

SECTION 5000

ADMINISTRATIVE DIRECTIVES

ATHLETIC PARTICIPATION FOLLOWING SCHOOL ABSENCES

REVISED JULY 2002

JIM FEUERBORN

Issued 1/26/83

Blaine Steck

Students who represent the district in an athletic contest who are physically unable to attend school on at least a portion of the school day that the interscholastic activity is held will not participate in that activity that evening.

CODE OF BUS DISCIPLINE

REVISED JULY 2002

JIM FEURBORN

Revised 7/21/94 John Dean

A student violating student behavior rules for proper bus conduct shall be issued bus misconduct notices. The following minimum punishments shall be applicable to such violations during one school year.

First Misconduct Notice - green copy given to student by issuer and all other copies forwarded to bus contractor. Parent/Guardian must sign green copy to be returned to driver and contact bus transportation office before student may resume riding the school bus.

Second Misconduct Notice - same procedure as first notice requires, however, a minimum one-day suspension of bus service is imposed by contractor.

Third Misconduct Notice - all copies of notice are taken to building principal's office by bus contractor and green copy of notice is issued to student in the office. A minimum five-day suspension from bus service is imposed. Parents are notified by a school administrator.

Fourth Misconduct Notice - same procedures as third notice required, however, a suspension of bus service of ten days or until end of quarter, whichever is longer, is imposed. Associate Superintendent/Business is notified.

Fifth Misconduct Notice - same procedures as third notice required, however, the student is suspended from bus service for the remainder of the year. Associate superintendent/business is notified.

This bus discipline code takes effect on the bus as well as inside the school. In addition, bus misconduct will also be treated as a violation of the Student Discipline Policy.

Violations involving fighting, weapons, drugs, alcohol, safety, physical abuse or verbal abuse may result in suspension or expulsion of student from school and/or additional length of time removed from bus.

Special Education students may be suspended from the bus only in accordance with rules and regulations applicable to special education.

Appeal Procedure

A student or parent/guardian desiring to appeal the issuance of a misconduct notice or subsequent punishment may do so by contacting the building principal. The building principal shall notify the associate superintendent/business of such a request. The appeal shall be heard within five days of request unless an extension is requested by the parent/guardian. The request for an appeal hearing shall temporarily restrain the implementation of a suspension unless the principal or associate superintendent/ business determines that in the interest of bus safety and/or good order the suspension is necessary or the hearing cannot be conducted in a timely manner.

An appeal of a first, second or third misconduct notice or subsequent punishment will be heard and a decision rendered by the building principal. Results of the hearing will be reduced to writing with copies provided to the parent/guardian, bus contractor and associate superintendent/business.

An appeal of a fourth misconduct notice or subsequent punishment will be heard and decision rendered by the associate superintendent/business. Results of the hearing will be reduced to writing with copies provided to parent/guardian, bus contractor and building principal.

An appeal of a fifth misconduct notice or subsequent punishment will be heard and decision rendered by the Board of Education Student Discipline Committee. Results of the hearing will be reduced to writing with copies provided to parent/guardian, bus contractor and building principal.

DO NOT RESUSCITATE (DNR) ORDERS

REVISED JULY 2002

SHARON SLUSHER

Issued March 1996

Sharon Slusher

When a student with special health needs is enrolled, an Individualized Health Plan (IHP) shall be prepared and reviewed at least annually as part of the Individualized Education Plan (IEP) for students with disabilities.

Should any student's parent/guardian and physician present the district with a written DNR order, the IEP committee will be convened as soon as practical to review the student's current program and placement to determine appropriateness. Specialist consultations shall be obtained as appropriate.

In the unlikely event that parent/guardian and physician can demonstrate to the IEP Committee that special circumstances justify alternate life sustaining approaches, an individually designated medical resuscitation plan may be incorporated into the IHP for life-threatening situations. This plan shall not deny all life-sustaining activities, but may describe emergency procedures appropriate to the individual student. Specialists shall be included in development of the plan and in training for implementation as needed.

EDUCATIONAL TRIPS (GROUPS NOT GOVERNED BY MSHSAA)

REVISED 2002

JIM FEUERBORN

Issued 8/19/93

Jerry Cooper

In addition to any other restrictions, the following shall apply:

Whether or not governed by the MSHSAA, trips shall be regulated by the provision outlines in the current MSHSAA Official Handbook and by board policy.

1. No more than three competitions per year (including summer).
2. Trips of more than 250 miles must be approved by the associate superintendent/business and the Board of Education.

ELEMENTARY RECESS TIMES

REVISED JULY 2002

HAROLD FRYE

Revised 6/91

Harold Frye

Issued 2/4/77 Louise Young/Elementary Principals

1. Recess time will be limited to a maximum of thirty minutes per day. (This thirty-minute maximum is for each grade level, Kindergarten to grade 5).
2. Morning recess can be held any time other than the first thirty minutes after the school day begins.
3. Afternoon recess can be held any time other than the last thirty minutes of the school day.

FREE AND REDUCED LUNCHES

REVISED 2002
JIM FEUERBORN

Application forms may be secured from the office of each building principal and from the office of the director of food service.

Applications will be reviewed by the director of food service who will determine eligibility under established guidelines of the USDA and will approve or deny the application. Patrons will be notified in writing within ten (10) days of receipt of completed application of approval or denial of their application. If the application is denied, the patron will be informed of the appeal procedures.

Appeal of the decision of the director of food service may be made to the associate superintendent/business. The associate superintendent/business will set up a prompt hearing with reasonable convenience to the family, and shall notify the family as to the time and place of the hearing. The hearing shall be conducted according to procedures outlines by the U. S. Department of Agriculture. The associate superintendent/business will notify the patrons of the hearing decision in writing. If approval is still denied, further appeal may be made to the office of the superintendent of schools and ultimately to the Board of Education. The investigation and hearing will be conducted in such a manner as to prevent identification of the child to the child's peers.

HOMELESS STUDENTS

ISSUED 2005
JACKIE CHATMAN

Being temporarily without a home does not mean children/youth may be denied an education. The school district where the child/youth is currently enrolled must either allow the child/youth to remain in the school he/she is currently attending or enroll the child/youth in the school he/she would attend if the area where he/she is currently staying would be permanent.

The enrollment decision must be based on whatever it is in the best interest of the child/youth. Parents' wishes must be considered. The school district must provide transportation to homeless children to the same extent as other children. If a child/youth does transfer to a new school all records must be made available to the new school without unreasonable delay. School districts are responsible for making sure homeless students are not isolated or stigmatized for being so.

If you have a student whom you have reason to believe (1) lacks a fixed, regular, and adequate residence or (2) has a primary nighttime residence in a supervised publicly or privately owned shelter for temporary accommodations (includes welfare, hotels, congregate shelters, and transitional housing for the mentally ill), and institutions providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, the following are guidelines to follow to more adequately meet his/her needs.

1. Please contact the homeless coordinator and residency coordinator if you have questions about the above criteria as it may pertain to a particular Student in your building.
2. When enrolling homeless students, proof of residency is not required without a permanent residence.
3. Parents are allowed 30 days to provide birth certificates, social security cards, and past school records after enrolling their children.
4. Schools may not withhold student records because of unpaid book fines. Parents are responsible for returning the books and paying the fines when able, but records/report cards may not be kept from parents because of this.

5. Children/youth who are temporarily homeless may not have to transfer to a new school while living in a shelter or with a friend or relative (but not listed on the occupancy permit). Transportation may need to be negotiated. You may contact the homeless coordinator in this situation if needed.
6. There is an appeal process for homeless students/parents. This information is available from the homeless coordinator.

MIGRANT EDUCATION PROGRAM

ISSUED 2005
JACKIE CHATMAN

Recognizing that migrant children are among the most educationally disadvantaged groups in our society, the Hickman Mills C-I School District actively seeks to identify those who may be temporarily residing (or settled out) within its boundaries. The district then gives them full access to all educational and related programs ordinarily provided all other children.

Identification begins with a question on a school enrollment form, which asks if the family has moved from one school district to another within the past three years to seek or obtain temporary or seasonal work in agriculture or a related food processing business.

OR

Identification begins with the survey form from the regional Migrant Education Center. The form is completed by parents of new students as part of the enrollment process and it seeks to determine if the family has moved from one school district to another within the past three years to seek or obtain temporary or seasonal work in agriculture or a related food processing business.

When positive responses are entered on the form, the district will notify the director of the regional Migrant Education Center or the state director. A recruiter will talk with the district's contact person and the parents of the newly enrolled Students.

Through personal contacts or home visits, a family interview will provide information for completing the Certificate of Eligibility (COE). After the COE is completed, information from it is entered into a state database maintained by data entry specialists at the regional Migrant Education Centers. Educational and health records are then generated, and the students listed on the form become 'eligible for federally funded supplementary services.

The Hickman Mills C-I School District assesses the educational and related health and social needs of migrant students residing within its boundaries, and gives full access to all programs ordinarily provided all other children to meet their needs, including Title I, Special Education, Gifted Education, Vocational Education, English for Speakers of Other Languages (ESOL), counseling programs, elective classes, fine arts classes, etc.

Where needs exist that cannot be fully met by district personnel or through state and federal sources, contact will be made with the director of the regional Migrant Education Center. Personnel from the Migrant Center attempt to provide needed services and/or assist district personnel in developing a project application for a local Migrant Education program through the Department of Elementary & Secondary Education (DESE).

PROCEDURE FOR CLASS CHANGES

REVISED 2002

DEBRA NELSON

Issued 12/87

Ron Goodwin

All student classes will be officially closed once pre-enrollment has been completed and the master schedule developed. Students have the right to request a change of class(es) based on educational considerations. In addition, students will only be allowed to change classes for validated educational, administrative, board/building policy reasons.

Students must carefully consider all classes that they pre-enroll in and realize that the school will not allow a class change to increase class size beyond the acceptable limits for learning.

Approval for class changes will be based on the input of parent/guardian, students, and counselors. The building principal must give final approval for all class changes.

PROGRAMS FOR HOMELESS STUDENTS

ISSUED JULY 2002
DEBRA NELSON

Enrollment Placement

If a child identified as homeless requests admission to the school district, the district will consider the best interest of the child with parental involvement in determining whether the child should be enrolled in the district or, if applicable, transported back to the school of origin.

Enrollment requirements which may constitute a barrier to the education of a homeless child or youth may be waived at the discretion of the superintendent/designee if allowed by law. If the district is unable to determine the grade level of the student because of missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged, disabled, and gifted and talented students, vocational programs, and school meals programs, before- and after-school care programs and programs for students with limited English proficiency.

In the event that it is in the best interest of the homeless child or youth to attend the district of origin, it will be determined if the student could be transported back to the district of origin. This may be achieved through the transportation services of this district, the district of origin, public transportation, or another outside agency.

Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parent/guardian in accordance with the Family Educational Rights and Privacy Act.

Resolving Grievances

Level I - A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved, and a recap of the action taken during the informal charge state. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent/designee of the formal complaint and the disposition.

Level II - Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent/designee by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The superintendent/designee will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the superintendent/designee shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III - If resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant.

REPLACEMENT OF TEXTUAL MATERIALS

REVISED JULY 2002

DEBRA NELSON

Issued 10/93

Debra Nelson

Students are entitled to receive an initial set of textual materials for those classes in which they are officially enrolled. When these classes are completed, or the student transfers to another class or classes, all previously issued textual materials shall be returned before new textual materials are provided.

Students are responsible for replacement of lost or damaged textual materials.

REPORTS OF CHILD ABUSE/NEGLECT

REVISED JULY 2002

SHARON SLUSHER

Issued September 1996

Sharon Slusher

The following information is developed in such a way as to delineate the responsibility of school personnel in following cases:

- reporting abuse
- assisting in the investigation of alleged abuse by non-school personnel
- expectations in investigations where abuse by school personnel is alleged

Reporting Abuse

School personnel are considered the "mandatory reporters;" that is, if a school employee suspects abuse to a specific student, it is mandatory for that school employee to report the suspected abuse. Each employee must determine for him/herself what constitutes suspected abuse and report said abuse; although others in the environment may not consider an action abusive, the employee who considers it such must report it. Individuals who report abuse may not be discouraged or reprimanded in any way for reporting abuse; it is up to the individual to determine what he/she considers abuse or neglect and act on this accordingly.

Investigations (Non-School Personnel)

School personnel should assist the DFS worker in conducting an investigation, while at the same time making the child feel comfortable with the investigative process. Either a principal or counselor should sit in on the interview with the child when they are questioned. NOTE: Anyone sitting in on this conference could be served with a subpoena to testify in court at a later date. All information revealed in the conference is confidential and the student's right to privacy must be protected. parent/guardian(s) are not to be notified of the conference by school personnel; it is the responsibility of DFS to make contact with the parent/guardian and notify them that the conference has taken place following the conference.

Investigations (School Personnel)

It will be the responsibility of the central office administrator receiving the call that a report has been made involving school personnel to request that DFS conduct the investigation. It will also be this administrator's responsibility to communicate to the principal of the school where the employee is assigned that the investigation will take place.

Once the call has been received in the central office from DFS, the following steps will take place:

1. An approximate time will be determined when the DFS investigator will arrive at the school.
2. The principal and central office administrator will determine how substitute assistance will be provided for the employee prior to, during, and after their conference. Once an employee has been informed that a complaint has been filed, they will be relieved from their responsibilities with children for the day.
3. The employee will be informed that a complaint has been filed and the nature of the complaint. They will have a choice of having the building administrator or central office administrator present for the interview with DFS. The purpose of the presence of an administrator will be to support the teacher and for this reason the teacher may choose which administrator they wish to have present. The administrator must be present for all interviews with employees. Note: School personnel are expected to cooperate with the investigation.
4. The investigation will take place with student and employee interviews.
5. At the conclusion of the interviews, the principal(s) with the assistance of the counselor(s) must personally notify each parent/guardian of students who are interviewed. This must be done in person or by telephone; notes can be written only when all other attempts at notification have failed.

6. In conclusion, it is the effort of the Hickman Mills staff and Board of Education to report and assist in investigations of alleged abuse and neglect of its children. It is the position of the administration and Board of Education that abuse will be reported and that the staff will cooperate with investigations of abuse. At the same time, when persons report abuse by school personnel, it will be monitored by district level administration throughout the investigative process. In all cases involving reports of abuse, the confidentiality of all parties involved will be preserved.

SPECIAL DIETARY NEEDS

REVISED JULY 2002

LEAH SCHMIDT

Issued 3/9/95

Betty Culley

Child Nutrition Program regulations require the Director of Food/Nutrition Services to make food substitutions or modifications for handicapped students as prescribed by their physician or surgeon. School Food Authorities may, at their discretion, make substitutions for non-handicapped individuals who are unable to consume a food item because of medical or special dietary needs.

The director of food services will honor such discretionary, non-handicapped, substitution requests on a case-by-case basis when supported by a signed statement from a licensed physician or surgeon. Such statement must identify the medical or special dietary need which restricts the participant's diet, the food or foods to be omitted from the participant's diet, and the food or choice of foods that may be substituted. When required documentation has been provided to, and validated by, the Director of Food Services, appropriate substitutions may be selected by students from the daily menu choices available to accommodate their special dietary needs without additional cost to the student.

STUDENT DRESS CODE

ISSUED JULY 2002

DEBRA NELSON/HAROLD FRYE

Extremes in wearing apparel or personal appearance that disrupt the learning process or interfere with the intended function of the school will not be considered 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 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.

WAIVER OF THE EIGHTH SEMESTER ATTENDANCE REQUIREMENT

REVISED JULY 2002

DEBRA NELSON

Revised 6/91

Debra Nelson

Seniors may leave school in less than eight semesters provided they meet the following conditions:

1. Complete 24 units of Credit.
2. A special need and must have an appropriately planned educational experience in college, vocational school, internships, on-the-job training or employment for the eighth semester.
3. Evidence of enrollment in college or vocational school must be presented. A written outline by the employer must be completed for on-the-job training or employment.
4. Approval must be by the principal.

HOMEBOUND INSTRUCTION

ISSUED JANUARY 2004

JACKIE CHATMAN

Students may be granted Homebound services when health prevents them from attending school and for normal pregnancy which allows for (6) six weeks pre- and (6) six weeks post-partum. Homebound services will be made available to all students when it is anticipated that the student will be absent due to illness for more than (5) five school days. Medical condition(s) must be present that prevents the student from maintaining a normal school schedule.

The Application for Homebound Instruction and the Justification of Homebound Instruction forms must be forwarded to the Director of Special Services for approval. A physician's signature must be attached to both forms prior to approval. Applications for Homebound Instruction based on pregnancy must be faxed directly from the physician's office to the Special Services Department.

The building principal, or designee, will be responsible for making all arrangements for homebound services. Each building will be responsible for developing a pool of potential homebound teachers. Any individual on the list must be certified (including substitute teachers) and have an employment relationship with the district.

Justification for Homebound Instruction must be documented through a medical or psychological diagnosis assigned by a physician, or other person certifying treatment. Recommendations and explanations of diagnosis should be included in the justification. For students with emotional disorders, a treatment plan should be designed to encourage the re-entry of the student into the regular school environment.

Homebound Instruction may only be assigned for periods up to (9) nine weeks, excluding normal pregnancy. If Homebound Instruction is justified beyond the (9) nine weeks period than a new application and justification for Homebound Instruction form must be completed by the physician, or other person certifying treatment to justify an extension of Homebound services.

Student Attendance Grades 9-12

Issued May 2007

Dr. Marjorie Williams

Secondary students are of an age when they need to learn the valuable concepts of attendance and punctuality. The lesson is important for their maturation and acceptance of the responsibility for their actions. Good school attendance helps to prepare teenagers for attendance requirements placed upon them as adults. Poor attendance at work may lead to job dismissal; poor attendance at school results in loss of instruction. Studies show that schools can make a positive difference in a young person's education when the student has few absences during his/her secondary career.

This attendance policy is based on the premise that something important happens every day in class and the interaction between the teacher and the student can never be exactly duplicated. **The purpose of this policy is educational rather than disciplinary.** This policy is established to govern all aspects of student attendance, but more importantly, to support academic growth for all students.

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 credit in jeopardy for that course or courses. Each student is responsible for tracking his/her own attendance. However, as a courtesy, notifications are mailed twice to parents as students approach 10 absences.

When a student has missed five days, excused and/or unexcused, in any class in a semester, a letter will be mailed from the Attendance Clerk's Office. The clerk will also make a phone call to the student's parents or guardian to inform them of the situation. The purpose of the letter and call is to inform the parent of the absences and the impact these absences may have on the potential loss of credit. At the time of the tenth absence in a class, notification of denial of credit in that class will be sent by certified mail to the parent by the Attendance Clerk's Office. Denial of credit means the student will receive a semester grade of F for the class or classes the absences occurred in at the end of that particular semester.

A student who misses more than 10 class periods may choose to make up missed time during Tuesday school or during Saturday school. This is a chance for students to have their credit reinstated. Tuesday school will be held from 2:30 p.m. until 6:30 p.m. Saturday school will be held from 8:00 a.m. until 12:00 p.m. Tuesday and Saturday school for credit recovery is not a punishment or a detention setting. It is a time for tutorial help and an opportunity for students to make up work, which might have been missed. Students will be responsible for gathering work from the classes they missed during their absences.

The time made up at Tuesday and/or 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. They are also responsible for obtaining a sheet to initiate the grade change process. This sheet must be taken to the teachers by the student to verify the student is passing the course. 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 a F.

Excused and Unexcused Absences

Excused and unexcused absences count toward the ten-day limit per semester. However, the list below does include some exception. An unexcused absence (e.g. skipping a period or truancy from school for an entire day) will mean that the student cannot get credit for the class work missed during that absence and may receive additional consequences.

The following excused absences will not count toward the ten-day limit:

- hospitalization
- death in the family
- mandatory court dates
- counselor and office appointments
- two college visits per year for juniors and two college visits per year for seniors with verification from college
- school related activities in which the student is a participant
- history of chronic health problems, provided that proper documentation is filed with the Attendance Clerk's Office

The following absences are "examples" of absences that will count toward the ten-day limit:

- oversleeping
- family vacations
- going "out of town"
- missing the bus
- no ride to school
- 3 or more tardies in one class counts as one absence
- needed at home
- personal business
- car trouble
- dental/orthodontist appointments
- doctor appointment
- activity camps
- temporary illness which does not necessitate hospitalization
- district/state contests or other school related activities in which student is not a participant

This list is meant to be informative, not all inclusive. There will surely be items not covered on this list. Absences not addressed by this list will be handled on a case by case basis. In order for an absence to be excused, a parent must call the attendance office at the high school on the day of the absence. If a phone call is not possible, a written note from the parent excusing the absence should accompany the student upon his/her return to school. Students have up to five days after the absences to verify it with the attendance office. Failure to do so and the absence will be considered unexcused and treated as such.

Appeals Process

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 within 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 reviewing the denial of credit, the Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the ten days allowed. The committee will consider all relevant information including whether:

- the appeal form was submitted to the office by the specified due date
- attendance after the ten day limit has been satisfactory
- the student has supplied reasons for each absence with appropriate documentation
- all class work has been completed with a minimum level of 60%
- all school procedures and policies have been followed since the accumulation of the tenth absence

There are three possible outcomes from an appeal submitted to the Attendance Review Committee:

- denial of credit
- credit is awarded
- student is placed on probation for the next semester and the student's credit is placed in escrow**.

Escrow is a probationary state contingent upon the student not having similar attendance excess issues in the following semester. Students who have been suspended 10 days, for example might have their credits placed in escrow contingent upon not only lowering their number of absences, but also on avoiding additional suspensions. Students on probation are academically ineligible, according to MSHSAA by-laws. *According to MSHSAA by laws, if a student misses one or more classes without being excused by an administrator, the student shall not be considered eligible to participate in that event or function.***

Regardless of the decision, staff members shall continue to assign grades earned by the student throughout the grading period until the quarter semester grade is issued. At this point, students whose parents have NOT initiated an appeal and those whose appeal has been denied will receive a non-credit grade of "F" for the grading period based on the District's attendance policy. The credit denied outcome from the Attendance Review Committee will be sent to the parents by certified mail. All other outcomes will be mailed to the parents by non-certified mail.

In the event of continued poor attendance, which will be defined as a student who misses 20 or more days, the building principal may choose to take further action beyond that defined in this policy. That action could include, but is not limited to, withdrawing the student for the remainder of the semester.

Where the committee upholds the denial of course credit based on excessive absences; the student and parent/legal guardian may request a hearing before the superintendent of schools or her designee. Parties who desire to appeal the decision of the Attendance Review Committee must notify the principal or Superintendent's office within (10) days of the decision. Failure to make a timely request for a hearing with the Superintendent will result in the loss of credit as affirmed by the Attendance Review Committee. Procedures for a hearing with the Superintendent shall be the same as provided for in any student disciplinary matter.