

Entrance Ages, Birth Certificates, and Immunization Records

Age for Kindergarten

A child must be five years old before August 1 (on or before July 31) in order to be admitted to kindergarten.

Age for First Grade

A child must be six years old before August 1 (on or before July 31) in order to be admitted to first grade.

Birth Certificate

Birth certificates must be furnished before entrance into kindergarten or first grade. Legal certificate of birth or a hospital registration certificate are the only acceptable proofs of birth date.

Immunization Records

Enrollment of new students cannot be completed until evidence has been submitted that the proper required immunizations have been received or a program of immunization has been started.

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent or guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed, after consultation with the student's parent or guardian.

Students receiving special education services will be placed in accordance with law.

The decision of the building principal regarding student placement and transfer of credit may be appealed to the superintendent. The superintendent's decision may be appealed to the Board.

**Transfers from Accredited Schools**

For the purposes of this policy, an "accredited school" is any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state or country's department of education, NCA, ISACS or the equivalent agencies.

In general, if a student transfers to the Hickman Mills C-1 School District from an accredited school, this district will accept the units of credit completed in the previous school and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs, after consultation with the student's parent or guardian.

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES, cont.

All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Hickman Mills C-1 School District may be accepted to meet graduation requirements.

**Transfers from Unaccredited Schools**

For the purposes of this policy an "unaccredited school" is any public, private or home school that does not meet the definition of "accredited" above.

In general, if a student transfers to the Hickman Mills C-1 School District from an unaccredited school, the building principal or designee will examine a number of criteria to determine grade-level or class placement including age, achievement tests or other performance data, transcripts, course descriptions, textbooks used and home-schooling logs. If necessary, the district will administer additional tests to aid placement decisions. Once placed, the district may further adjust the student's placement to meet his or her educational needs, after consultation with the student's parent or guardian.

The district will attempt to award credit for classes completed in previous schools if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Hickman Mills C-1 School District may be accepted to meet graduation requirements.

Students seeking to be enrolled or re-enrolled in the district following a period of home schooling shall provide documentation to the associate superintendent/instruction/curriculum sufficient to establish that the student studied an appropriate curriculum and received the requisite amount of instruction time.

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES, cont.

The associate superintendent/instruction/curriculum shall determine whether the documentation provided meets the minimum threshold required and shall determine the appropriate grade level for placement in the district schools.

Documentation necessary for enrollment should include curriculum followed by lesson plans, a sample portfolio of work completed and log books of instruction times.

Attendance and Tardy Policy

Any student who is not present in at least 3,915 minutes of a class will not receive credit in that class in accordance with the Department of Elementary and Secondary Education.

Missouri School Law under the compulsory attendance subsection, places the burden of responsibility for student school attendance on the parent/guardians. Punctuality, and regular school attendance are important life skills, and essential to success in school. Students are expected to be on time and in school every day. In order to assist parents/guardians in carrying out this responsibility, the Hickman Mills C-1 School District will take the steps outlined below when a student's lack of attendance begins to interfere with the student's academic program.

Excessive absences/tardies by the student will result in implementation of consequences. These consequences include but are not limited to after school detention, Friday/Saturday detention, in-school suspension, short term out-of-school suspension (10 days or less), referral to the superintendent of schools, and/or referral to the judicial system (Jackson County Court).

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 credit 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 school or during Saturday school. This is a chance for students to have their credit reinstated

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 10<sup>th</sup> 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.

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.

Residency Regulations

Resident Students

A student must be a legal resident of Hickman Mills C-1 School District in order to attend school in the district.

Except where nonresident enrollment is authorized by the Board of Education, only those students of school age who reside within the Hickman Mills C-1 school district shall be entitled to enroll in and attend the schools of this district.

A child shall be deemed to have a school residence in this district if such child lives with an adult who is a resident of this district and such adult:

1. is the parent, stepparent, or foster parent of such child; or
2. is a legal guardian of such child; or
3. is a person, other than a parent, who has physical custody of the child and has legal custody of the child, as evidenced by a court order, or placement by an appropriate social service agency.

A child may be deemed to have a hardship residence within the district upon a showing of substantial and compelling evidence that the child's presence in the district is not primarily for the purpose of evading or circumventing the residency requirements of the district.

A residence maintained by a child apart from the legal residence of any adult person will not be recognized as sufficient to meet the requirements of school residency under this policy unless it is proven to the satisfaction of the district that said child is emancipated. The establishment of an alleged residence in an effort to subvert or circumvent the purpose of this policy and in order to gain enrollment in the schools of this district will not be recognized as meeting the requirements of this policy.

The residency of any student over eighteen (18) years of age is a matter of legal intent that must be established by the facts and circumstances then existent. Each case will be considered on its own merits.

Residency Regulations

Resident Students

The district may, at any time, challenge the validity of a student's claim to residency whether by virtue of false or incorrect information having been given at the time of enrollment, or by virtue of a change of circumstances, in which event the student and the person or persons with whom the student claims to reside shall be notified and given an opportunity to respond. Necessary proof of school residency shall be provided within ten (10) school days thereafter. A claim of school residence in this district under any provisions of this policy may be proved by affidavits from adults who have personal knowledge of the requisite facts, a certified court order, income tax returns, or other such documentary evidence.

If a student is deemed to have falsified information or deliberately delayed submitting information, Board of Education will not waive the residency requirements in order for the student to complete an academic period.

Students must attend the school designated by the administration. The superintendent, or superintendent's designee, may grant exception when in the best interest of the child. Transportation will not be provided by the school district. Reasons may include but are not limited to:

1. health and safety of the children;
2. serious disruptions of special education services which could prove detrimental to the well-being of the child and their education;
3. child care cases involving students who are twelve (12) years of age or younger on the opening day of the school year, and;
4. seniors who have completed their junior year or more, at a district high school, and who, due to a change in residence within the district live in a different district high school attendance area.

Exceptions for physically handicapped children may be made at the discretion of the superintendent/designee.

Residency Regulations

Resident Students

Students enrolling must be free of any current disciplinary sanction from a previous school or school system.

1. Students under suspension must serve the period of imposed suspension before being allowed to start attending our schools.
2. Students permanently expelled from a previous school or school system will not be enrolled.
3. Students under a limited expulsion order (not permanent) from another school or school system must allow the period of expulsion to be served before being allowed to attend Hickman Mills C-1 schools.
4. It is the responsibility of the enrolling student and parent/guardian to divulge all information relative to current disciplinary sanctions in force on the enrolling student, at the time enrollment is sought in the district.
5. Failure to abide by the requirement in number 4, immediately preceding, is a major conduct violation requiring immediate suspension and referral to the superintendent/designee for determination of a recommendation for action to be heard by the Board of Education or a duly designated person or body appointed by the Board.

Residency Regulations

Nonresident Students

Upon approval of the superintendent/designee, seniors may complete their senior year on a tuition basis even though their residence has been removed from the district.

Children of families contemplating moving into the district by October 1 will be enrolled on a temporary basis if a signed affidavit giving date of residence is presented. Children identified in Section 167.151 RSMo will be admitted if documentary evidence of support is furnished to the superintendent.

A student who becomes a nonresident during the last quarter of the school year may complete the school year in this district if approved in writing by the building principal. Transportation must be provided by the parents.

Foreign exchange students who are part of a recognized organizational placement group may be enrolled with the principal's approval after the principal has secured the superintendent's approval.

Foreign students requesting admission through means other than those noted in the preceding paragraph must obtain permission from the Board of Education.

Residency Regulations

Homeless Students

The Hickman Mills C-1 Board of Education recognizes that homelessness alone should not be sufficient to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan entitled *Meeting the Needs of Missouri's Homeless Children and Youth* will give special attention to ensure that homeless children in the school district have access to a free, appropriate public education.

Homeless students are those identified as such as defined in the Stewart B. McKinney Homeless Assistance Act.

**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 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; and programs for students with limited English proficiency.

Residency Regulations

Homeless Students

In the event that it is in the best interest of the homeless child or youth to attend the district of origin, it shall be the responsibility of the Hickman Mills C-1 District to provide for the transportation of the student. This may be achieved through the transportation services of this district, the district of origin, or another outside agency.

**Records**

Any records ordinarily kept by the school, including immunization 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 parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board will designate an individual to act as the district's homeless coordinator to ensure compliance with the Stewart B. McKinney Homeless Assistance Act. According to the Act the homeless coordinator will "ensure that homeless children and youth enroll and succeed in the schools of that agency; and homeless families, children and youth receive educational services for which they are eligible, and referrals to health care services, dental services, mental health services, and other appropriate services." The homeless coordinator will also ensure that disputes regarding the placement or education of homeless children or youth are resolved in a timely fashion.

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator.

Residency Regulations

Homeless Students

**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 stage. 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 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 by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The superintendent 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 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. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

Residency Regulations

Homeless Students

*Level IV* - If the complainant is dissatisfied with the action taken by the Hickman Mills C-1 District, a written notice stating the reasons for dissatisfaction may be filed with the state director of special federal instructional programs. The state director will initiate an investigation, determine the facts relating to the complaint, and issue notice of his or her findings within thirty (30) days to the school district and the complainant. If the findings support the action taken by the school district, such action will be confirmed. If the findings support the allegations of the complainant, the school district will be directed to take corrective action. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education. Within thirty (30) days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant and all other interested parties in writing.

Residency Regulations

Migrant Educational Program

The Board of Education of the Hickman Mills C-1 School District directs the superintendent/designee to utilize questionnaires/surveys to help identify migratory children in the district. The superintendent or designee shall also follow the identification procedures set forth by the Missouri Department of Elementary and Secondary Education.

The district will assess the educational and related health and social needs of each identified migrant student and will give 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, counseling programs, elective classes, fine arts classes, etc.

If determined needs cannot be provided by the district, the superintendent/designee will contact the regional or state migrant education office for assistance.

English Language Learners

The Hickman Mills C-1 Board of Education recognizes the need to provide equal educational opportunities to all of the students within the School District. As such, if a student is identified to be unable to speak or understand the English language due to national origin of non-English environments, the District shall take appropriate action to assist and rectify the English language deficiency in order to provide the student with equal access to all of the School District's programs. English Language Learners are students whose native/home language is a language other than English and whose English language skills of listening, speaking, reading, and writing are not developed to a level at which they can achieve rigorous performance standards in their regular classroom setting.

The Board directs the administration to develop and implement procedures to identify during enrollment students who qualify for English Language Learner programs and take steps to evaluate the student. Once a student has been appropriately identified and evaluated, the School District shall determine and develop an instruction to promote English fluency.

The School District will provide professional development to teachers when needed. Finally, the School District will assess the needs of all English Language Learners to enable them to achieve the challenging performance standards set forth for all students within the School District. The assessment will measure the student's ability of listening, speaking, reading, and writing, Once the needs assessment has been completed the English Language Learners Coordinator will make recommendations to the Superintendent to meet the needs of all of its students. The English Language Learners Coordinator is: Jackie Chatman, Baptiste Educational Center, 5401 East 103rd Street, Kansas City, Missouri 64137, (816) 316-7100.

If a dispute should arise over the placement or enrollment of a child the School District shall immediately admit the child to the school in which enrollment is sought, pending resolution of the dispute. The child, parent, or guardian shall be referred to the School District's Homeless Coordinator who will carry out the dispute resolution process as expeditiously as possible.

**English Language Learners**

**Needs Assessment**

The School District will conduct a needs assessment for its homeless student population biannually. The needs assessment will identify what additional services the School District may want to consider providing. In addition to the needs assessment, the Homeless Coordinator will ensure that an evaluation of the homeless programs is conducted at least biannually. The School District will create a plan to address the needs identified in the needs assessment and the program evaluation.

**Services**

The School District will provide services comparable to the services offered to other students within the District, including but not limited to, transportation, educational services for which the child meets the eligible criteria including but not limited to programs for disadvantaged students, students with disabilities, gifted and talented students, vocational programs and technical education; school meals, programs, preschool programs, before and after school care; and English language learners programs. The School District will not separate homeless students within the School District based on the student's status as homeless.

**Records**

Any records ordinarily kept by a school within the School District, including a student's immunization records, academic records, copies of birth certificates, guardianship record, and evaluation for special services or programs of each student shall be maintained by the school origin so that appropriate accommodations can be made for the student. The records will be transferred in a timely fashion to the receiving school when a homeless child is transferred. In addition, the School District will provide to the students or parents educational records in accordance with the Family Educational Rights and Privacy Act.

English Language Learners

Coordinator

The Board of Education of the Hickman Mills School District Designates the following individual to act as the School District's Homeless Coordinator; Jackie Chatman, Baptiste Educational Center, 5401 East 103rd Street, Kansas City, Missouri 64137, (816)316-7100. The School District shall inform personnel, service providers, and advocates working with homeless families of the duties of the Homeless Coordinator. The Homeless Coordinator's responsibilities include: (1) identifying homeless children by school personnel and through coordination of activities with other entities and agencies; (2) enrolling homeless children and ensuring that they have an equal opportunity to succeed in schools within the School District; (3) ensuring that homeless children receive educational services for which they are eligible, including preschool programs administered by the District, healthcare services and other appropriate services; (4) assist the parents of guardians of homeless children regarding the educational opportunities available to their child and provide meaningful opportunities for the parents or guardians to decision to the State Homeless Coordinator, Federal Discretionary Grants, P.O. Box 480, Jefferson City, Missouri 65102-0480. An appeal of this decision may be made within the (10) days to the Deputy Commissioner of Education.

Tutoring/Extended Learning

All student tutoring and/or extended learning programs in Hickman Mills C-1 School District shall be developed and regulated by the division of curriculum and instruction. Tutoring and/or extended learning programs will be made available to all students according to educational needs and district financial feasibility. Effort will be made to provide appropriate supplemental services to students.

Private Tutoring

In addition, the district will maintain a list of authorized teachers who are available to parents for private tutoring. Private tutoring arrangements are at the expense of parents. Parents may contact the director of special services to secure appropriate personnel.

Parent/Family Involvement In Instructional And Other Programs

The Board of Education believes that the education of each student is a responsibility shared by the school and the family. The Board recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant and Limited English Proficiency programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will:

1. Provide educational activities for parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents in the educational process, including:
  - Keeping families informed of opportunities for involvement and encouraging participation in various programs.
  - Providing access to educational resources for parents/families to use together with their children.
  - Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

**Parent/Family Involvement In Instructional And Other Programs**

3. Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to:
  - Provide input into district policies.
  - Volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
5. Perform regular evaluations of parent involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practicable, provide information in a language understandable to parents.

**Title I Parent Involvement-District Policy**

Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy. This policy will describe how the agency will accomplish the following:

- With parents, jointly develop the Title I program, review the implementation of the plan and suggest improvements.
- Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- Build the schools' and parents' capacity for strong parental involvement.
- Coordinate and integrate Title I parental involvement strategies with those of other educational programs.

Parent/Family Involvement In Instructional And Other Programs

- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
- Involve parents in the activities of the schools served.

**Title I Parent Involvement-School Policy**

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

- The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
- Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Parent/Family Involvement In Instructional And Other Programs

**Migrant Education Program Parent Involvement**

Parents of students in the Migrant Education Program (MEP) will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children.

**Limited English Proficiency Parent Involvement**

Pursuant to federal law, parents of Limited English Proficient (LEP) students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation.

Academic Credit for Home-Schooled Students

Students seeking to be enrolled or re-enrolled in the district following a period of home schooling shall provide documentation to the associate superintendent/instruction/curriculum sufficient to establish that the student studied an appropriate curriculum and received the requisite amount of instruction time.

The associate superintendent/instruction/curriculum shall determine whether the documentation provided meets the minimum threshold required and shall determine the appropriate grade level for placement in the district schools.

Documentation necessary for enrollment should include curriculum followed by lesson plans, a sample portfolio of work completed and log books of instruction times.

No student shall be given credit for home school services until all required documentation has been received and reviewed by the associate superintendent/instruction/curriculum.

Grading System, Levels of Reporting and Explanation of Marking

Kindergarten-Grade 5

First quarter Record of Progress for grades K-5 will be given to parents at parent/teacher conferences held at the end of the first quarter. Progress Reports for second, third and fourth quarters for grades K-5 will be sent home at the end of their respective quarters.

Two grades are issued in grades K-5, Academic grades and Effort grades:

Performance Level

E = Exceeds the Standard  
M = Meets the Standard  
W = Working Toward the Standard  
N = Not Meeting the Standard

Effort Grades

+ = Satisfactory  
- = Needs Improvement

The marking system shows how a student's performance level compares to grade-level standards each quarter.

Grades 6-12

In order that academic achievement may be recorded in grades and the record made available when needed, the following system is used by all middle schools within the district:

A	=	Excellent	4.0	points
B	=	Above Average	3.0	points
C	=	Average	2.0	points
D	=	Below Average	1.0	points
F	=	Failing	0	points

A six (6) week progress report is issued to reflect the percentage in classes. Semester grades are recorded on students' transcripts and reflect letter grades and GPA.

Parent-teacher Conferences

Individual parent-teacher conferences may be arranged during the school year through the teacher and/or building principal. The counselor's services may be requested for the conference at the discretion of the teacher, principal or parent.

Grade Assignment for Transfer Students

Pupils transferring into the district must show proof of their present grade level. The scholastic record of pupils entering school after attendance in other districts or foreign countries will be evaluated by the principal. Pupils will be assigned to the grade level indicated by this evaluation.

Pupil Retention and Promotion (Pass/Fail Policy)

Double Promotion of Pupils in Elementary School or Accelerated Placement for Students in Secondary School

A pupil will be considered for acceleration only after the completion of the third grade of school.

A pupil who has a pencil and paper test IQ score of 140 or more will be considered for double promotion.

A pupil who has a grade placement on a standard achievement test of at least three full years beyond the national average for the pupil's particular grade will be referred for such consideration.

A written recommendation will be filed by the principal with the Associate Superintendent/Instruction, that presents full information relating to the case. Final written approval of double promotion must be secured from the associate superintendent/elementary instruction/curriculum. Double promotion will not be considered unless approved by the parent or guardian.

Pupil Retention and Promotion (Pass/Fail Policy)

Double Promotion of Pupils in Elementary School or Accelerated Placement for Students in Secondary School

Students who have been identified as Profoundly Gifted according to the CODE+ component guidelines set forth in the district's State Assisted Program for Gifted Students will be eligible for waiver of requirements to access advanced courses at Ruskin or Hickman Mills High Schools. Requests for such admission to advanced courses will be presented to the CODE+ component facilitator and the CODE Program Coordinator for consideration. Appropriate communication will occur between the CODE+ component facilitator and the regular classroom teacher of the advanced course in which the student has requested enrollment. Admission will be granted based upon the student's need for academic acceleration/enrichment as outlined in the student's Individual Academic Plan. No high school student will be displaced through this process.

Pupil Retention and Promotion (Pass/Fail Policy)

Pupil Retention in Kindergarten through Grade 5

In any instance when a pupil is having considerable difficulty in class work, and when it appears that retention may be appropriate, the teacher(s) and counselor shall make a careful review of the social, emotional, physical, mental and academic development of the pupil. A conference will be scheduled with the parent or guardian to inform them of the problem that exists.

Excessive absenteeism and/or tardiness may be considered in the promotion/retention of the student.

If, in the opinion of the teacher(s), the pupil may benefit from the repetition of the grade, the following steps will be taken: (1) the teacher(s) will present a written report to the principal; (2) if the principal, counselor and teacher(s) concur in their opinion that it would be in the best interest of the child to repeat a grade, the principal will set up a conference with the child's parents and an effort made to secure the support and backing of these parents in each retention; however, the principal shall have the authority to retain the child in the same grade for a second year.

If a child is retained, one copy of the teacher's report of the case along with other pertinent material should be placed in the pupil's permanent record.

No pupil shall be retained more than two years during his/her experience in kindergarten through grade 5. It is preferable that retention take place in the primary grades.

When a pupil is retained during his/her experience in kindergarten through grade 5, a Student Support Team will meet to develop and implement strategies for success. The team's recommendations will be made to the teacher(s), parent/guardian, and student.

Successfully completing a summer school course(s) should not, by itself, be considered an alternative for academic promotion, but will be taken into account when reassessing the student's total educational program.

Pupil Retention and Promotion (Pass/Fail Policy)

Retention in Middle School

A pupil enrolled in middle school will be allowed to advance to the next grade if the pupil has earned a grade of D or higher in at least four solids (mathematics, science, social studies, English) and one elective (art, music, physical education, etc.) per semester. This shall be considered the minimum standard.

In an instance in which a pupil is having considerable difficulty in class work, and when it appears that retention may be in order, teachers, counselor and principal shall make a careful review of the social emotional, physical, mental and academic development of the pupil. Conferences with teachers, counselor, or principal shall be set with the parent or guardian of the student.

On an occasion when the minimum requirements have been met and the principal, counselor and teachers concur in their opinion that it would be in the best interest of the pupil to repeat a grade, a conference shall be held with the pupil's parents and an effort made to secure the support and backing of these parents in such retention.

Promotion on the basis of the child's ability to relate with their peers will be considered when it is in the best interest of the child. Parent/guardian(s), teacher(s), counselor, and principal shall hold a conference. The final decision will be that of the majority of the educators.

Promotion in Senior High School

A student must have completed a minimum of one semester in order to receive credit. No less than one semester credit will be given for a course.

Classification will be made according to units of credit at the first of the school year:

Freshman	Less than 4 units
Sophomore	4 units + 2 semesters
Junior	10 units + 4 semesters
Senior	17 units + 6 semesters

Student Eligibility for Sports/Activities

Notwithstanding provisions to the contrary, in this policy and its regulations, all students must, as a minimum, meet the eligibility requirements established by the Missouri State High School Activities Association (MSHSAA) for participation in activities.

Students 9-12 will be eligible to participate in a sport or activity if:

1. they have a minimum semester grade point average of 2.00 and no more than one F the preceding semester,
2. they are making satisfactory progress toward graduation,
3. they maintain a 70% average during every six-week grading period,
4. they have no failures during weekly grade check.

Middle School Students will be eligible to participate in a sport or activity if:

1. they have a minimum semester grade point average of 2.00 and no Fs the preceding semester,
2. they have no failures during weekly grade check.

Transfer Students:

1. Any student who transfers into a school in the Hickman Mills C-1 School District will be considered eligible if they would have been eligible at their previous school.
2. After first semester of attendance, they will then be required to meet these standards set forth.

Special Service Students:

All special service students must comply with the published MSHSAA guidelines for participation. All special service students are expected to meet these established standards with regard to any modifications outlined in the student's Individual Education Plan (IEP).

Student Eligibility Standards

All Students:

All students who have less than a 70% average in two or more classes at any determined six-week grading period will enter a three-week probationary period where they will be given the chance to improve their academic standing before they are declared ineligible to participate.

Students who are declared ineligible may still practice with athletic teams, music groups, speech/debate groups, cheerleading, clubs, and other organizations. However, students may not compete in games or performances until their academic standing is reinstated.

1. Students enrolled in music or speech/debate, in order to meet fine arts/communication graduation requirements will be allowed to participate in activities for the class to protect their credits. Students, who have met these requirements and are enrolled in music, speech/debate must meet these standards.
2. Student conduct standards and guidelines will be enforced to place emphasis on good school citizenship for students who participate in student activities. All students who represent the high schools in activities must achieve those written standards advanced by:
  - The MSHSAA
  - The Hickman Mills C-1 School District
  - The high school where the student attends

Students who are declared ineligible to participate in violation of conduct standards must comply with those standards to the satisfaction of the high school administration before reinstatement can occur.

Student Eligibility Standards

Definitions and Logistics

Six-week Grading Policy

The Saturday immediately following receipt of the grades by the school, a student receiving two or more grades of less than "70%" will become ineligible for participation in activities that fall under the auspices of the MSHSAA. (Example: Grades arrive Wednesday, the student could participate until 12:01 a.m. on Saturday.) This period of ineligibility will run for three weeks. During this three-week period, the student will have the opportunity to improve his/her grades. The three-week period will be broken into three seven-day periods of ineligibility. The student is ineligible for a minimum of seven calendar days. If at the end of this seven-day period, the number of grades below "70%" has not been reduced to one or none, the student will again be ineligible for another seven-calendar-day period. The periods of ineligibility will continue at seven-day intervals until three weeks have elapsed. If at the end of three weeks, a grade or grades of "70%" has not been attained, the student will be ineligible for the rest of the semester.

Graduation Requirements

A student must earn 26 units of credit.

A student must meet the following requirements:

(GR) = Graduation Requirement

(ER) = Enrollment Requirement

COMMUNICATION SKILLS

4 units of credit

1 unit (GR) Freshman English.

1 unit (GR) Sophomore English.

1 unit (GR) Junior English (effective 2003 graduates).

1/2 unit (GR) Language Arts elective selected from Language Arts curriculum.

1/2 unit (GR) Essentials of Oral Communication (one full unit of Survey of Speech and Theater or Argumentation and Debate may be used to Satisfy the 1/2 unit of Essentials of Oral Communication requirement).

SOCIAL STUDIES

3 units of credit

1/2 unit (GR) 9th Grade American Government.

1/2 unit (GR) 9th Grade World Geography.

1 unit (GR) 10th Grade American History.

1 unit (GR) 11th Grade World History.

MATHEMATICS

2 units of credit--3 units of credit for 2004 graduates

3 units (GR) Electives to be chosen from the Mathematics curriculum. All Freshmen are required to enroll in a Freshman-level Mathematics course.

HEALTH

1/2 unit of credit

1/2 unit (ER) 9th Grade Life Skills for Wellness.

Graduation Requirements

\*FINE ARTS

1 unit of credit

1 unit (GR) Fine Arts credit is to be earned in the fields of Art, Music, or Drama.

\*PRACTICAL ARTS

1 unit of credit

1 unit (GR) Practical Arts credit may be earned in the following areas: Business and Office Education, Family and Consumer Science, Industrial Technology, Vocational-Industrial Education, or Communication and Theatre Arts.

SCIENCE

3 completed units of credit required for graduation

1 unit (ER) 9<sup>th</sup> Grade Integrated Physical Science.

1 unit (ER) 10<sup>th</sup> Grade Integrated Biological Science.

1 unit (GR) Science elective.

PHYSICAL EDUCATION

1 unit of credit

1 unit (GR) A full unit of required Physical Education is required at either the 9<sup>th</sup> or 10<sup>th</sup> grade levels. Ninth grade enrollment is recommended

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\*By State Board of Education action, the following waivers have been approved (dated November 5, 1973):

FINE ARTS...A pupil who has completed the equivalent of one unit of fine arts in the seventh and/or eighth grade of a departmentalized middle school may be excused from meeting the high school graduation requirement of this area.

PRACTICAL ARTS...A pupil who has completed the equivalent of one unit in practical arts in the seventh and/or eighth grade of a departmentalized middle school may be excused from meeting the high school graduation requirement in this area.

These waivers should be used on an "exception basis" for an individual student when the use of the waivers would be in the best interest of an individual student. These waivers for an individual student do not affect the total 24 units required to be earned in grades nine and above for high school graduation. These waivers do not change the standards for high school curriculum (pages 34 and 35 of the 1980 Handbook for Classification and Accreditation.)

Graduation Requirements

All Classes

The student must earn one unit in American History and pass a test on the United States Constitution and a test on the Missouri Constitution.

A student must be enrolled in the senior high school program for eight semesters.

A senior student over the age of 16 years will be required to have 26 units of credit earned before being eligible to be released from his/her eighth semester of attendance under administrative guidelines.

Students who are enrolled in high school in enough classes to complete graduation requirements may enroll in an accredited college or a licensed vocational or trade school. A student must be enrolled in school full-time. A student will be released from high school a portion of the school day to take courses offered during the day by the college, vocational or trade school. Students desiring to take courses at night may do so but will not be released during the school day. Applications must be approved by counselor, principal, and college, vocational or trade school.

A student may earn extra credit in summer school, night school, or by correspondence from an approved institution. A student earning one and one-half units of credit outside the school will meet attendance requirements for one semester.

A student who has not met graduation requirements at the end of eight semesters may enroll in only the classes necessary to meet graduation requirements for one semester.

In order for a student to be a valedictorian, the last full year in high school must be at a senior high school in this district. The determination of valedictorians shall be made at the end of the second semester of the senior year. The valedictorians shall be the ten (10) students with the highest cumulative GPA's equal to or exceeding 3.75. The students' transcripts shall be clearly marked to indicate selection as valedictorians.

Graduation Requirements

All Classes

Seniors must meet graduation requirements in order to participate in Commencement exercises.

Foreign exchange students, who have received the superintendent's approval to be in attendance for the school year, who have completed the year satisfactorily according to the principal of the high school, may then participate in Commencement exercises. However, a diploma may not be awarded to the foreign exchange student unless it can be clearly determined that the qualifications, according to Board policy for high school graduation, have been met by the student. In those cases where this cannot be verified, an alternate award can be made to the foreign exchange student by way of either a certificate of attendance or an "honorary" diploma.

Awarding Diplomas to Former Students

When students who no longer attend high school in Hickman Mills C-1 petition for a Hickman Mills C-1 diploma, they shall meet the following criteria before a Hickman Mills C-1 diploma will be granted.

A student shall have met the district's eight semesters of attendance requirement.

A student shall not be submitting more than 3 units of correspondence credit to satisfy graduation requirements.

A student shall be able to meet the district's graduation requirements by presenting a number of acceptable credits earned outside of our district that do not exceed the number of credits that could be earned in one semester of attendance at one of our high school.

Graduation Requirements

Any credit presented toward the attainment of the district's diploma shall have been earned at a high school that is duly recognized by its respective State Department of Education. Credit presented from a sanctioned Department of Defense high school can be used to satisfy this requirement. Credit earned in programs not mentioned above will not be accepted. Credit presented from a general education degree program (GED) would not be acceptable credit.

Part-time Attendance; Dual Enrollment

Definition - The practice of children attending two or more K-12 schools.

Any resident student may be enrolled in and attend a private, parochial or home school part of the day and enroll in and attend a Hickman Mills C-1 school for part of the day.

Any student who attends school in a part-time capacity must follow the requirements established for participants in part-time study. Such requirements shall be reasonable and designed to preserve discipline, health and academic standards and shall not place an unreasonable burden on the accessibility of part-time attendance.

To assure orderly conduct of the school and proper curricular planning, the following regulations will govern part-time attendance.

1. A written application must be made to the principal/designee, the semester prior to beginning part-time status. The student and his/her parent/guardian will have a conference with the principal/designee for the purpose of planning appropriate curricular choices and scheduling.
2. A part-time student will abide by all enrollment procedures and academic requirements of students with like academic standing including prerequisite courses.
3. Part-time enrollment must be for a continuous block of time. All work will be under the immediate supervision of a certified instructor. No study halls will be considered.
4. Approval of enrollment is subject to class size and availability.

Part-Time Attendance: Dual Enrollment

5. A part-time student will provide his or her own transportation unless arriving or departing with an already established bus route.
6. A part-time student will follow all rules and regulations of Hickman Mills C-1 pertaining to social and academic conduct.
7. A part-time student will be allowed on school grounds only during his or her class time and may not loiter on school grounds when not in class.
8. Use of library resources and other facilities outside the student's course of study will be by the permission of the administration.
9. A part-time student must be successfully enrolled for a minimum of two (2) credits to be eligible for any extracurricular activities.
10. In order to participate in MSHSAA-sponsored or sanctioned activities, a student must meet all MSHSAA requirements as well as all district standards.

Referrals to Outside Agencies

The guidance counselors and other professional staff members provide preliminary assessment of student problems. Referrals to outside agencies, if necessary, shall be made by the superintendent/designee. The district will assist and cooperate with other agencies concerning the diagnosis and treatment of a referral student when applicable to his or her educational program in the school district. Except as otherwise required by law, costs for diagnostic and treatment services outside the district are the responsibility of parents or guardians.

School Sponsored Activities

Elementary School Parties

The school parties shall be limited to three a year. Pupils are to be discouraged from giving gifts to their teachers.

Field Trips

Educational or field trips for individual classrooms are limited to one a year and shall be arranged by the teacher through the building principal. All field trips must be scheduled by May 1 and the trips completed by May 15. In the event a field trip must be canceled and cannot be rescheduled until after May 15, this may be done only with the approval of the associate superintendent/business.

Before groups or pupils are taken on educational trips outside the school grounds, written permission must be secured from the parent or guardian of each child except for regularly scheduled band, athletic, or pep club trips. Overnight coeducational trips must have approval of the associate superintendent/business.

Field trips may be taken in Kansas up to a distance not to exceed the furthest point in the Suburban Conference area without the permission of the associate superintendent/business.

During a field trip, a list of students participating will be left in the school office. A copy of this list will be taken on the field trip by the supervising teacher(s).

Long Distance Trips by Student Groups or Individuals Participating in Activities Governed by MSHSAA

All trips for student groups or individuals falling under the regulations of the Missouri State High School Activities Association will comply with the provisions outlined in the current MSHSAA Official Handbook. Any participation that requires special permission from the MSHSAA or one of its specified affiliate organizations shall be submitted by the building principal to the associate superintendent/business and the Board of Education for approval, if prior approval has been secured from the MSHSAA.

School Sponsored Activities

Transportation Costs for Student Trips

The district will pay transportation costs associated with trips sanctioned by MSHSAA or one its affiliate organizations.

Transportation cost associated with any other student trips will not be paid by the district.

School Trips After School Is Closed

No school trips after school is closed may be sponsored by the school without prior approval of the building principal and the associate superintendent/business.

Homework Philosophy

Education is a continuous process requiring:

- Instruction
- active participation
- practice

Brain research has shown that people master skills more completely when they integrate them into real life.

Definitions and expectations for homework should become an integral part of the overall district instructional climate.

- Each teacher and each administrator should communicate the value and positive role of homework to parents.
- Communication must emphasize the vital necessity of homework if students are to experience lifelong success in a learning community.
- Parents should be encouraged to help their child create a study space for organized concentration as well as a place where students can verbalize or actively practice skills.

Classroom Visitation

Children

Children of preschool age will not be permitted to visit the school unless accompanied by an adult. Visitation by school age children must be approved by the principal and the period of visitation limited to ninety (90) minutes. The principal's office shall provide a visitor's pass for all persons who wish to visit classes, stating specifically what classes are to be visited.

Parents/Guardians

Parents/guardians are encouraged to observe their child's instruction. All parents/guardians must obtain a visitor's pass from the principal's office.

Advocates/Other Professionals

In limited circumstances, a parent/guardian may authorize an advocate or other professional to observe his/her child's instruction. All such observations must be scheduled in advance and are limited to no more than ninety (90) minutes, except upon prior written approval of the superintendent/designee.

Advocates and other professional must not disrupt the educational process. Any comments regarding the observation shall be discussed with the teacher at a pre-arranged meeting and not during instructional time.

Closed Campus

The Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

Policy for Extending Free and Reduced Lunches

Eligibility for free and reduced lunches will be based on the income scale as established by the Department of Agriculture each school year. Consideration for eligibility will be given to economic need as reflected by total household income.

School Dress

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.

Pupil Security, Safety and Health

Excuse Permits

Any student who is to be excused from school during the school day must be called for at the school by the parent or other authorized person. The parent or authorized person must go to the office and sign an excuse permit for release of the child in kindergarten through grade eight. This requirement shall be waived in case of an emergency involving the safety of a number of pupils.

Students shall be excused from school in grades nine through twelve upon proper authorization from the parent or guardian and permission of the principal or assistant principal. Students will be required to sign out at the office.

Safety

The principal will assign necessary supervision to afford protection of pupils.

Building principals are responsible for setting up regulations necessary for safety of the pupils.

Pupils, staff members, teachers and substitutes will thoroughly familiarize themselves with all regulations and procedures pertaining to fire and disaster drills.

Each principal should prepare a plan of emergency procedure to protect children and property in the event of an emergency situation from within or without, the plan to be on file in the superintendent's office when approved. A copy of these emergency procedures will be given to each staff member at the beginning of the school year.

Pupil Security, Safety and Health

Use of Metal Detectors

Weapons of any nature on school property or at school functions are prohibited (see Student Discipline Policy). The presence of weapons is inherently dangerous to all persons in the school setting and will not be tolerated. The administration is authorized to use metal detectors to enforce this policy.

Students will receive annual notice that metal detectors are authorized for use in the schools. Such notice will be made in the student handbook, assembly or other similar means.

When it becomes necessary to use metal detectors, they may be used in these basic ways. Individuals will be screened as follows:

1. On an individual basis - when there is reasonable suspicion to believe that a particular individual has a weapon.
2. Continuous - when it is necessary to screen all individuals in or entering the school.
3. Random - when it is feasible to screen a statistical sample of the student body. Each individual in the school has equal probability of being included in the sample, but through this process not every individual is screened (i.e., every 10th or 25th individual).

Only those persons authorized by the administration may conduct a metal detector search. Individuals who during the search activate the detector will be asked to remove metal objects and anything which might be a weapon from his/her person and be scanned a second time. If the detector sounds a second alarm, the same process will be followed. If the alarm is sounded a third time, the individual should be taken to a room out of view from the others where the normal procedures of search and seizure will be applicable.

Pupil Security, Safety and Health

Use of Powered Vehicles

No elementary or middle school pupil will be allowed to operate any motorized equipment on school property.

No senior high school student may operate any motorized vehicle on school property without a current school identification tag or sticker permanently displayed. These stickers or tags will be issued upon request by the student and upon sufficient evidence of proper licensing and adequate liability insurance as required by state law. This is a privilege and may be withdrawn at the discretion of the principal or assistant principal. Fees for the parking permit are to be paid prior to permit being issued. Permits are not transferable.

Pupil Access

No pupil may be interviewed or observed while at school by any outside individuals or agencies other than authorized school personnel, unless the principal has the consent of the pupil's parents or legal guardian. In the instance of a request for interrogation by a law enforcement agency, the principal should request that the agency wait until the parents or guardian of the child have not only been notified but have also arrived before proceeding with the interrogation. However, if the agency does not so agree, the principal has no right to refuse to let the police proceed with their interrogation. In such case, the principal should attempt to notify the pupil's parents or guardian immediately. If a representative of a government agency requests to interview a student on school property, the principal should notify pupil's parents or guardian as soon as possible. Such notification is not required if the agency is investigating suspicion of abuse or neglect of the pupil by a family member or a person in the pupil's home.

Access to students by the Division of Family Services will be granted without the prior permission of the custodial parent or guardian when the student to be interviewed is the alleged victim of a report of abuse. A district employee shall be present during any interview.

Pupil Security, Safety and Health

The custodial parent or guardian will be notified as soon as is practical after the interview unless the custodial parent or guardian or a household member is the alleged offender.

Access will not be granted without the prior permission of the custodial parent or guardian where the student is not the alleged victim of the report of abuse.

Communicable Diseases

In all cases of communicable diseases, the principal and nurse will consult to determine the proper action to be taken. The superintendent will be notified.

Medication at School

Self-Administration of Medication

The Board of Education may permit the self-administration of medication administered by way of a metered-dose inhaler by a student for asthma or other potentially life threatening respiratory illnesses.

The parents or guardians of the student shall provide to the Board of Education:

1. Written authorization for the self-administration of medication along with a written medical history of the student's experience with the potentially life threatening respiratory illness;
2. A plan of action for addressing any emergency situation which could reasonably be anticipated as a consequence of administering the medication and having the potentially life threatening respiratory illness; and
3. Written certification from the physician for the student that the student has asthma or another potentially life threatening respiratory illness and that the student is capable of and has been instructed in the proper method of self-administration of medication and has been informed of the dangers of permitting other persons to use medicine prescribed for the student.

Upon approval of the request for self-administration of medication, the district shall inform the parents or guardians of the student, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

The parents or guardians of the student shall sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents or guardians shall indemnify and hold harmless the district and its employees

Medication at School

or agents against any claims arising out of the self-administration of medication by the student.

Approval for the self-administration of medication must be renewed each school year upon fulfillment of the requirements of subsections 1 through 3.

Elementary and Middle School Students

Medication that is to be given on a daily basis to elementary and middle school children shall be administered by the school nurse or the nurse's trained designee. The school nurse is the custodian of all medicines. It is the responsibility of the child to report to the nurse's office for prescription medication.

Prescription medication shall be delivered to the elementary and middle school only by the parent or another designated adult in the current prescription bottle or be sent by registered mail.

Non-prescription medication must also be delivered to the elementary and middle school by the parent/guardian or another designated adult and must be accompanied with written instructions stating the exact dosage, the hour of day and termination date.

High School Students

All high school students who must take prescription medication while at school must bring a letter from their parent/guardian and/or doctor stating what medication is to be used and what the dosage is to be. All prescription medication shall be kept in a locked container in the health room. Students will come to the nurse's office to receive their prescribed medication and will take it under the supervision of the nurse, or the nurse's trained designee.

Medication at School

High school students who need to take non-prescription medication (aspirin, Tylenol, Sudafed, etc.) while at school shall carry a note from their parent/guardian or doctor stating name of the medication to be taken, the frequency, and the dosage.

Signed parental consent shall be obtained to dispense medication.

Unused Medication

All unused medication not picked up by the last day of school shall be discarded.

Do Not Resuscitate (DNR) Orders

All staff members will provide first aid or emergency treatment to students in the case of sudden illness or injury to the best of their ability, given the extent of their knowledge and training. School medical personnel and emergency medical resources available in the community will be used.

Implementation of a "Do Not Resuscitate" (DNR) order is not consistent with this policy.

It is the intent of the Board of Education that the underlying principle of any response to a DNR order shall be that no student is to be denied the fullest genuine, appropriate efforts to preserve life and health.

Student/Parent Complaint Procedure

All student/parent complaints not otherwise provided for in this policy will be directed to the staff member and/or administrator involved. Appeal from this decision may be made to the superintendent of schools. If the seriousness of the charge warrants it, the superintendent may request that the appeal be made in writing. Appeal from the decision of the superintendent may be made to the Board of Education. To receive consideration by the board, all appeals must be in writing. In all cases of appeal, the board reserves the right to conduct a hearing before rendering a decision.

USE OF PERSONAL COMMUNICATION DEVICES

Policy 5060

The activation and/or use of personal communication devices, including but not limited to mobile telephones and PDA's, is prohibited during the school day.

**Lost/Damaged Textbooks**

In order to ensure that all students readily have the textual resources necessary to enhance their academic achievement, the Hickman Mills C-1 School District had adopted the following guidelines regarding lost/damaged textbooks:

1. It is expected that students shall return textbooks to the school in good condition except for ordinary wear. Students shall be assessed fines for lost, damaged or defaced books (including those checked out from the library), materials or equipment. The fines will be for the amount of the loss. In calculating the loss, ten (10) percent of the original cost of a book will be deducted for each year it has been used.
2. If remittance for lost/damaged textbooks is not received by the end of the applicable grading period, the District may revoke the privilege of involvement with extracurricular activities as well as the right to deny receipt of a diploma, transcripts and/or participation in the graduation ceremony.
3. Indigent students, as determined by annual free/reduced lunch status, will not be required to make financial restitution, but will be prohibited from participating in extracurricular activities.
4. A student, except in the event of failing to return library books, will not be refused access to textbooks based upon failure to make remittance for a previous loss.

**Homebound Instruction**

The Hickman Mills C-1 Schools provides homebound services for the students whose health prevents them from attending school and for normal pregnancy.

Homebound Instruction must approved by the Director of Special Services. If at any time the district believes that the student is capable of maintaining a normal school schedule, the Director of Special Services may cancel Homebound services.

The building principal, or designee, will be responsible for making all arrangements for homebound services

**Student Dismissal Precautions**

**Dismissal from School**

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave.

**Early Dismissal**

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons.

Procedures must adhere to the following rules:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.

**Student Dismissal Precautions**

- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological, adoptive or step parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

**Dismissal from School Activities**

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, keeping the safety of students in mind.

**HICKMAN MILLS C-1 SCHOOL DISTRICT STATEMENT REGARDING  
SELF-ADMINISTRATION OF MEDICATIONS**

Pursuant to Missouri Revised Statutes Section 167.627, the Board of Education of Hickman Mills C-1 School District has approved the self-administration of medication for your child. The district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by your student, absent any negligence by the district, its employees, or its agents.

Dated: \_\_\_\_\_

\_\_\_\_\_

School District  
10/98

Hickman Mills C-1

**ACKNOWLEDGMENT OF SELF-ADMINISTRATION OF  
MEDICATION POLICY AND RESPONSIBILITIES**

I/we hereby acknowledge that the district shall incur no liability as a result of any injury arising from the self-administration of medication by \_\_\_\_\_ (student's name) and shall indemnify and hold harmless Hickman Mills C-1 School District and its employees or agents against any claims arising out of the self-administration of medication by my/our student.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian

10/98