5673
Reporting of Violent Behavior

Factors to Be Considered by Principals

When a principal in this School District believes that an incident of third-degree assault has occurred on school property, on a school bus, or during a school activity (regardless of whether that activity occurs on or off of school property), the principal may consider the following guidelines in determining whether to report the particular incident.

1. The age and maturity of the student involved.
2. Whether the incident involved the use of or threatened use of a weapon or involved sexual misconduct or allegations of sexual misconduct.
3. The nature and severity of the conduct.
4. The nature and severity of injury, if any, inflicted on the other person involved.

In addition to these factors, the principal may consider any other factors that the principal, in the exercise of professional judgment, determines to be appropriate under the circumstances. The guidelines listed above shall in no way inhibit a principal from reporting to law enforcement any conduct which the principal believes may constitute a violation of state or federal law, regardless of whether such conduct actually constitutes such a violation.

Procedure for Making Report to Law Enforcement

If a principal determines, in his/her professional judgment, that an incident shall be reported to law enforcement under this Agreement, the principal should contact the Law Enforcement Agency by telephone or in writing as soon as reasonably practicable after the principal receives a report of the incident and after the principal has, if necessary, investigated the incident to determine whether the incident necessitates a report.

The Superintendent will also notify the appropriate division of the Juvenile Court of the suspension of any student under court jurisdiction for more than ten (10) days.

Each school employee is required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out in this policy, has physically or sexually abused any District student, or possessed a controlled substance or weapon in violation of District policy.

The Superintendent/designee will prepare and maintain records of serious violations of the District's discipline policy. Individual student records are available to school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. In addition, such discipline records will be made available within five (5) days to any requesting School District where the student seeks to enroll.

NONDISCRIMINATION

Policy 7010

General Statement

It is the policy and practice of the Hickman Mills C-1 School District to treat all employees and students fairly and equally and not to discriminate on the basis of gender, age, race, religion, color, national origin or disability.

The administrators and staff of the Hickman Mills C-1 School District are responsible for learning and applying laws and Board policies pertaining to nondiscrimination.

All employees are reminded that acts of discrimination prohibited by this policy are also prohibited by federal and state statutes. Any employee who feels aggrieved by a perceived act of discrimination is encouraged to report the conduct to the appropriate agency and/or to file a complaint as provided herein.

Retaliation against anyone reporting or thought to have reported an act of discrimination is also prohibited. Retaliation is prohibited independent of whether an act of discrimination is substantiated.

The Associate Superintendent/Human Resources shall be the compliance officer designated by the Hickman Mills C-1 School District.

NONDISCRIMINATION

Policy 7040

Student Complaints of Discrimination

Discrimination Based on Gender, Race, Religion, Color, National Origin or Disability

Building Level Process

Any parent/guardian or student who believes s/he is the subject of discrimination based upon gender, race, religion, color, national origin or disability may file a complaint with the building principal or the appropriate associate superintendent/instruction.

The complaint shall be investigated and a written response provided to the complainant. Any determination made at the building level shall be provided to the associate superintendent/instruction.

No reprisals or retaliation by students or employees resulting from good-faith reporting of a complaint will be tolerated.

The parent/guardian shall be notified within 5 business days of the conclusion of the investigation that the complaint has been resolved. To the extent possible within the limitations of the Federal Education Right to Privacy Act, 20 U.S.C. 1232 et seq., the parent/guardian shall be notified of the resolution of the complaint.

If the parent/guardian is not satisfied with the resolution of the complaint, the parent/guardian may appeal to the Superintendent. The appeal shall be in writing to the Superintendent within twenty (20) days of receipt of the notice of resolution and shall state the reasons that the resolution is not appropriate. The Superintendent shall review the file and shall report her findings to the parent/guardian within ten (10) school days of receipt of the appeal, unless for good cause the time period should be extended.

Board of Education Level Process

If the parent/guardian is not satisfied with the resolution of the complaint after review by the Superintendent, the parent/guardian may appeal to the Board of Education. The appeal shall be in writing to the Secretary of the Board of Education within twenty (20) days of receipt of the notice of resolution and shall state the reasons that the resolution is not appropriate. The Board of Education may decline to review the appeal or may review the matter with or without a hearing. The parent/guardian shall be promptly notified in writing of the Board's action.

The Superintendent shall forward to the Board of Education for consideration and disposition any appeal received pursuant to this policy within 60 days of receipt of the appeal, but no later than the 2nd regularly scheduled Board of Education meeting following receipt of the appeal.

If in the discretion of the Board of Education, more time is needed to consider the issues raised in the appeal, the Superintendent shall notify in writing the parent/guardian of such fact and the new date the appeal will be considered.

Employee-to-Student Complaints

The principal shall appoint a complaint manager of each gender within the school. Students shall be notified at the beginning of each school year of the names of the complaint managers. Students shall have access to a complaint manager of the same sex during the school day or at other times as arranged by appointment. Students may report an allegation of sexual harassment to any teacher or other adult employed in the school who shall refer the allegation to a complaint manager. The complaint manager shall immediately notify the building principal of such a report.

Any complaint alleging inappropriate conduct by an employee of the district shall be immediately referred to a district hearing officer and processed as provided herein under Administrative Level Process.

The district hearing officers shall be the Associate Superintendent-Human Resources and an Associate Superintendent-Curriculum/Instruction.

Student-to-Student Complaints

Building Level Process

The principal shall appoint a complaint manager of each gender within the school. Students shall be notified at the beginning of each school year of the names of the complaint managers. Students shall have access to a complaint manager of the same sex during the school day or at other times as arranged by appointment. Students may report an allegation of sexual harassment to any teacher or other adult employed in the school who shall refer the allegation to a complaint manager. The complaint manager shall immediately notify the building principal of such a report.

Student Complaints of Discrimination

Complaint Process for Student Complaints of Sexual Harassment

Complaints shall be investigated by the building complaint manager. Within two (2) school days, the complaint manager will conduct an informal investigation to determine if there is sufficient information to substantiate a charge of sexual harassment. Complainant's parent/guardian will be notified that an allegation has been filed.

After investigation by the complaint manager and in consultation with the principal, complaints may be dealt with as a discipline matter under applicable sections of the student discipline policy. If in the opinion of the complaint manager in consultation with the principal, actions are appropriate which extend beyond those outlined in the student discipline policy, the complaint may be forwarded to the district hearing officer.

At the conclusion of each building level investigation, the complaint manager shall notify in writing the building principal and the district hearing officer of the nature of the complaint, any findings of fact, and any action taken.

The building complaint manager shall complete the investigation within ten (10) school days from receipt of the initial complaint. If the investigation cannot be completed within ten (10) school days, the building complaint manager shall inform in writing the district hearing officer of the reasons the investigation cannot be concluded. For each successive five-day period that the complaint remains open, the building complaint manager shall inform the district hearing officer of the reasons the investigation cannot be concluded.

Confidentiality of both the complainant and the accused will be respected consistent with the school's obligation to investigate the allegation.

Administrative Level Process

The district hearing officers shall be the Associate Superintendent-Human Resources and an Associate Superintendent-Curriculum/Instruction.

Within two (2) days of receiving the referral from the building complaint manager, or upon receipt of an initial complaint involving an allegation of employee-student harassment, the district hearing officer shall notify the complainant's parent/guardian and the Superintendent. The parent/guardian shall be given notice of the right to attend an interview of the student in a non-intimidating environment in order to elicit full disclosure of the allegations.

This interview will take place within five (5) school days from the receipt of the referral from the building complaint manager. If no parent/guardian attends the interview, another adult, mutually agreed upon by the student or parent/guardian and the district hearing officer shall attend and may serve as the student's advocate.

The district hearing officer shall impress upon all persons present the confidential nature of the complaint process.

Following the interview, the student will be asked to sign a written statement describing the alleged sexual harassment. The parent/guardian or student advocate will be asked to initial the statement. The student may request a copy of the statement.

The district hearing officer will keep the complainant and the parent/guardian informed about the progress of the investigation. Absent extraordinary circumstances, the district hearing officer shall complete the investigation within 15 school days of receipt of the complaint by the district hearing officer.

The parent/guardian shall be updated at least every 15 school days of the status of the investigation.

If the district hearing officer finds a substantiated charge of harassment by another student or employee, the results of the investigation shall be sent to the appropriate administrator (building level administrator or Superintendent) for consideration of appropriate disciplinary action. If the district hearing officer concludes that sexual harassment is not substantiated, but the accused student's behavior was inappropriate, the accused student will be referred back to the building level administrator for appropriate remedial action.

The district hearing officer shall fully document the investigation of every complaint of sexual harassment, even if inconclusive. Such documentation will include a summary of the allegations, a description of the investigation and any recommendations made by the hearing officer. The hearing officer shall maintain this documentation in a district file.

No reprisals or retaliation by students or employees resulting from good-faith reporting of a complaint will be tolerated.

The parent/guardian shall be notified within 5 business days of the conclusion of the investigation that the complaint has been resolved. To the extent possible within the limitations of the Federal Education Right to Privacy Act, 20 U.S.C. 1232 et seq., the parent/guardian shall be notified of the resolution of the complaint.

If the parent/guardian is not satisfied with the resolution of the complaint, the parent/guardian may appeal to the Superintendent. The appeal shall be made in writing to the Superintendent within twenty (20) days of receipt of the notice of resolution and shall state the reasons that the resolution is not appropriate. The Superintendent shall review the file maintained by the district hearing officer and shall report her findings to the district hearing officer and the parent/guardian within ten (10) school days of receipt of the appeal, unless for good cause the time period should be extended.

Board of Education Level Process

If the parent/guardian is not satisfied with the resolution of the complaint after review by the Superintendent, the parent/guardian may appeal to the Board of Education. The appeal shall be made in writing to the Secretary of the Board of Education within twenty (20) days of receipt of the notice of resolution and shall state the reasons that the resolution is not appropriate. The Board of Education may decline to review the appeal or may review the matter with or without a hearing. The parent/guardian shall be promptly notified in writing of the Board's action.

The Superintendent shall immediately forward to the Board of Education for consideration and disposition any appeal received pursuant to this policy. Within 60 days of receipt of the appeal, but no later than the 2nd regularly scheduled Board of Education meeting following receipt of the appeal, the Board of Education shall render its decision regarding the appeal.

If in the discretion of the Board of Education, more time is needed to consider the issues raised in the appeal, the Superintendent shall notify in writing the parent/guardian of such fact and the new date the appeal will be considered.

NONDISCRIMINATION

Policy 7050

Nondiscrimination Policy Compliance

To ensure compliance with the District's policy of nondiscrimination on the bases of gender, age, race, religion, color, national origin or disability, the Superintendent shall designate a member of the administrative staff who shall:

- Coordinate efforts of the District to comply with this policy;
- Develop and ensure the maintenance of a filing system to keep all records required under this policy;
- Ensure the proper administration of the complaint procedures established in this policy; and,
- Provide for the publication and dissemination of this policy on an ongoing basis to students, parents, employees and prospective employees.

YOUR RIGHTS CONCERNING STUDENT RECORDS

State and federal law gives parents (and students over 18 years of age) certain rights concerning the student's school records. These rights are:

1. You have a right to look at your school records. To look at your records you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 30 days from receiving your request.

2. You have a right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a review by the superintendent. If the superintendent disagrees with you, you may request a hearing.

3. You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information in the records to do their job as an employee or volunteer.

4. You have a right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. Some of the information in your school records is not confidential and may be released without your consent. This information is known as "directory information." Directory information includes the following:

- full legal name, address and parents'/guardians' name
- the image or likeness in pictures, videotape, film, or other medium
- dates of attendance
- major field of study
- participation in officially recognized sports and activities
- height and weight of athletic team members
- degrees and awards received
- most recent previous educational institution attended
- subsequent educational institution attended
- academic work intended for publication or display

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this annual notice.

Military recruiters and institutions of higher education are entitled under federal law to a list of names, addresses, and telephone numbers of high school students unless you object to such release. If you notify your principal in writing at any time that you do not wish your child's name, address, and telephone number released without your written consent, we will honor that request. Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimal copying charge.

If you have any questions about these rights, please contact your school office.

NO CHILD LEFT BEHIND

Our district is required to inform you of certain information that you, according to the *No Child Left Behind Act of 2001* (Public Law 107-110), have the right to know. Upon your request, our district is required to provide you, in a timely manner, the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent

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

INTERNET SAFETY POLICY AND COMPUTER/INFORMATION SYSTEMS ACCEPTABLE USE POLICY

Policy 9101

The computer network, hardware, and software are the property of the Hickman Mills C-1 School District.

The district reserves the right to refuse, restrict, monitor or terminate information network access at any time for any reason.

ADMINISTRATIVE DIRECTIVE 9000

Mission

To establish guidelines, policies, and goals for the use of the district Internet and electronic mail; and to provide students and staff educational and instructional enhancement through access to the global electronic community.

Enforcement of Policy

1. The use of the computer/information systems is a privilege, not a right. Unethical and unacceptable usage by any user will be just cause for taking disciplinary action. Such action can include suspending or revoking access to the computer/information systems and/or initiating legal action for any activity described in this policy where legal proceedings are deemed appropriate by the administration.
2. The district reserves the right to restrict, terminate, and/or deny access to any user who has been identified a security risk, has a history of problems with the computer/information systems, or demonstrates an interest not to comply with the district acceptable use policy. The district further reserves the right to monitor network activity in any form that it sees fit to maintain the integrity of the network system.
3. Access to technology including systems and networks owned or operated by Hickman Mills C-1 imposes certain responsibilities and obligations; and, therefore, use is granted subject to Board of Education policies, local, state, and federal laws.
4. Acceptable use should always reflect academic honesty, high ethical and moral responsibility and restraint in the consumption of shared resources. Acceptable use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
5. Demonstrated intent to violate this policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that, if successful, or if carried out as intended, would result in a policy violation.

Disclaimer

Worldwide access can provide access to material that is not considered to be of educational value in the school setting. Material that is not considered acceptable for school-aged children must not be accessed. It is impossible to control all materials on the global network. The district cannot prevent the possibility that a student will access material that is inconsistent with the educational mission, goals, and policies of the district. Use of the network is logged and is subject to administrative monitoring/review at any time. The district makes no warranties for the service it is providing. The district is not responsible for any damages a user may suffer including loss of data, nor can it warranty the accuracy or quality of information obtained through the use of the computer/information systems.

Acceptable Use

Access will be in support of research or usage consistent with the educational and instructional policies and goals of the district. The access includes, but is not limited to the following:

1. Intellectual activities and research.
2. Seeking or sharing resources.
3. Accessing libraries, university libraries, Library of Congress, etc.
4. Completing research projects assigned by teachers.
5. Appropriate and proper communication with others through the network.
6. Sharing research, projects, and information with others around the world.
7. Collaborative learning with other students, teachers, and districts.
8. Global information news.
9. Public domain and shrewder computer software.
10. Discussion groups.
11. Fair Use" of any information that is legally found on informational networks. This use is for educational/instructional use ONLY.
12. Only authorized software will be installed on district computers; no person (student or staff) shall install their personal software on district computers.

Unacceptable Use

Access will be denied to any individual when district policies are not followed. The denial of access includes, but is not limited to the following:

1. Using or attempting to use another user's account, files, or vandalizing such data.
2. Violation of federal and state laws.
3. Violation of others' rights (use of vulgar, abusive, obscene, threatening, harmful, and/or harassing communication).
4. Accessing sites that are non-instructional.
5. Disruption of normal network use and service.
 - A. Viruses.
 - B. Violation of personal privacy.
 - C. Unauthorized access to protected and private network resources.
 - D. Maliciously accessing, altering, deleting, damaging and/or destroying any computer system, network, program, or data.
6. Forwarding personal communication without the author's prior consent.
7. Stealing data, equipment, or intellectual property.
8. Vandalism
 - A. Attempt to harm or destroy Internet or other networks including the creation of or uploading computer viruses.
 - B. Destruction of equipment through abuse or negligence.
9. Plagiarism.
10. Commercial activities such as solicitation of business.
11. Possessing any data considered a violation of this policy on paper, disk, etc.
12. Copyright violations -- if caught with illegal software, an individual or organization may be criminally prosecuted. (This violation is punishable up to \$250,000.00 and/or up to 5 years in prison for the first offense, or both. 17 U.S.C., section 2319; 18 U.S.C., section 3571).

Safe Use of the Internet

1. Teaching children safe use of the communicative tools.
 - A. Prior to use of the Internet, students will receive instruction that will explicitly explain safe use of the Internet.
 - B. Prior to use of the Internet, students will return a signed agreement between the school, the student, and parents/guardians, specifying what safe use is and providing parental approval for use of the Internet.
 - C. Students will be instructed to:
 - (1) Never give out identifying information (home address, school name, or telephone number) in a public message such as chat rooms or bulletin boards.
 - (2) Only communicate with someone approved by their parent/guardian(s) or teachers.
 - (3) Think carefully before revealing any personal information such as age, marital status, or financial information.
 - (4) Not post photographs on web sites or newsgroups that are public.
 - (5) Consider using a pseudonym.
 - (6) Never arrange a face-to-face meeting with another computer user without first obtaining a teacher's or parent/guardian(s)' permission.
 - (7) Never respond to messages that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable.
 - (8) Report any of the above messages to your teacher or administrator.
 - (9) Remember that people on the other end of the line may not be who they seem to be—they could be your worst enemy.
 - (10) Never send a person your picture over the Internet without getting a teacher's or parent/guardian(s)' approval.
2. Monitoring of students to ensure safe practices are followed.
 - A. Students will only access the Internet under direct supervision of a teacher, administrator or supervisor who will monitor the use of electronic mail, chat rooms, and other forms of direct electronic communications.
 - B. Monitoring of students combined with the current use of filtering software is expected to provide a safe environment for educating youth.
3. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
 - A. The school will take every precaution to ensure personal information about students is not disclosed or disseminated over the Internet or any other forms of electronic communication.
 - (1) Pictures of students can only be used in digital format with the specific written permission by the parent/guardian(s).
 - (2) Names are not to be used in electronic publications that can be associated with pictures.
 - B. Dissemination of personal information about students will only be done under the specific direction of the Board of Education and will be in compliance with state and federal laws.

Consequences of Violation

Students

Unethical and unacceptable behavior are just cause for taking disciplinary action. Violation of the acceptable use policy will be referred to the administration for a determination of consequences. Consequences of violations include but are not limited to:

Suspension of computer/information systems access

Revocation of computer/information systems access

School suspension

School expulsion

Legal action and referral to appropriate local, state, or federal authorities for further disposition.

A violation of this policy may also constitute a violation of provisions of the Student Disciplinary Policy and separate punishment may be imposed under each section.

Evidence of attempted or actual system security integrity or performance related incidents, will be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. After investigation, the case may be referred to the superintendent of schools for disciplinary action.