

Smithton R-VI School District

2017-2018

Middle School Student Handbook



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THE MISSION of the SMITHTON R-VI SCHOOL DISTRICT:

Smithton R-VI serves our community by providing a safe and caring environment where each student, through encouragement and engagement, becomes a responsible citizen and lifelong learner.

Student Educational Records: (see Board policy JO-1 & JO-1-AP (1))

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. See Policy JO-1 and Procedure JO-1-AP (1)

To the Students of Smithton

The Board of Education, Administrators, Teachers, and the P.T.O. are dedicated to ensuring 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 Yearbook

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 before school begins.

Visitors

All visitors must sign in at either the Elementary or the Middle School Offices 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.

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 additional instruction.

Smithton Junior Honor Society

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 – 1st Semester; and 2nd Semester.

Grade Scales

Grade	Percentage	Regular
A	96%-100%	4.00
A-	95%-90%	3.67
B+	87%-89%	3.33
B	84%-86%	3.00
B-	80%-83%	2.67
C+	77%-79%	2.33
C	74%-76%	2.00
C-	70%-73%	1.67
D+	67%-69%	1.33
D	64%-66%	1.00
D-	60%-63%	0.67

Academic Requirements

The student has two recorded grades during the school year: at the end of the 1st semester and at the end of the 2nd semester. All other grade checks, including quarter grades, are progress reports. Eligibility status may only change at grade checks. If a student has one “F” he/she may not participate in school sponsored events, but may practice, 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 page 4.

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 the facilities.

Student Dismissal from School- (see Board policy JEDB)

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 middle school office.

Class and Lunch Schedules

Smithton Middle School employs a modified class schedule. Each core class is 63 minutes, each elective 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. All lunches should be paid for in advance. A negative balance will result in the student being provided an alternate lunch.

Attendance Policy-(see Board policy JED/ Procedure JED-AP (1))

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.

Summer School

Smithton Middle School may provide a summer school program for the following: remediation or enrichment.

1. Remediation: Courses may be offered in the four core areas (math, science, social studies, and English).
2. Enrichment: Courses may be offered in a variety of areas by appropriately certified faculty.

Health Standards for All Students- (see Board policy EBB)

The Smithton R-VI School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

Transportation- (see Board policy EEA)

The Board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. The superintendent shall ensure that the transportation services of the district meet all of the requirements established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of transportation operators and operational procedures adopted by the Board of Education.

Resident students living three and one-half miles or more from school will be entitled to free transportation to and from school. The Board of Education may also provide transportation to resident students who live less than three and one-half miles from school.

Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law.

Discrimination Grievance Procedures- (see Board policy AC)

The Smithton R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or

treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

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.

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. Smithton R-VI School District has chosen School Messenger as another communication tool with parents/guardians. Messages will be sent via phone, email and/or text regarding school closures or dismissals, and including other important information that parents/guardians should be aware of.

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. To attend dances the student must be eligible to practice for extracurricular activities.

Medication Administration- (see Board policy JHCD)

The Smithton R-VI School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

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 overnight.
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.

7th & 8th Grades Clubs and Organizations

Academic Team

Art Club

FCCLA

Flag Corps

Junior High Band

Junior High Choir

Junior National Honor Society

Student Council (includes 5th & 6th grade)

7th & 8th Grades Athletics

Soccer

Basketball

Track & Field

Volleyball

Cross Country

Archery (includes 5th & 6th grade)

Electronic Devices

Cell phones or electronic devices are not to be used during the school day (7:55am – 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 Middle School 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 (see Board policy JG and JG-R1)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action.

Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Smithton R-VI School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

2. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

STUDENT DISCIPLINE

Academic Dishonesty - Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

- First Offense: No credit for the work, grade reduction, or replacement assignment.
- Subsequent Offense; No credit for the work, grade reduction, course failure, or removal from extracurricular activities

Arson - Starting or attempting to start a fire, or causing or attempting to cause an explosion.

- First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.
- Subsequent Offense: 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Assault

A. Using physical force, such as hitting, striking, or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree. Assault is a crime and may be punishable by the state.

- First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

B. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious injury to another person, or another act that constitutes assault in the first or second degree.

- First Offense: 10-180 days out-of-school suspension or expulsion.
- Subsequent Offense: Expulsion.

Bullying and Cyberbullying (see Board policy JFCF)- Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including

violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

- First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Bus Misconduct - Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

- First Offense: Warning and Parent contact, removal from bus 1-2 weeks
- Subsequent Offense: Will be at the discretion of the administrator

Dishonesty - Any act of lying, whether verbal or written, including forgery.

- First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Drugs/Alcohol (see Board policies JFCH and JHCD)

A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

- First Offense: In-school suspension or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

B. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act.

- First Offense: In-school suspension or 1-180 days out-of-school suspension.
- Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

C. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

- First Offense: 1-180 days out-of-school suspension or expulsion.
- Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Dress Code (see Board policy JFCA and JFCA-AP(1))

School dress should not be a disruption to the educational process. This dress code also applies towards physical education classes. 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: racerback/ 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 Softee 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.*

- First Offense: Correct the problem, Warning, detention.
- Subsequent Offense: Correct the problem, detention, and in-school-suspension.

Extortion - Threatening or intimidating any person for the purpose of obtaining money or anything of value.

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return District Property- Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

- First Offense: Restitution, Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Restitution. Detention or in-school suspension.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequence -

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district

property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

- First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") - Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report of the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

- First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") - Mutual combat in which both parties have contributed to the conflict either verbally or physical action.

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling - Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

- First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.
- Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

A. Use of material of a sexual nature or unwelcome verbal, written, or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances, graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

- First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

B. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing, or pushing or fighting based on protected characteristics.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Hazing (see Board Policy JFCG) - Any activity 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 district-sponsored activity. Hazing can occur even when all students involved are willing participants.

- First Offense; In-school suspension or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by staff, possessing or using fireworks.

- First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

- First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection - Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

- First Offense: Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, Pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

- First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity - Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-API)

A. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology, secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

- First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.
- Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

B. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal. The student's refusal to turn in the device will be considered disrespectful conduct.

- First Offense: Confiscation, principal/student conference, detention, or in-school suspension. (student may pick up the cell phone/electronic device at the end of the day)
- Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. (parents/guardians may pick-up cell phone/electronic device at end of school day or they may make other arrangements with the principal)

C. Violations, other than those listed in (A) or (B) above, of Board policy EHB, procedure EHB-API or any policy or procedure regulating student use of personal electronic devices.

- First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

D. Use of audio or visual recording equipment in violation of Board policy KKB.

- First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft - Theft, attempted theft or knowing possession of stolen property.

- First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

- Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

- First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco

A. Possession of any tobacco products, electronic cigarettes or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in tobacco cessation program may only be possessed in accordance with district policy JHCD.

- First Offense: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.
- Subsequent Offense: Confiscation of prohibited product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

B. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

- First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.
- Subsequent Offense: Confiscation of prohibited product. In-school suspension or 1-10 days out-of-school suspension.

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2) - Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

- First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.
- Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry - Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

- First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

- First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- Subsequent Offense; Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

A. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g) (2) or § 571.010, RSMo.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

B. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g) (2).

- First Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.
- Subsequent Offense: Expulsion.

C. Possession or use of ammunition or a component of a weapon.

- First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

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.

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.