

**Smithton R-VI School District**  
**2015-2016**  
**Middle & High School (5-12)**  
**Student Handbook**



*Home Of The Tigers*

**DIRECTORY**

Superintendent	Dr. Matt Teeter	(660) 343-5316
Special Education Director	Mrs. Cindy Snow	(660) 343-5316
Elementary Principal	Mrs. Dawn McNeeley	(660) 343-5317
Middle School Principal	Mr. Brandon Wallace	(660) 343-5318
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**The mission of the Smithton R-VI School District:**

*Smithton educates, engages, and encourages through community collaboration creating lifelong learners and responsible citizens.*

**STUDENT EDUCATIONAL RECORDS: - PRF2400**

FERPA Notice of Designation of Directory Information

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Smithton School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Smithton School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Smithton School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Sports activity sheets, such as for athletes, showing weight and height of team members;
- Graduation programs; and
- **Pictures and descriptions of your student during school or school events posted on facebook, twitter and the school website to promote the school**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAS) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings -unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**If you do not want Smithton School District to disclose directory information from your child's educational records without your prior consent, you must notify the district in writing by the first Monday of September in the current school year.** Smithton School District has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| ■ Student's Name          | ■ Grade Level  |
| ■ Address                 | ■ Participation in officially recognized activities and sports |
| ■ Telephone Listing       | ■ Weight and Height of members of athletic teams               |
| ■ Photograph              | ■ Degrees, honors and awards                                   |
| ■ Date and Place of Birth |  |
| ■ Dates of Attendance     |  |

## **To the Students of Smithton**

The Board of Education, Administrators, Teachers, and the P.T.O. are dedicated to assuring that your school days are rewarding. With your cooperation and serious effort, they will strive to make your school the best it can be.

School Emblem	Tiger
School Colors	Black & Gold
School Annual	Echo
School Academic Classification	Accredited

## **Admission of Students**

Any person not over 21 years of age who meets the residency requirements may attend Smithton R-VI school tuition free. Students must both live in the district and have domicile in the district. For students under the age of 18, domicile is defined as living at the residence of Custodial Parents or court-appointed Legal Guardian.

## **Registration and Enrollment**

Student registration will be conducted in the spring for the following year. Schedules will be handed out during open house.

## **Visitors**

All visitors must sign in at either the Elementary or the High School Office and get a visitor's pass.

## **Changing a Schedule**

Students wanting to change their first semester class schedule must do so the first three days of the semester. Second semester changes must be made during the designated three day window in December. Changes will be based on space availability, with Parent, Teacher, Counselor and Principal approval. Only changes that are educationally sound will be considered. At-Risk and special services students will be on a case-by-case basis.

## **School-To-Work – PRF2533**

High school seniors can apply for the School-To-Work (STW) program utilizing a work agreement contract for participation (Form 2533). STW is designed to be a full year course. The STW work agreement must be approved and signed by the student, parent, work-site supervisor, and STW coordinator. The work-site supervisor cannot be an immediate family member of the STW student. STW students may be awarded one unit of high school credit for 10-19 hours per week of off-campus work experience per semester. No more than two high school units of credit may be granted for off-campus work experience during any school year. All high school credits earned through the STW program are electives. STW students are required to report weekly to the STW coordinator and turn in the Weekly Time Sheets (Form 2533.1). In addition to calling from time to time to check on attendance and work performance, the STW coordinator will establish a visitation schedule for each school quarter to visit STW students at their work sites and discuss their work experience with their work site supervisors. On the seventh(7<sup>th</sup>) week of each quarter the worksite supervisor will complete an Evaluation Form (Form 2533.2). A quarter grade of either a P (pass) or F (fail) will be awarded based on the STW evaluation form, goals and objectives established, and other requirements set forth by the STW coordinator.

## **A+ Eligibility Requirements**

Students who graduate from a designated A+ School may qualify for state-paid assistance to attend any public community college or career technical school in the state.

Students must meet the following requirements to be eligible for A+.

- Enter into a written agreement with the school prior to high school graduation
- Attend a designated A+ School for three consecutive years prior to high school graduation
- Graduate from high school with an overall GPA of 2.5 points or higher on a 4-point scale, mastery of institutionally identified skills that would equate to a 2.5 GPA or higher
- Have at least 95 percent attendance record overall for grades 9-12
- Perform 50 hours of unpaid tutoring or mentoring for younger students
- Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol
- Attend a Missouri community college or postsecondary career technical school on a full-time basis and maintain a GPA of 2.5 points or higher
- Tuition incentives may be available after the student has made a documented good faith effort to secure all available federal postsecondary student financial aid funds that do not require repayment.
- Students must score advanced or proficient on Algebra I, Geometry, or Algebra 2 EOC

### **Earning of Credits**

Credit will be awarded on a semester basis. Every student is required to enroll in a minimum of two core courses on campus per semester.

### **Graduation Credits – PR2525**

The minimum requirements established by the Board of Education for High School graduation:

Language Arts (Eng I, II, III, & Elective)	4 Units
Social Studies (World History, American History, ½ Government)	3 Units *
Science (Physical Science, Biology, & Elective)	3 Units
Mathematics	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit
Personal Finance	.5 Units
Health	.5 Units
Electives	8 Units
Total	25 Units **

*\*Includes one semester of instruction in the U.S. and MO government. Students must pass U.S. and MO Constitution Tests.*

*\*\*No more than 8 units in the areas of band and chorus may count toward the total of 25 units of credit.*

*\*\*Only 4 units of PE will count towards the total graduation requirements.*

### **Early Graduation – P2540**

The Smithton Board of Education recommends that all students attend school for eight semesters.

However, the board also recognizes the need for flexibility in this rule. No student will be granted an early out prior to the completion of his or her seventh semester of attendance. Students choosing an early out must have completed 24 units of credit, 17 of these in specified areas, by the end of their seventh semester of attendance. ACT score requirement of 21 will be required for students applying to a higher educational program. Students desiring the early-out status must notify the High School Counselor prior to October 1 of their seventh semester of attendance. A Parent-Counselor conference is required before the early out will be granted. A student desiring early graduation must be enrolled full-time in a higher education program or enlisted in the military. Proof of enrollment must be presented with the application to the Board of Education. All early out applicants must have school board approval. Students granted an early-out status would lose all student privileges except the graduation ceremonies and prom provided they meet the established eligibility standards for each

activity. **Early-out students are not allowed to participate in interscholastic activities sanctioned by the Missouri State High School Activities Association.**

### **College Preparatory Studies Certificate**

Rigorous high school academic program that includes:

4 units of math and an advanced Science

3.0+ GPA in core courses

21+ on the ACT

95% attendance in grades 9-12

### **Tutoring**

Each teacher has posted the tutoring hours that they are available before or after school. Generally teachers are available a minimum of two hours per week. Students are encouraged to communicate with the teacher to set up a time when they may get extra help.

### **Correspondence Credit**

Students needing additional credits to graduate may enroll in correspondence classes. These courses may be taken through an administratively-approved accredited source. The student shall pay the cost of these courses. In order for the credit earned to be included in the units required for graduation, the course work must be completed and submitted to the HS counselor by April 15. A maximum of two units of correspondence credit proctored by Smithton R-VI faculty will be accepted. Only by approval of the High School Principal, may correspondence courses be taken prior to the seventh semester of attendance.

### **I-TV**

The requirements for dual credit classes are subject to change based on the college that is granting the credit. As of June 2015 the below requirements are accurate.

-Score 21 or above on ACT (some courses require a higher score)

-3.0 GPA

-**Payment for courses is due at the beginning of the semester** (\$80/credit hour). Students enrolling in dual credit courses are responsible for obtaining the required textbooks.

-Final approval for enrollment will come from the administration

### **Career and Technical Center (CTC) –PR2534**

Attending (CTC) is a privilege not a right that is offered to a limited number of Juniors and Seniors at Smithton High School. All students that participate in this program are required to follow the guidelines established by the administration or risk the possibility of being removed from the program. This would result in a student losing up to two credits toward their graduation requirements. All students are required to ride the bus to and from the CTC each day.

### **CTC Violations**

1. 1 day ISS
2. 1-3 days OSS
3. Removal from the CTC Program

### **Class Status**

Class status will be determined prior to the beginning of each school year and will remain for the duration of that school year. The following units of credit will be used to determine which grade level a student will be assigned: 25 credits are needed to graduate

9 <sup>th</sup> grade	0 to 3.75 Units	10 <sup>th</sup> grade	4 to 10.75 Units
11 <sup>th</sup> grade	11 to 17.75 Units	12 <sup>th</sup> grade	18 Units & over

### Middle School Status – PR2520

If a middle school student does not successfully complete six out of eight semester units of core courses (English, math, science, or history), then the student will be a candidate for retention. Academic performance in electives will also be considered in the retention process. The decision to retain will be made by the administration with input from the counselor, teachers, and parents.

### National Honor Society - (Lillian Sawford Allen Chapter)

National Honor Society members are selected by a panel of faculty members from students who have attained at least sophomore standing and have a minimum cumulative grade point average of 3.67. Academically eligible students are then evaluated in the areas of service, character, citizenship, scholarship and leadership. A Junior National Honor Society is available to students in grades seven through nine. Eligibility standards are the same as the National Honor Society.

### Honor Rolls

The scholastic honor roll is announced at the end of each quarter to recognize academic achievement. *Superior Honor Roll* – A student must have a Grade Point Average of 3.75 or higher. *Distinguished Honor Roll* – A student must have a Grade Point Average between 3.50 and 3.74. *Honor Roll* – A student must have a Grade Point Average between 3.25 and 3.49. Honor Rolls will be published two times a year – 1<sup>st</sup> Semester; and 2<sup>nd</sup> Semester.

### Academic Letter

Students in grades 9 - 12 with a GPA of 3.50 or better for the year will receive an academic letter.

### Weighted Classes

The following guidelines must be met for weighted course classification: 1. Weighted credit is only available for courses designated for juniors and seniors; with the exception of Algebra II 2. Weighted credit will only be available for courses not required for graduation 3. Weighted credit will only be available for courses which meet the above criteria and are designated as “Advanced Courses” by the Missouri Department of elementary and Secondary Education (DESE). It is assumed that the content of the courses, in general, is at a level suitable for juniors and seniors who are preparing for postsecondary education or training. Classes which meet these guidelines to be considered weighted classes will be denoted on the yearly master schedule.

<u>Grade Scales</u>		Weighted scale for		Weighted Scale for
Grade	Percentage	Regular	class of 2016 (x1.25)	class of 2017 & on (+1)
A	96%-100%	4.00	5.00	5.00
A-	95%-90%	3.67	4.59	4.67
B+	87%-89%	3.33	4.16	4.33
B	84%-86%	3.00	3.75	4.00
B-	80%-83%	2.67	3.34	3.67
C+	77%-79%	2.33	2.91	3.33
C	74%-76%	2.00	2.50	3.00
C-	70%-73%	1.67	2.09	2.67
D+	67%-69%	1.33	1.66	2.33
D	64%-66%	1.00	1.25	2.00
D-	60%-63%	0.67	0.84	1.67



## **Academic Requirements**

The student has two recorded grades during the school year: at the end of the 1<sup>st</sup> semester and at the end of the 2<sup>nd</sup> semester. All other grade checks, including quarter grades, are progress reports. A ½ credit will be awarded for each of these two letter grades and these grades are recorded on the student's permanent record, grade checks are conducted throughout the semester. Eligibility status may only change at grade checks. If a student has one "F" he/she may not participate in school sponsored events until the next reporting period. If a student has two or more "F's" he/she may not practice or participate in school sponsored events until the next reporting period.

\*Tutoring is available, see section on tutoring.

## **Salutatorian/Valedictorian**

A student must attend Smithton School for a minimum of 4 semesters to be eligible for the Salutatorian or Valedictorian Awards.

## **Class Rank**

In order for a student to be included in the class rank, they must be a full-time Smithton student. Career & Technical Center (CTC) and State Fair students are considered full-time.

## **Reporting to School**

The school day is from 7:55 A.M. to 2:51 P.M. Breakfast will be available from 7:35 A.M. until 7:55 A.M. Students are expected to leave the building at 2:51 P.M. unless they are under the supervision of a Teacher/Coach/Sponsor. Once students are gone for the day, they may not re-enter.

## **Permission to Leave the Building – PR2330**

Once a student arrives at the school building or on the grounds they must obtain permission from an administrator or the school nurse to leave. If a student has to leave the school during the day, he/she must have permission from a parent/guardian, verified by the Principal or office staff, then sign out in the high school office.

## **Class and Lunch Schedules**

Smithton High School employs a traditional 7 class period schedule. Each class is 50 minutes with a 4 minute passing period. A supervised 24 minute lunch period is in effect. Students may eat the school lunch or bring their own lunch and eat in the cafeteria. Students may purchase a la carte items in addition to the regular lunch. All lunches should be paid for in advance. A negative balance will result in the student being provided an alternate lunch.

## **Attendance Policy**

Good attendance habits are beneficial to both the student and the school district. The Smithton Board of Education and the school administration believe that the responsibility for students attending school lies jointly with the student, the parents, and the school. The following attendance policy is designed to maximize student attendance while allowing for the necessary absences from school throughout the year.

1. Parents are requested to telephone the school at 343-5318 ext. 222 or 232 by 9:00 A.M. when their child will be absent from school.
2. Students are allowed to make up, for credit, all work missed during an absence unless the absence is a result of an out-of-school suspension in which case to receive credit the student must serve 4 hours of community service per day suspended within one week of the end of the suspension. It is the student's responsibility to obtain any missed assignments. The missed assignment's due date

will be extended by one day for every day that is missed. Assignments that are due on the first day of an absence are due on the student's first day back.

3. Juniors may request to take 1 college visit. All seniors are allowed 2 college visits. The appropriate form must be completed and arrangements must be made in advance through the Counselor's office. If arrangements are not made in advance they will not be excused.
4. Field trips or any activity sponsored by the school are not considered absences from school. Students are responsible for informing teachers of their absences and obtaining assignments the day before the scheduled event. Failure to communicate with the teacher before the scheduled absence will result in a zero on the assignment.
5. **Students will not be allowed to have more than five (5) unexcused absences or eight (8) cumulative absences (excused or unexcused) per semester** and still receive credit or considered for promotion. Students missing a single class or classes in excess will not be awarded credit for that class or classes. In the case of middle school, a student that has excessive absences will be a candidate for retention.

\*Absences that do NOT count toward the limit include school activities, in-school suspensions (ISS) or Out-of school suspensions (OSS).

\*For the purpose of this attendance policy "excused" absences are only those accompanied by a doctor's note.

\*If a student has been absent in excess he/she will have the opportunity to make up the time missed by attending two Friday school's for every full day absent.

**\*Students who have absences in excess due to extenuating circumstances have two levels of appeal to be awarded credit / be promoted. The first level will be to the Attendance Review Committee. The second level of appeal will be to the Board of Education. It is the responsibility of the student to provide verification of the extenuating circumstances that led to the absences. For credit purposes, any student that is 25 minutes or more late for a class will be considered absent from that class.**

6. Students must be in attendance for at least 4 consecutive hours of that school day to participate in or attend any school sponsored event.
7. Students must be in attendance for at least 4 consecutive hours on Friday to participate in or attend any school sponsored weekend activities.

**In addition to the above policy the following steps will be taken:**

**On the ...**

**3<sup>rd</sup> absence** – A letter will be sent informing parent/guardian of potential credit loss.

**5<sup>th</sup> absence** – A letter will be sent informing parent/guardian of potential credit loss.

**8<sup>th</sup> absence** – School based social worker will make phone contact and a letter will be sent informing parent guardian of credit loss and assigned Friday schools for attendance recovery.

**10<sup>th</sup> absence** – School based social worker will make phone contact and a certified letter will be sent informing parent/guardian of credit loss and assigned Friday schools for attendance recovery.

**12<sup>th</sup> absence** – Hotline parent/guardian for chronic attendance concerns.

**14<sup>th</sup> absence** – A letter will be sent informing the Prosecuting Attorney of the violation in State Statute 167.031, RSMo regarding compulsory attendance.

### **Summer School**

Smithton School may provide a summer school program for the following: remediation, enrichment, and credit recovery (attendance only).

1. Remediation: Courses may be offered in the four core areas (math, science, social studies, and English) by appropriately certified faculty for ½ high school credit. Students must have a semester grade of 45% or higher to be eligible.

2. Enrichment: Courses may be offered in a variety of areas by appropriately certified faculty for ½ high school credit.

3. Credit Recovery: Students will have the following opportunity to regain credit withheld during regular school hours due to violation of the attendance policy.

---Students will regain credit on 0-5 absences in excess of the allowable limit by attending 30 clock hours of summer school.

---Students will regain credit on 6-10 absences in excess of the allowable limit by attending 60 clock hours of summer school.

---**Students with absences beyond 10 days in excess may appeal to the Board of Education.**

### **Semester Finals/End-of-Course Tests**

Every semester long class will have a semester final worth 10% of the semester grade.

State end-of-course tests in identified courses will replace the semester final for the end of that course.

### **Health Standards for All Students**

No child shall attend school while afflicted with any contagious disease. The administration may require a student suspected of having a contagious disease to be examined by a physician and to provide a written statement of health before reentering school. Any student not complying may be excluded from school.

### **Transportation**

Riding a school bus is a privilege not a right. The privilege to ride a school bus may be denied for any reason judged appropriate by the school administration. Each bus driver is responsible for the discipline of students riding his/her bus. Students may be referred to the Principal for further disciplinary actions.

### **Discrimination Grievance Procedures**

Procedures for students claiming discrimination on the basis of sex, race, color, creed, or national ancestry are as follows:

1. The student alleging discrimination shall make the complaint known immediately to an appropriate school official.
2. Complaints not handled satisfactorily by the employee may be appealed to the Principal and an appointment established for a meeting to discuss the alleged discrimination grievance.
3. Should this meeting not produce an acceptable agreement, the student may appeal in writing to the Superintendent. A written complaint shall include the date of filing, description of the alleged discrimination and the name of the school employee(s) involved.
4. The Superintendent shall interview the student and parent and render a decision.
5. Should the decision of the Superintendent not be satisfactory to the student or parent/guardian they may appeal the decision to the Board of Education by notifying the Superintendent of their intent and by appearing before the Board of Education at called meeting. The hearing before the next regularly scheduled or specially scheduled meeting of the Board of Education may be conducted in executive session upon the request of the Board of Education or students, Parents, or guardians involved.

### **Lockers**

Lockers should be kept clean and orderly. **FOOD and DRINK are not to be stored in lockers** (except lunch). Students should not have food or drinks in the hallways or classrooms during the regular school day. Stickers are prohibited on lockers. Anything displayed must be held with magnets and displayed on the interior of the locker only. Students are requested to keep their lockers closed to

aid in the maintenance of an attractive hallway. Lockers are the property of the Smithton School district and are subject to inspection at any time. No articles are to be on top of the lockers after school hours. Backpacks and bags are not allowed in the classroom and should be kept in student's locker.

### **Student Automobiles – P2650**

Students must register their vehicle in the High School Office to park on Smithton School grounds and are expected to observe the parking regulations established by the school administration. The north parking lot is reserved for Teachers and school visitors. Students are not to return to their cars during the school day without permission from the Principal's office.

### **Dismissal Policies**

When it becomes necessary to dismiss school before the regular dismissal time, radio stations KSIS (1050 AM), KDRO (1490 AM), KSDL (92.1 FM), KMMO (1300 AM) and KIXX (105.7 FM) will be asked to broadcast the school intentions along with specific times for dismissal. In the event the decision to cancel school is made the night before, Columbia Channel 8, KCTV 5 and Jefferson City Channel 13 will also be notified so that this information may be telecast.

### **Fire and Tornado Emergency Procedures**

The fire alarm is an **intermittent cricket** sound. The tornado alarm is a **continuous alternating** sound. Once the warning has been issued, the occupants of the building will report to pre-assigned areas.

### **Dances**

Students are reminded that attendance is a **privilege** and **not a right**. Students will not be readmitted to a dance after leaving the assigned area. An admittance fee is required at all dances. Student discipline and dress codes are in effect. The Christmas Dance and Prom are FORMAL dances, strapless dresses are allowed; jeans are not allowed. To attend dances, including prom, the student must be eligible to practice for extracurricular activities.

Prom tickets may only be purchased by juniors and seniors. Tickets are non-refundable. Smithton Juniors and Seniors may purchase **1 ticket** for an invited guest. **NON-SCHOOL GUESTS** must be registered in the Principal's office prior to the dance. Guests should be no older than 20 years of age. All guests are expected to abide by the conduct rules of the school.

### **Medication Administration**

It is generally recognized that some students may require medication for chronic or short-term illness during the school day to enable them to remain in school and participate in their education. This district will provide administration of medication for any student if the parent/guardian is willing to comply with requests for documentation of need, provision of medication, physician orders, and written consent from parent/guardian. A health professional licensed to prescribe by the state of Missouri may recommend that an individual student with a chronic health condition assume responsibility for their own medication as part of learning self-care, i.e. inhalers used for asthma. Self-administration of medication may be allowed if certain conditions are met. All prescription medication will be kept in the nurse's office.

#### **1. Prescription Medication**

- A. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of the medication, dosage, frequency of administration, route of administration, and the prescriber's name. When possible, the prescriber should state any adverse effects and any

applicable emergency instructions. The label of the prescription will be considered an equivalent of the authorized prescriber's order.

- B. A parent/guardian will provide a written request that the school district comply with the prescriber's orders. The Smithton school district will not administer the first dose of any medication.
  - C. The parent/guardian will supply the medication in a properly labeled container from the pharmacy with only those to be given at school, and with instructions for any special need for storage, i.e., refrigeration. Medication supplies will not exceed a thirty (30) day supply.
  - D. Documentation records of all medication administered at Smithton School will include the student's name, medication, dose, route, date, time and initials of persons administering the medication will be on each dose given. A space at the bottom of each page will provide space for full signature to identify each initial. Each medication will have a separate administration form and will be placed in the students Health Record at the completion of the medication or school year.
2. Over the Counter Medications will be administered by the Smithton school nurse based upon the following criteria.
- A. Consent, signed and dated by the parent/guardian is on file prior to any medication administration.
  - B. All over the counter medication has been provided by parent/guardian in the original bottle clearly labeled with the name of medication, expiration date and directions for use.
  - C. In the judgment of the school nurse, a need exists at the time the medication is requested.

### **LIBRARY AND MEDIA CENTER RULES AND DISCIPLINE**

1. Students will correctly present books or materials to be checked out using the automated circulation system.
2. Books may be checked out for a TWO-WEEK period with limited renewal privileges.
3. Magazines may be checked out for 2 days.
4. Reference materials may be checked out over night.
5. When students check out books or materials, they assume RESPONSIBILITY for the item.
6. Students who have overdue books, materials, or owe fines will not be allowed check out privileges from the library.
7. Students are to work quietly in the library.
8. No chewing gum or candy in the library.

\*The Library will be open from 7:45am to 3:00pm on Monday, Wednesday, and Friday and 7:45am to 4:00pm on Tuesday and Thursday.

### **The purpose of Accelerated Reader: Powerful Practice**

- The purpose of Accelerated Reader is to enable powerful practice.
- A student's zone of proximal development (ZPD) represents the level of difficulty that is neither too hard nor too easy.
- Book level indicates the difficulty of text, not the maturity of content.
- Interest level tells you for which grade levels a book's themes and ideas are appropriate.
- Points are assigned to a book based primarily on its length. The number of points a student earns tells you how much reading a student has done.
- The most important factor in accelerated reading growth is good comprehension.
- Accelerated Reader is a tool that helps you meet the goals of the Common Core State Standards.

## **High School Clubs and Organizations**

A-Club  
Academic Team  
American Field Service (A.F.S.)  
Art Club  
A/V Club  
Concert Band  
Drama Club  
Drum Line  
FBLA  
FCCLA  
FFA  
Flag Corps  
Honor Choir  
Marching Band  
National Honor Society  
Science Club  
Show Choir  
SMASH (Math Club)  
Spanish Club  
Student Council

## **7<sup>th</sup> & 8<sup>th</sup> Grades Clubs and Organizations**

Academic Team  
FCCLA  
Flag Corps  
Junior High Band  
Junior High Choir  
Junior High National Honor Society  
Student Council (includes 5<sup>th</sup> & 6<sup>th</sup> grade)

## **High School Athletics**

Baseball  
Basketball  
Cheerleading  
Cross Country  
Golf  
Soccer  
Softball  
Track and Field  
Volleyball  
Archery

## **7<sup>th</sup> & 8<sup>th</sup> Grades Athletics**

Basketball  
Cheerleading  
Soccer  
Track & Field  
Volleyball  
Cross Country  
Archery (includes 5<sup>th</sup> & 6<sup>th</sup> grade)

## **Electronic Devices**

Cell phones or electronic devices are not to be used during the school day (8:12 a.m. – 2:51 p.m.) and should be turned off and placed in a concealed area. Violations to this policy (incoming or outgoing, including contact from parents) will result in disciplinary action and the cell phone or electronic device being confiscated.

Exceptions:

1. Permission given by the H. S. Office
2. Teacher permission given for educational use in that teacher's classroom only
3. During the student's lunch period, in the cafeteria only

## **Missouri School Violence Hotline**

The Missouri School Violence Hotline is a statewide service, which began operation on October 1, 2001. Funds are made available for this project through the Missouri Department of Public Safety and the Missouri Juvenile Justice Advisory Group from funding provided by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.

The Missouri School Violence Hotline is a toll-free number at **1-866-748-7047**. The School Violence Hotline receives reports on a variety of school violence concerns, such as threats, bullying, assaults,

property destruction, theft, sexual misconduct, and weapons being brought on to school property. The School Violence Hotline takes calls from the general public, including students, school personnel, and concerned parents. Callers can report their concerns anonymously. The School Violence Hotline is operated Monday through Friday from 7am to 6pm, excluding state holidays. There is a recording for after hours.

## STUDENT CONDUCT

The Board of Education, administration, and faculty of the Smithton R-VI Schools have the responsibility to ensure an environment conducive to the learning process. The following discipline code reflects the community's standards and expectations for student behavior and is **intended as a guide for the administration, faculty, and staff** in dealing with inappropriate student behavior. All students are reminded that the school administration has the legal right (with reasonable suspicion) to search their vehicle/locker/belongings/person while on school property. Students are subject to discipline for conduct to and from school, at school-sponsored events and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school. These pages show the disciplinary actions that will be taken for each infraction in the following format:

### Category of offense

1. Consequence for 1<sup>st</sup> offense
2. Consequence for 2<sup>nd</sup> offense
3. Consequence for 3<sup>rd</sup> offense

**Disciplinary Consequences may be increased or decreased at the discretion of the administration. (Regulation 2610)**

### **In School Suspension (ISS)**

In School Suspension (ISS) is designed to keep the student in a learning environment so that the student can receive credit for work. **These days are counted as days in attendance.**

### **Lunch Detention**

A detention in which the student receives lunch and eats it in an alternate location away from peers such as the principal's or counselor's office.

### **½ Friday School**

A two-hour detention supervised by school personnel held from 3:00 P.M. to 5:00 P.M. on scheduled Fridays.

### **Friday School**

A four-hour detention supervised by school personnel held from 3:00 P.M. to 7:00 P.M. on scheduled Fridays.

### **Out of School Suspension (OSS)**

Removes the student from the school setting and excludes them from all school-related activities for a specified period.

1. Short Suspension (OSS) one to ten schools days. (Refer to Policy 2664)
2. Long Suspension (OSS) period of greater than ten schools days. (Refer to Policy 2664)

### **Corporal Punishment**

Refer to Policy 2670

## **Expulsion**

An expulsion includes the permanent removal of a student by the Board of Education from school and school-related activities. The student and his/her parent/guardian shall be notified of the pending expulsion, and information about his/her rights under due process will be explained.

## **Appeal of a Principal's Suspension**

Students/parent/guardian may appeal a Principal's decision to the Superintendent. The Superintendent shall render a decision as soon as possible and may affirm, revoke, or modify the decision.

## **Appeal of a Superintendent's Suspension (suspensions greater than 10 days)**

Students or parent/guardian may appeal the Superintendent's decision. He/she must submit a written request to the Superintendent requesting a hearing with the Board of Education. The Board shall meet within a reasonable period of time and shall consider evidence and statements presented by the concerned parties. The Board shall take final action on the appeal.

## **STUDENT DISCIPLINE**

### **Arson**

Use of fire to destroy or attempt to destroy property.

1. 10 days OSS
2. 45 days OSS
3. 180 days OSS

### **Assault**

A person commits the offense of assault and battery if he: (1) Attempts to cause or recklessly causes physical injury to another person; (2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; (3) Purposely places another person in apprehension of immediate physical injury; (4) Recklessly engages in conduct which creates a grave risk of death or serious injury to another person; (5) Knowingly causes physical contact with another person knowing the other person will regard the contact offensive or provocative. Assault while on school property is a CLASS D FELONY.

1. Up to 10 days OSS and possible recommendation for long term suspension.
2. Up to 180 days OSS and possible recommendation for long term suspension.

### **Automobile Misuse**

Inappropriate use of an automobile on school property includes parking, speeding and unsafe driving.

1. Warning
2. Loss of driving access on school property for 1 week and report to law enforcement
3. Loss of driving access on school property for 2 weeks and report to law enforcement
4. Loss of driving access on school property for 4 weeks and report to law enforcement
5. Loss of driving access on school property

### **Bullying**

**Repeatedly** annoying or attacking a student or group of students or other personnel, (physical, verbal, or psychological including cyber-bullying and other electronic communications), which creates an intimidating or hostile educational or work environment.

1. 10-30 days OSS
2. 180 days OSS



### **Bus Misconduct**

After the bus driver has completed the appropriate disciplinary steps according to the bus drivers' policy the following will occur.

1. Warning and Parent contact
2. Removal from bus for 1 week
3. Removal from bus for 2 weeks
4. Subsequent infractions will be at the discretion of the administrator

### **Cheating &/or Plagiarism**

Cheating is using or providing written, verbal, or nonverbal information (gestures, signals) that allows another student to gain an advantage on an assignment or exam. Plagiarism is the intentional use of non-original material in written or oral format without crediting the source.

1. Zero on assignment and 1 day ISS
2. Zero on assignment and 1 day OSS
3. Zero on assignment and 2 days OSS
4. Zero on assignment and 3 days OSS

### **Controlled Substances, Alcoholic Beverages or Substances represented to be Controlled or Alcoholic**

A violation against health, safety, and/or welfare may include the illegal use, sale, transfer, possession or being under the influence of intoxicants, alcohol, physical or mind-altering chemicals (including inhalants such as solvents, aerosols or chemicals containing nitric acid or butane). Drugs, including prescription or over-the counter or drug-like substances including any represented to be drugs and any paraphernalia used for such purposes are prohibited on or in school property, or at school activities or events, or in any vehicle while being used to transport students for the school district.

\*After any violation involving alcohol or drugs, law enforcement will be notified.

- **Alcohol Possession**
  1. Up to 10 days OSS and possible recommendation for long term suspension
- **Alcohol Use**
  1. Recommend long term suspension up to 45 days OSS
  2. Recommend long term suspension up to 180 days OSS
- **Controlled Substance Possession**
  1. Up to 10 days OSS and possible recommendation for long term suspension
- **Use of Controlled Substance**
  1. Recommend long term suspension up to 45 days OSS
  2. Recommend long term suspension up to 180 days OSS

### **Defiance of Authority/Insubordination**

Refusal to follow the reasonable requests of any school personnel including janitors and support staff.

1. 1 day ISS
2. 1-3 days OSS
3. 3-5 days OSS

### **Defiance of Authority With Profane Language**

1. 1-3 days OSS
2. 3-5 days OSS
3. 5-10 days OSS
4. Up to 10 days OSS and possible recommendation for long term suspension

### **Disruptive / Disrespectful Conduct**

Language or behavior that is disruptive to the orderly educational procedure of school.

1. 60 minute detention
2. ½ Friday School
3. Friday School
4. 1-3 days ISS
5. 1-3 days OSS

### **Dress Code**

**School dress should not be a disruption to the educational process.** Repeated dress code violations will be subject to disciplinary action.

The following are EXAMPLES of, but not limited to, dress items that are not appropriate:

1. Clothing displaying alcohol, tobacco, other drugs, or suggestive statements.
2. Tops with inappropriate skin exposure: racer back/ T-back shirts, tops with large arm openings, mesh tops, see through blouses, tube tops, or short tops which expose the mid-section. **All shirts must have sleeves.**
3. Pants with inappropriate skin exposure: short skirts, dresses, and shorts, including sofee type shorts and track shorts. **All skin above mid – thigh must be covered.**
4. Trench Coats/Oversized Coats or excessively baggy pants
5. Hats or sunglasses may not be worn during the school day.
6. Clothing with holes or tears above mid-thigh.
7. Pajama bottoms or house slippers.

*\* Culture and Climate of the school dictates clothing of a provocative or disruptive nature is an educational distraction.*

### **Dress Code Violations:**

1. Correct the problem, Warning
2. Correct the problem, 30 minute detention
3. Correct the problem, 1 hour detention
4. Correct the problem, Friday School
5. Correct the problem, 1 day OSS

### **Electronic Devices**

For all offenses the phone/electronic device will be confiscated and turned in to the office. The student's refusal will be considered defiance.

1. Warning/Conference (student may pick up the cell phone/electronic device at the end of the day)
2. 30 min. detention (student may pick up the cell phone/electronic device after serving the detention)
3. 60 min. detention (student may pick up the cell phone/electronic device after serving the detention)
4. Friday School (student may pick up the cell phone/electronic device after serving the detention)
5. Subsequent infractions at the administrators discretion

\*Parents may pick up the cell phone/electronic device at the end of any school day

### **False Alarm**

Inappropriate actions that disrupt the educational environment including: fire alarms, 911 calls, and bomb threats.

1. Up to 10 days OSS and possible recommendation for long term suspension.

### **Failure to Serve Detention** (office)

Failure to serve any office assigned detention results in a 4 hour Friday school.

### **Fighting**

Physically striking or attempting to strike as differentiated from assault.

1. 1-3 days OSS
2. 3-5 days OSS
3. 5-10 days OSS
4. Up to 10 days OSS and possible recommendation for long term suspension.

### **Forgery or Lying**

Writing or giving false or misleading information to school personnel.

1. Friday School, loss of privilege if applicable
2. 1 day ISS, loss of privilege if applicable
3. 1-3 days OSS
4. 3-5 days OSS

### **Gang Related Activities**

Any suspicious activity by an individual or group which is considered “gang” activity or indicates potential gang activity.

1. Warning, Correct the Problem
2. Friday School, Correct the Problem
3. 3-5 days OSS, Contact Law Enforcement
4. Up to 10 days OSS and possible recommendation for long term suspension

### **Harassment** (non-sexual)

Annoying or attacking a student or group of students or other personnel, (physical, verbal, or psychological), which creates an intimidating or hostile educational or work environment.

1. 1 day ISS
2. 1-3 days OSS
3. 3-5 days OSS
4. Up to 10 days OSS and possible recommendation for long term suspension

### **Harassment** (Sexual – see policy 2130)

Inappropriate behavior that portrays sex or sexual conduct in a manner offensive to community standards.

1. 1-3 days OSS
2. 3-5 days OSS
3. Up to 10 days OSS and possible recommendation for long term suspension

### **Hazing**

Hazing of students, on or off District property, is prohibited and will result in suspension from school and from activity/athletic participation.

1. 1-3 days OSS
2. 3-5 days OSS
3. Up to 10 days OSS and possible recommendation for long term suspension.

### **Intent to Organize or Encourage a Physical Altercation**

1. 1 day ISS
2. 1-3 days OSS
3. 3-5 days OSS
4. 5-10 days OSS

### **Misconduct at Extra-curricular event**

1. Warning
2. Removal from event (no refund of money)
3. Suspended from school activities

### **Mischief**

Reckless or malicious behavior that causes discomfort or annoyance in others. Restitution may made.

1. Warning
2. 30 minute detention
3. 60 minute detention
4. ½ Friday School
5. Friday School

### **Obscene, Disparaging or Demeaning Remarks or Gestures**

Words that are written or spoken to harass or injure other people.

1. 60 minute detention
2. 1/2 Friday school
3. Friday School
4. 1-3 days OSS
5. Principal Discretion

### **Profane Language**

1. Friday school
2. 1-3 days ISS
3. 1-3 days OSS
4. Up to 10 days OSS and possible recommendation for long term suspension.

### **Public Display of Affection**

1. Warning
2. 30 Minute Detention
3. 1 Hour Detention
4. Friday School
5. 1 day OSS

### **Reckless Endangerment**

Reckless conduct which causes physical injury or creates substantial risk of physical injury.

1. Friday School
2. 1-3 days OSS
3. Up to 10 days OSS and possible recommendation for long term suspension.

### **Sleeping in Class**

1. 30 minute detention
2. 60 minute detention
3. Friday School
4. 1-3 days OSS

### **Tardy** (Semester)

Students are expected to be in class on time. Students have four minutes to travel between classes.

1. Warning/Conference
2. 30 minute detention
3. 60 minute detention
4. ½ Friday School
5. Friday School
6. 1 day OSS

### **TECHNOLOGY RESOURCES**

Students accessing technology resources at Smithton Schools must sign a Student Internet User Agreement. Use of technology resources in an inappropriate or illegal manner will not be tolerated.

#### **Violation of Student User Agreement**

1. 60 minute detention and Loss of technology resources for 2 weeks
2. Friday School and Loss of technology resources for remainder of the semester
3. 1-3 days OSS and Loss of technology resources for remainder of the year

#### **Viewing, Creating or Sending Inappropriate Material**

1. 1-3 days OSS and Loss of technology resources for remainder of the semester
2. 3-5 days OSS and Loss of technology resources for remainder of the year
3. Repeated misuse 5-10 days OSS

### **Theft Under \$25**

Taking or receiving property not belonging to you. Restitution will be made as appropriate.

1. 1 day ISS, make restitution
2. 1-3 days OSS, make restitution
3. 3-5 days OSS, make restitution

### **Theft Over \$25**

Taking or receiving property not belonging to you. Restitution will be made as appropriate.

1. 1-3 days OSS, make restitution and notify law enforcement
2. 3-5 days OSS, make restitution and notify law enforcement
3. Up to 10 days OSS and possible recommendation for long term suspension, make restitution and notify law enforcement

### **Tobacco Possession**

Possession, distribution, or sale of tobacco products, electronic cigarettes, imitation tobacco or cigarette products, or paraphernalia.

1. 1 day ISS
2. 1-3 days OSS
3. 3-5 days OSS

### **Tobacco Use**

Use of tobacco products, electronic cigarettes, imitation tobacco or cigarette products, or paraphernalia

1. 1-3 days OSS
2. 3-5 days OSS
3. 5-10 days OSS

### **Truancy**

Students who are absent from class or leave the building without permission

1. Friday school
2. 1-3 days OSS
3. 3-5 days OSS
4. Principal Discretion

### **Vandalism Under \$100**

Intentionally damaging, defacing or destroying property not belonging to you.

1. 1-3 days ISS, make restitution
2. 1-3 days OSS, make restitution
3. 3-5 days OSS, make restitution

### **Vandalism Over \$100**

Intentionally damaging, defacing or destroying property not belonging to you.

1. 1-3 days OSS, make restitution and notify law enforcement
2. 3-5 days OSS, make restitution and notify law enforcement
3. Up to 10 days OSS and possible recommendation for long term suspension, make restitution and notify law enforcement

### **Weapons – Possession, Use or Attempted Use**

**Definition** – THE SAFE SCHOOLS ACT OF 1996 state “WEAPON” shall mean a “FIREARM” as defined under 18 U.S.C. 921, and the following items as defined in section 571.010, RSMo: a blackjack, a cancelable firearm, and explosive weapon, a firearm, a firearm silencer, a gas gun, a KNIFE, knuckles, a machine gun, a projectile weapon, a rifle, a SHOTGUN, a spring gun, or a switchblade knife. The Smithton R-VI school district classifies items listed in 18 U.S.C. 921 and RSMo 571.010 as **Category I Weapons**. In addition, other items considered by the district to be weapons, classified as **Category II Weapons** include pellet guns, B-B guns, stun and look-alike items, daggers, swords, razors, etc., explosives, poisons, nun chucks, throwing stars, or other devices that could be used as weapon to threaten others, devices or objects designed to be worn over the fist or knuckles, bow and arrows, sling shots, and other devices or instruments used to intimidate, threaten or inflict harm. Other items which will be viewed as weapons and designated **Category III Weapons** include: fireworks, firecrackers and smoke bombs, throwing darts, nuisance items and toys, unauthorized tools, mace, Laser lights, etc.

\*\* Category III Weapons will be up graded to Category II if they are set off or used in any way.

**Policy** – All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone except for educational purposes as authorized in advance by the building Principal or designee. These environments include, but are not limited to district-owned buildings, Issued or rented facilities, school sponsored activities, field trips, school vehicles and buses, and any school bus stops. This policy is in effect before, during and after school.

**Student Reporting**- Students who see or become aware of a weapon in school must not touch it or remain in its presence, and are required by law to notify a school representative immediately.

**Exceptions** - Pursuant to Missouri Statutes, exceptions are granted to licensed peace officers, military personnel or students participating in military training while performing official duties, school district approved firearm safety courses, school district approved possession and use of dangerous weapons by a ceremonial color guard, school district approved possession and use of starter guns for athletic contests, or other school district pre-approved use for valid educational purposes.

#### Class 1

1. 365 day suspension to expulsion

#### Class 2

1. 1-10 days OSS
2. 11-365 days OSS

#### Class 3

1. 2 days ISS
2. 1 day OSS

## **NCLB COMPLAINT PROCEDURES**

## **Missouri Department of Elementary & Secondary Education**

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a) (3) (C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

### **Who May File a Complaint?**

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

### **Definition of a Complaint**

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. An allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. Facts, including documentary evidence that supports the allegation, and
3. The specific requirement, statute, or regulation being violated.

### **Alternatives for Filing Complaints**

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

### **Informal and Formal Complaints Received by the Local Education Agency**

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. Disseminating procedures to the LEA school board,
2. Central filing of procedures within the district,
3. Addressing informal complaints in a prompt and courteous manner,
4. Notifying the SEA within 15 days of receipt of written complaints,
5. Timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. Disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and
7. Appealing to the Missouri Department of Elementary & Secondary Education within 15 days

Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

### **Informal Complaints Received by the SEA Office**

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning program operations in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

### **Formal Complaints Initially Received by the SEA Office**

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts, on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant.

## **Appeals**

### **Appeal to the SEA**

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

### **Decision**

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

### **Formal LEA Complaints against SEA**

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

### **Complaints against LEAs Received from the United States Department of Education**

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

### **Procedure Dissemination**

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy.

### **APPEAL PROCEDURE – Decisions Relating to Identification, Evaluation, Programming or Placement (FAPE)**

This procedure should be used if the parent(s), legal guardian or eligible student intends to challenge actions the District proposes or refuses under 504/Title II regarding the identification, evaluation, programming (provision of FAPE) or placement of a student with a disability. The District also has the right to initiate a 504/Title II due process hearing regarding these same matters.

1. If a parent, legal guardian or eligible student intends to challenge the action proposed or refused by the District, the parent/guardian or eligible student must file a written Request for 504/Title II Due Process Hearing within ninety (90) calendar days from the date of the District's written notice of the proposed or refused action. A copy of this form is attached to these Procedural Safeguards. The Request for 504/Title II Due Process

Hearing should be filed with:

Whitney Hayes, Title IX and Section 504 Coordinator  
505 S Myrtle Ave,  
Smithton, MO 65350  
Telephone (660) 343-5316



If the District intends to initiate a Section 504/Title II due process hearing, the District's Section 504/Title II Coordinator must complete the Request for a 504/Title II Due Process Hearing within the same number of calendar days as specified above.

2. The Request for a 504/Title II Due Process Hearing must state the specific circumstances, including all relevant facts, giving rise to the request for due process; the specific issues to be decided at the impartial due process hearing; and the relief being requested. The District will acknowledge, in writing, all parent/guardian requests for a due process hearing within five (5) business days of receipt. If the District initiates the due process hearing, the District will inform the parent or guardian within five (5) days of the District's decision to so initiate.
3. The District will, within fifteen (15) business days of the District's or parent/guardian's receipt of the Request for a 504/Title II Due Process Hearing, appoint and retain a single impartial hearing officer to hear and decide the due process request. The hearing officer must have knowledge or training in Section 504/Title II and may not be an employee of the District. The hearing officer may not have a personal or professional interest that would conflict with his/her objectivity in the hearing. The District is not required to consult with the parent/guardian or eligible student with respect to the hearing officer appointment.
4. Although nothing prohibits or discourages the District from having an informal resolution process (including but not limited to filing a grievance or submitting to mediation) prior to the hearing, such informal steps cannot be required prior to the hearing and cannot operate in such a manner as to unduly delay the hearing.
5. The parties to the hearing have the following rights:
  - a. The right to inspect all relevant records, including personally identifiable records of the student. The range of records reviewable is the same as under the Family Educational Rights Privacy Act (FERPA);
  - b. The right to participate in the hearing;
  - c. The right to be represented and advised by an attorney;
  - d. The right to present evidence and confront, cross-examine and compel the attendance of witnesses;
  - e. The right to obtain a record of the hearing but at the cost of the party; and
  - f. The right to obtain written findings of fact, conclusions of law, and decision.
6. Section 504/Title II due process hearings will be closed. The parents or guardian may elect to have the student present at the hearing.
7. The hearing officer must hold the hearing within thirty (30) days of his/her appointment as hearing officer. This timeline may be extended upon the request of the party or parties and by agreement and order of the hearing officer.
8. Each hearing must be conducted at a time and place which is reasonably convenient to the District and the parents or guardian. The District's facilities will be presumed to be a reasonably convenient location but the parents or guardian may challenge this presumption with the hearing officer.
9. The party that requested the due process hearing may not raise issues at the due process hearing that were not addressed in the Request for a 504/Title II Due Process Hearing unless the other party agrees.
10. The hearing officer shall render a final, written decision no later than fifteen (15) days following the completion of the hearing. A decision may be rendered after fifteen (15) days, if either party requests an extension of this timeframe, and for good cause shown. The decision of the hearing is final and binding, subject to the procedures outlined below.
11. The Smithton R-VI School District is responsible for costs directly attributable to the provision of administration hearings described in these procedures, including compensation of the hearing officer, and other related expenses. The District is not responsible for the cost of hearing transcripts requested by the parent. The District is not responsible for the costs of legal counsel or other representative of the parent/guardian or eligible student or for the costs of producing or reproducing the evidence presented by the parent/guardian or eligible student.
12. Any timelines specified herein may be extended by agreement of the District and parent/guardian or eligible student or by order of the hearing officer.
13. Any party aggrieved by the decision of the impartial hearing officer may appeal that decision to any court of competent jurisdiction.

### **NOTICE OF NONDISCRIMINATION**

The Smithton R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following individual has been designated to coordinate the District's efforts to comply with Section 504, Title II, the Age Act, and Title IX:

Whitney Hayes, Title IX and Section 504 Coordinator  
505 S Myrtle Ave, Smithton, MO 65350

(660) 343-5316

Individuals who wish to file a complaint with OCR may contact OCR at U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Fax: (816) 268-0599; TTY: (877) 521-2172; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.