

Smithton R-VI School District

2018-2019

High School

Student Handbook



DIRECTORY

Superintendent	Mr. David Bray	(660) 343-5316
Special Education Director	Mrs. Joanne Tyler	(660) 343-5316
Elementary Principal	Mrs. Dawn McNeeley	(660) 343-5317
Middle School Principal	Mr. Brandon Wallace	(660) 343-5318
High School Principal	Mr. Jonathan Petersen	(660) 343-5318

A+ Eligibility	4
Academic Letter	7
Academic Requirements	7
Academic Dishonesty	15
Admission of Students	3
Appeal Procedure	22
Arson	15
Assault	15
Attendance Policy	8
Bullying and cyberbullying	16
Bus Misconduct	16
Career and Technical Center	6
Changing a Schedule	3
Class and Lunch Schedules	8
Class Rank	8
Class Status	6
College Preparatory Studies Certificate	5
Conditions of Suspension, Expulsion or Other Disciplinary Consequences	14
Correspondance Credit	5
Dances	11
Discrimination Grievance Procedures	10
Dishonesty	16
Dismissal Policies	11
Disrespectful or Disruptive Conduct or Speech	17
Documentation in Students Discipline Record	14
Dress Code	17
Drugs/Alcohol	16
Dual Credit	6
Early Graduation	5
Electronic Devices	17
Extortion	17
Failure to Care for or Return District Property	17
Failure to meet Conditions of Suspension, Expulsion or other Disciplinary Consequences	17
False Alarm	18
Fighting	18
Fire and Tornado Emergency Procedures	11
Gambling	18
Grade Scales	7

Graduation Requirements	4
Harassment, including Sexual Harassment	18
Hazing	19
Health Standards for All Students	10
High School Athletics	13
High School Clubs and Organizations	13
Honor Rolls	7
Incendiary Devices or Fireworks	19
Library & Media Center	12
Lockers	10
Medication Administration	11
Mission Statement	3
Missouri School Violence Hotline	13
National Honor Society	6
Nondiscrimination notice	24
Nuisance Items	19
Public Display of Affection	19
Reporting to Law Enforcement	14
Reporting to School	8
Salutatorian/Valedictorian	8
School to Work	4
Semester Final/End of Course Exam	10
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	19
Sexual Activity	20
Student Automobiles	11
Student Conduct	14
Student Discipline	15
Student Dismissal from School	8
Student Educational Records	3
Summer School	10
Technology Misconduct	20
Theft	20
Threats or Verbal Assault	21
To the Students of Smithton	3
Tobacco	21
Transportation	10
Truancy or Tardiness	21
Unauthorized Entry	21
Vandalism	21
Visitors	3
Weapons	22
Weighted Classes	7

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, and Teachers. 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 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 Middle 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.

School-To-Work: (see Board policy ICGE-1)

High school seniors can apply for the School-To-Work (STW) program utilizing a work agreement contract for participation. 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. 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(7th) week of each quarter the worksite supervisor will complete an Evaluation Form. 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: (see Board policy JFCL)

Students who graduate from Smithton may qualify for state-paid assistance to attend any public community college or career technical school in the state. Below is a summary of the requirements more information regarding the A+ scholarship program can be found at

<http://dhe.mo.gov/ppc/grants/aplusscholarship.php>

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 3 years immediately prior to graduation.
- Graduate with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation. 2
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.

Graduation requirements: (See Board policy [IKF](#))

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: (See Board policy [IKFA](#))

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 complete the graduation requirements by the end of their seventh semester of attendance. 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. ACT score requirement of 21 will be required for students applying to a higher educational program. 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 additional instruction.

Correspondence Credit: (See Board policy [IKF](#))

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.

Dual Credit: (See Board policy [IKF](#))

The requirements for dual credit classes are subject to change based on the college that is granting the credit so always check with the HS counselor. As of June 2018 the below requirements are accurate.

- Score 18 or above on ACT Reading & English, Math 22 (some courses require a higher score)
- 3.0 GPA
- **Payment for courses is due at the beginning of the semester** (approximately \$80/credit hour or \$240 per class). Students enrolling in online dual credit courses are responsible for obtaining the required textbooks.
- Final approval for enrollment will come from the administration

Career and Technical Center: (See Board policy [IKF](#))

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 th grade	0 to 3.99 credits	10 th grade	minimum of 4 credits
11 th grade	minimum of 11 credits	12 th grade	minimum of 18 credits

National Honor Society - (Lillian Sawford Allen Chapter)

Following the guidelines set forth in the National constitution, 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 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.

Academic Letter

Students in grades 9 - 12 with a GPA of 3.50 (Distinguished honor roll) or better in both semesters will receive an academic letter and be recognized at the academic banquet held usually the Friday after Memorial Day.

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 or DC courses offered to sophomores 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.

Grade Scales and Grade Points earned

Grade	Percentage	Regular	Weighted
A	96%-100%	4.00	5.00
A-	95%-90%	3.67	4.67
B+	87%-89%	3.33	4.33
B	84%-86%	3.00	4.00
B-	80%-83%	2.67	3.67
C+	77%-79%	2.33	3.33
C	74%-76%	2.00	3.00
C-	70%-73%	1.67	2.67
D+	67%-69%	1.33	2.33
D	64%-66%	1.00	2.00
D-	60%-63%	0.67	1.67

Academic Requirements

In compliance with MSHSAA standards 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. A ½ credit will be awarded for each of these two letter grades and these grades are recorded on the student's permanent record. If there are two failing grades during either of these particular grade checks students are ineligible for the

following semester, regardless of school year. Ineligibility resulting from second semester grading period shall become effective the first day of school of the new school year.

Grade checks are conducted throughout the semester. Ineligible students will only be added at the scheduled grade check. If a student has **one “F”**, **he/she may not participate in school sponsored events (contests), until the grade is brought to passing status and verified with the coach and teacher.** Students will be expected to meet with their particular coach to create an individual academic plan. Practice time may be used for academic tutoring.

*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. Students arriving after 7:55 will be considered Tardy. 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. and they may not re-enter unless they are under the supervision of a Teacher/Coach/Sponsor.

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 High School employs a traditional 7 class period schedule. Each class is 50 minutes with a 4 minute passing period. A supervised 20 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. **Any negative balance will result in the student being provided the alternate lunch.**

Attendance Policy-(see Board policy JED/ Procedure JED-AP(2))

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 245 by **9:00 A.M.** when their child will be absent from school. If not, the parent should expect a phone call from the office.
2. Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. It is the student's responsibility to obtain any missed assignments. Assignments that are due on the first day of an absence are due on the student's first day back. Each teacher may set reasonable limits regarding the time frame in which missed work may be completed.
3. Juniors are encouraged to take 1 college visit day. 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. However, 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 may result in a reduced grade on the assignment.
5. **Students will not be allowed to have more than eight (8) cumulative absences (excused or unexcused) per semester** and still receive credit. Students missing a single class or classes in excess will not be awarded credit for that class or classes.

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

*Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during non-instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-up sessions do not match the educational value of actual class attendance, so students will be limited to a reasonable number of days allowed to be made up in this fashion.

***Students who have absences in excess due to extenuating circumstances have two levels of appeal to be awarded credit. 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. (on Friday for weekend activities)

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

On the ...

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

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

8th absence – School official will make phone contact and a letter will be sent informing parent/guardian of credit loss.

10th absence – School official will make phone contact and a certified letter will be sent informing parent/guardian of credit loss and future contact of Children's Division or local prosecutor.

Encourage  **Engage**  **Educate**

12th absence – Hotline parent/guardian for chronic attendance concerns and 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 remediation-credit recovery, enrichment or attendance-credit recovery.

1. Remediation-Credit recovery: 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.
3. Attendance-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 up to 10 absences in excess of the allowable limit by attending summer school.

Semester Final/End-of-Course Exam

No semester final will be worth more than 10% of the semester grade. Classes for which there is a State EOC may substitute the EOC grades for the grade on the semester final.

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)

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: (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.

Student Automobiles: (see Board policy ECD)

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. A message may also be transmitted to the information on file using School Messenger as another communication tool with parents/guardians via voice, text, email, or all three.

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.

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- (see Board policy JHCD & JHCD-AP(1))

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 student's 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 Expectations

All students have the opportunity to use the library and media services. The library provides access to both print and non-print materials and is equipped with computers that are connected to the local area network and also to the Internet. An automated catalog and circulation system provides students with access to the library collection.

Students are encouraged to read on a daily basis and check out library books and materials regularly. Books may be checked out for a two-week period, with opportunities for renewal if there are no holds placed on those items. Every reasonable effort should be made to return items on or before the due date, and in the same condition. Failure to do so will restrict library privileges. A replacement fee will be charged for damaged or lost materials, and grade cards may be held until books are found or replaced.

The library is a learning space and an extension of the classroom. Students should come to the library armed with curiosity and common sense. They are expected to use time wisely and act responsibly. It is a space shared by the entire school, and every effort should be made to keep the space and materials organized and in good

condition.

*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.

High School Clubs and Organizations

Academic Team	Flag Corps
American Field Service (AFS)	Band
Art Club	Marching Band
Audio-Visual Club	Choir
Drama Club	National Honor Society
Spanish Club	Student Council
FCCLA	Archery
FBLA	Science Club
FFA	Legacy (Show Choir)
Drum Line	SMASH (math Club)

High School Athletics

Soccer	Baseball
Volleyball	Track & Field
Cross Country	Softball
Basketball	Golf
Cheerleading	

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 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

Encourage  **Engage**  **Educate**

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 an other 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.

To report an instance of bullying, please use the district [bullying form](#) found on the website and return it to your counselor or principal.

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: 1-180 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 Soffee 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, 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 pickup 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:

Joanne Tyler, 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:

Joanne Tyler, 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://wdcrocolp01.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.

USDA Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.