

Discipline

Behavioral Expectations

The discipline code set out in this Administrative Directive is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this Administrative Directive, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. **In addition, the disciplinary consequence listed for each category of offense may be increased or decreased by the School, Administration or the Board of Education due to mitigating or aggravating circumstances.**

Copies of this Administrative Directive will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

All days are school days rather than calendar days.

**Class I Offenses:**

**5610.1 Academic Dishonesty**

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

**5610.2 Bus Misconduct (Ref. Policy 5652)**

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

**5610.3 Classroom Disruption:**

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

**5610.4 Violating Playground Rules:**

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

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**5610.5 Violating Lunchroom Rules:**

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

**5610.6 Violating Hall Rules:**

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

**5610.7 Violating School Assembly Rules:**

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

**5610.8 Possession of Educational Nuisance:**

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

**5610.9 Dress Code Violation**

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

**5610.10 Identification Badge Violation**

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

**5610.11 Improper Display of Affection**

Consensual kissing, fondling, or embracing.

**5610.12 Tardiness**

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

**5610.13 Truancy**

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

**5610.14 Use of Personal Communication Devices**

The activation and/or use of any personal communication devices including cellular telephones and PDA's.

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**Class I Interventions**

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

If intervention strategies are unsuccessful in correcting behavior and/or the student engages in repeated misbehavior or seriously disrupts or threatens the school's security or order, the student may be referred to the building administration and/or referred to the superintendent for further consequences. **A student should not be referred to administration for repeated misbehavior of a Class I offense until appropriate intervention strategies have been utilized; however, a student whose conduct seriously disrupts or threatens the school's security or order may be referred immediately.**

**Class I Administrative Options**

The administrative options listed for these offenses are the range of options available. Administration may choose, based upon the seriousness of the conduct, to utilize one or more of these options. Board Policy 5612 provides that when discipline is imposed and the range of punishment in Board policy or administrative directive includes in-school suspension and out-of-school suspension, it is the express preference of the Board of Education that students remain in an educational setting and receive in-school suspension.

**Elementary--All Offenses:**

- Conference with student
- Parent/Guardian conference(contact)
- Detention
- In-School Suspension
- Behavior Management Plan
- Confiscation
- Loss of Privileges
- Out-of-School Suspension

**Secondary--All Offenses:**

- Conference with student
- Parent/Guardian conference
- Detention
- In-School Suspension
- Behavior Management Plan
- Confiscation
- Loss of Privileges
- Out-of-School Suspension

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**Class II Offenses:**

**5610.15 Alcohol**

Possession, sale, distribution of or presence under the influence of alcohol.

**5610.16 Assault of a Staff Member or Other Person on School Property or at School Activities**

Any act or words which create or cause a reasonable apprehension in the staff member or person of an immediate harmful or offensive contact to their body

**5610.17 Assault of a Student**

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

**5610.18 Battery of a Student**

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

**5610.19 Behavior Management Plan Violation**

Any conduct in violation of a Behavior Management Plan.

**5610.20 Computer Use (Ref. Policy 9010)**

Any conduct in violation of the District's Acceptable Use Policy 9010.

**5610.21 Defiance of Authority**

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

**5610.22 Chronic Misconduct**

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

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**5610.23 Drugs/Controlled Substances and Over-the-Counter Medication (Ref. Policy 5641)**

1. **Drugs/Controlled Substances**—Possession, sale, distribution or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus, or at a school activity, whether on or off school property. A controlled substance shall include controlled substances as defined in federal and state law, counterfeit substances and imitation controlled substances.
2. **Over-the-Counter Medication (Ref. Policy 5641)**  
Possession, sale, distribution or use of an over-the-counter medication not approved in advance by the principal.

**5610.24 Extortion**

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

**5610.25 Fighting**

Physically striking another in a mutual contact.

**5610.26 Inciting to Fight**

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

**5610.27 False Alarms**

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

**5610.28 Gambling**

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

**5610.29 Bullying**

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

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**5610.30 Hazing and Related Initiation Activities**

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

**5610.31 Gangs and Secret Organizations (Ref. Policy 5653)**

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

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

**5610.32 Verbal Abuse or Threats**

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

**5610.33 Indecent Exposure**

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

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**5610.34 Sexual Harassment (Ref. Policy 7000)**

**Inappropriate Sexual Conduct**

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

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

**5610.35 Theft/Receiving Stolen Property**

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

**5610.36 Tobacco**

Possession or use of tobacco or tobacco products.

**5610.37 Unauthorized Entry/Presence**

Entry into or presence in a district facility without Authorization.

**5610.38 Vandalism**

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

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**Class II Administrative Options**

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

**Elementary—First Offense:**  
Conference with student  
Parent/Guardian conference  
Detention  
In-School Suspension

**Secondary—First Offense:**  
Conference with student  
Parent/Guardian conference  
Detention  
In-School Suspension  
Bldg. Suspension up to 10 days

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

**Secondary—2<sup>nd</sup> Offense:**  
Conference with student  
Parent/Guardian conference  
Detention  
In-School Suspension  
Bldg. Suspension up to 10 days  
Suspension 11 to 180 days

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

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

**Enhancement of Consequences for Gang or Gang Related Behaviors**

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

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**Class III Offenses:**

**5610.39 Arson**

Intentionally causing or attempting to cause a fire or explosion.

**5610.40 Battery of a Staff Member or Other Person on School Property or at School Activities**

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

**5610.41 Possession of a Firearm**

Possession of a firearm as defined in Administrative Directive 5620.

**5610.42 Possession of Weapon**

Possession of a weapon as defined by Administrative Directive 5620.

**5610.43 Use of a Firearm or Weapon**

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

**Class III Administrative Options**

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

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Firearms and Weapons in School

**Definition of Firearm**

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

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

**Definition of Weapons**

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

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Firearms and Weapons in School

Items defined in the 1994 Gun-Free Schools Act:

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

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

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

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Firearms and Weapons in School

Other items defined as weapons:

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

Weapons defined by Hickman Mills C-1 School District:

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

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Definition of Bullying

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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Hazing and Related Initiation Activities

Hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

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Firearms and Weapons in School

Students Who Bring Firearms and Weapons to School

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

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

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**Detention**

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

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

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Suspension

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

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

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

If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the Superintendent for such suspension.

The Superintendent may suspend a student for a period not to exceed 180 school days.

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

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Suspension

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

Readmission Following Suspension

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

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

**STUDENTS**

**Administrative Directive 5663**

**Discipline**

**Expulsion (Ref. Policy 5663)**

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

The procedure for conducting a hearing before the Board of Education or the Discipline Subcommittee shall be governed by Administrative Directive 5671.

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Behavioral Management Plan (BMP)

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

Discipline

Hearings and Appeals

**5670.1 Appeal of Suspension by Superintendent for 11-180 Days**

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

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

The appeal shall be heard by the Discipline Subcommittee and the hearing shall take place as soon as is practicable. The parent/guardian shall be notified in writing of the date of the hearing. The parent/guardian may request in writing one continuance for good cause shown. The request for continuance must be received at least one day prior to the scheduled hearing.

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

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

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Hearings and Appeals

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

**5670.2 Hearings Before the Discipline Subcommittee**

When a student is charged with a violation of the student discipline policy requiring an immediate referral to the Board of Education for determination of consequences, the matter shall be referred to the Discipline Subcommittee.

The Superintendent/designee shall suspend the student pending a hearing before the Discipline Subcommittee.

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

The hearing shall take place as soon as is practicable. The parent/guardian shall be notified in writing of the date of the hearing. The parent/guardian may request in writing one continuance for good cause shown. The request for continuance must be received at least one day prior to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the Subcommittee does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.

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

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Hearings and Appeals

The Discipline Subcommittee shall render a decision as soon as is practicable following the hearing. The Discipline Subcommittee may on its own motion or upon the request of the Superintendent, refer the matter to the full Board of Education for a

determination of consequences, with or without a hearing. If the matter is referred to the full Board of Education, the hearing shall be held in accordance with the procedures set forth in section 5671.13 of this directive.

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

**5670.3 Hearings Before the Board of Education**

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

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

The parent/guardian shall be notified in writing of the date of the hearing. The hearing shall take place as soon as is practicable and shall be conducted by counsel for the District. The hearing shall be conducted on the record in the presence of a

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certified court reporter. At the hearing, the superintendent/designee shall present witnesses and such written evidence as necessary to establish the offense and justify the recommended punishment. The student or parent/guardian shall have the right to:

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

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

**5670.4 Requests for Continuance**

The parent/guardian may request a continuance. Requests for continuance must be in writing and will be granted only for good cause shown. The request for continuance must be received at least one day prior to the scheduled hearing unless an emergency or other extreme circumstance prevents compliance with the time limit. If the Board of Education does not rule upon the request prior to the hearing, the parent/guardian will be required to appear in the event that the request is denied.

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Requests for Reconsideration and Requests for Readmission

Requests for Reconsideration

The Board of Education will not hear requests for reconsideration of its decisions regarding disciplinary matters.

Requests for Readmission

After a period of one (1) year or one-half (1/2) of the disciplinary period, whichever is less, however in no event shall the period be less than sixty (60) days, the student or parent/guardian may apply to the Board of Education for readmission into the District's schools.

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

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

**STUDENTS**

**Administrative Directive 5672**

**Discipline**

**Discipline of Students with Disabilities**

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

Discipline

Reporting of Violent Behavior

Factors to Be Considered by Principals

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

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

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

Procedure for Making Report to Law Enforcement

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

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Reporting of Violent Behavior

AGREEMENT FOR REPORTING THIRD-DEGREE ASSAULT  
TO LAW ENFORCEMENT AGENCY

This Agreement for Reporting Third-Degree Assault to Law Enforcement Agency (hereinafter

"Agreement") is entered into this \_\_\_ day of \_\_\_\_\_, 200\_, by

and between \_\_\_\_\_,

Superintendent

Superintendent of the Hickman Mills C-1 School District,

\_\_\_\_\_, (hereinafter

Law Enforcement Agency(ies)

"Law Enforcement Agency"), pursuant to Mo. Rev. Stat. §167.117, for the purpose of establishing guidelines for School District principals in reporting incidents that may constitute third-degree assault under Missouri law when such incidents occur on school property or on school buses or when such incidents occur during school activities.

**Definition of Third-Degree Assault**

For purposes of this Agreement, a person commits assault in the third degree if that person:

1. Attempts to cause or recklessly causes physical injury to another person; or
2. With gross negligence, causes physical injury to another person by means of a deadly weapon; or
3. Purposely places another person in apprehension of immediate physical injury; or
4. Recklessly engages in conduct which creates a grave risk of death, serious disfigurement or protracted impairment of the function of any part of the body of another person; or
5. Knowingly causes physical contact with another person with knowledge that the other person regards the contact as offensive or provocative.

Discipline

Reporting of Violent Behavior

The principal subsequently shall provide the Law Enforcement Agency with any additional documentation that the principal or School District deems necessary. Such information will be provided in accordance with applicable federal and state law.

\_\_\_\_\_  
Superintendent  
Hickman Mills C-1  
School District

\_\_\_\_\_  
Authorized Law Enforcement  
Official/Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date