

Smithton R-VI School District

2023-2024

Jr. High/High School

Student Handbook



DIRECTORY

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A+ Eligibility	4
Academic Letter	6
Academic Requirements	7
Academic Dishonesty	13
Admission of Students	3
Appeal Procedure	22
Arson	13
Assault	13
Attendance Policy	8
Bullying and cyberbullying	14
Bus Misconduct	14
Career and Technical Center	5
Changing a Schedule	3
Class and Lunch Schedules	8
Class Rank	7
Class Status	6
College Preparatory Studies Certificate	5
Conditions of Suspension, Expulsion or Other Disciplinary Consequences	13
Correspondance Credit	5
Dances	10
Discrimination Grievance Procedures	9
Dishonesty	14
Dismissal Policies	10
Disrespectful or Disruptive Conduct or Speech	15
Documentation in Students Discipline Record	13
Dress Code	15
Drugs/Alcohol	14
Dual Credit	5
Early Graduation	4
Electronic Devices	12
Extortion	15
Failure to Care for or Return District Property	15
Failure to meet Conditions of Suspension, Expulsion or other Disciplinary Consequences	15
False Alarm	16
Fighting	16
Fire and Tornado Emergency Procedures	10
Gambling	16
Grade Scales	6
Graduation Requirements	4
Harassment, including Sexual Harassment	16
Hazing	17
Health Standards for All Students	9
High School Athletics	11
High School Clubs and Organizations	11
Honor Rolls	6
Incendiary Devices or Fireworks	17
Library & Media Center	12
Lockers	9

Medication Administration	10
Mission Statement	3
Missouri School Violence Hotline	12
National Honor Society	6
Nondiscrimination notice	23
Nuisance Items	17
Public Display of Affection	17
Public Notice	25
Registration and Enrollment	3
Reporting to Law Enforcement	12
Reporting to School	8
Salutatorian/Valedictorian	7
School to Work	3
Semester Final/End of Course Exam	9
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	17
Sexual Activity	17
Student Automobiles	10
Student Conduct	12
Student Discipline	13
Student Dismissal from School	8
Student Educational Records	3
Summer School	9
Technology Misconduct	17
Theft	18
Threats or Verbal Assault	18
To the Students of Smithton	3
Tobacco	18
Transportation	9
Truancy or Tardiness	18
Tutoring	5
Unauthorized Entry	18
Vandalism	19
Virtual Instruction Program	5
Visitors	3
Weapons	19
Weighted Classes	6

The mission of the Smithton R-VI School District:

Smithton R-VI serves our community by providing a safe and caring environment where students, through encouragement and engagement, grow as responsible citizens and lifelong learners.

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.

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 online through the Lumen Parent Portal beginning on August 1, 2023. Schedules will be handed out during open house on August 21, 2023.

Visitors

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

Changing a Schedule

Students wanting to change their first semester class schedule must do so the first three days of the semester. Second semester changes must be made during the designated three day window in December. Changes will be based on space availability, with Parent, Teacher, Counselor and Principal approval. Only changes that are educationally sound and academically motivated 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 <https://dhewd.mo.gov/ppc/grants/aplussscholarship.php>

- 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.
- 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 IKEA)

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 Secondary School Principal, may correspondence courses be taken prior to the seventh semester of attendance.

Virtual Instruction Program

The District will participate in the State's Virtual Instruction Program (MOCAP). MOCAP offers District students the opportunity to participate in free or tuition-paid online courses in a variety of grade level and content areas from kindergarten through grade 12. The District will accept courses offered through MOCAP as units of credit meeting state and local graduation requirements. (See Policy [IGCD](#).)

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 2019 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 \$90/credit hour or \$270 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 unless prior approval is granted.**

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 unweighted, cumulative grade point average of 3.67 when rounded to 2 decimal places. 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 semester 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.

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
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Encourage  Engage  Educate

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 the second semester grading period shall become effective the first day of school of the new school year.

For the purpose of creating an Academic Probation list, grade checks are conducted throughout each semester. Students on the Academic Probation List will have grades monitored regularly. Students will only be added to or removed from the academic probation list with administrative approval. If a student has **one “F”**, he/she may **participate in school sponsored events (contests) and/or school sponsored clubs and organizations**. If a student has **more than one “F”**, he/she may **not attend practices or participate in contests nor participate or compete in school sponsored clubs and organizations**. Students will be expected to meet with their particular coach and/or sponsor to create an individual academic plan. Practice time may be used for academic tutoring. *Tutoring is available, see section on tutoring.

The 2023-2024 grade check dates are as follows:

Grade check #1 - 9/22/23

Grade check #2 - 10/17/23

Grade check #3 - 11/17/23

Grade check #4 - 12/15/23

Grade check #5 - 2/2/23

Grade check #6 - 3/8/23

Grade check #7 - 4/19/23

2nd Semester Grades: 5/17/23

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.

Salutatorian/Valedictorian

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

Reporting to School

The school day is from 7:55 A.M. to 3:06 P.M. Students arriving after 7:55 will be considered Tardy. Breakfast will be available from 7:35 A.M. until 7:51 A.M. Students are expected to leave the building at 3:06 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 Jr High/High school office.

Class and Lunch Schedules

Smithton Jr. High/High School employs a traditional 7 class schedule with an advisory period at the end of the day (considered 8th period) for a total of 8 periods reported on each student's schedule. Each class is 52 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 Smithton R-VI School District defines regular attendance as being present at school 85% of the time or higher. If a student's attendance falls below the 85% threshold at any point during the semester, a letter will be sent home to parents or guardians that notifies of potential loss of credit or remediation due to failure of maintaining regular attendance.** All excessive absences are subject to review by the Attendance Review Committee. 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. 502 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. 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. Students are expected to keep up with their assignments when on quarantine through the use of Google classroom as long as they are physically able. Teachers will expect communication via email, Google classroom and "zoom" instruction.
4. 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. Days can be used as job shadowing days instead of college visits.
5. 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.

If the administration has reasonable suspicion that educational neglect has taken place a hotline call may be made. For chronic attendance concerns a letter will be sent to both Parent/guardian and the Prosecuting Attorney informing them 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

If a class has a semester final, it will be worth no 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. If students are enrolled in a PE class they may be assigned a locker in the locker room for storing gym shoes.

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 Lumen with parents/guardians via voice, text, email, or the school app notification system.

Fire and Tornado Emergency Procedures

The fire alarm is an **intermittent cricket** sound. The tornado alarm is a **continuous alternating** sound. When the warning alarm sounds, 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 have no more than one "F".

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 Wednesday before 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.

High School Clubs and Organizations

Academic Team	BBQ Team
American Field Service (AFS)	Band
Art Club	Marching Band
Speech Club	Concert Choir
Drama Club	National Honor Society
Spanish Club	Student Council
FCCLA	Archery
FBLA	Science Club
FFA	Legacy (Show Choir)
Drum Line	SMASH (math Club)
Color Guard	E-Sports team and club

High School Athletics

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

7th & 8th Grades Clubs and Organizations

Academic Team	Art Club	FCCLA
Flag Corps	Junior High Band	Junior High Choir
Junior Smithton Honor Society	Student Council (includes 5 th & 6 th grade)	

7th & 8th Grades Athletics

Basketball	Volleyball
Archery	Soccer
Track & Field	Cross Country

Electronic Devices

Cell phones or electronic devices are not to be used during the school day (7:55am – 3:06 p.m.) and must be silenced and placed in a concealed area. Violations to this policy (incoming or outgoing, including contact from parents) may result in disciplinary action and the cell phone or electronic device being confiscated.

Exceptions:

1. Permission given by the office
2. During the student's lunch period, or passing periods between classes

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. 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; use of AI; 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: 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, 1-10 days out-of-school suspension.
- Subsequent Offense: 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: 5-180 days out-of-school suspension.
- Subsequent Offense: 10-180 days out-of-school suspension or 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 1-10 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 1-10 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 1-10 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 1-10 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.
- Second Offense: In-school suspension, 1-10 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

School dress and grooming should not be a disruption to the educational environment and is up to the discretion of school employees. This dress code also applies towards physical education classes. All clothing should be appropriate for any school activity. 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.
4. Trench Coats/Oversized Coats or excessively baggy pants
5. Hats or sunglasses may not be worn during the school day.

** 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. 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.
- 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: in-school suspension, or 1-5 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-10 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 ISS.
- 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, 1-5 days out-of-school suspension.
- Subsequent Offense: In-school suspension, 1-10 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, 1-10 days out-of-school suspension.

- Subsequent Offense: 10-180 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 1-5 days out-of-school suspension.
- Subsequent Offense: 5-10 days out-of-school suspension or expulsion.

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

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.
- Subsequent Offense: In-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, 1-10 days out-of-school suspension.

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

- First Offense: 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.

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.
- Subsequent Offense: Restitution. Loss of user privileges, or in-school suspension.

B. Using, displaying or turning on electronic devices during the regular school day, or instructional class time, unless permission at that time is granted by the teacher. The student's refusal to turn in the device will be considered disrespectful conduct.

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

C. 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, ISS, 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, up to 5 days in-school suspension.
- Subsequent Offense: Return of or restitution for property. 1-5 days out-of-school suspension.

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, 1-10 days out-of-school suspension..
- Subsequent Offense: In-school suspension, 1-10 days out-of-school suspension, 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 programs may only be possessed in accordance with district policy JHCD.

- First Offense: Confiscation of prohibited product. Principal/Student conference, detention, or up to 3 days in-school suspension.
- Subsequent Offense: Confiscation of prohibited product. 2-5 days 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. 3-5 days in-school suspension.
- Subsequent Offense: Confiscation of prohibited product. 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 and Second Offense For Tardies: Principal/Student conference/warning
- Truancy: Principal/Student conference/warning, detention, or 1-3 days in-school suspension.
- Subsequent Offenses for Tardiness and Truancy: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

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, 1-5 days ISS.
- Subsequent Offense; Restitution. In-school suspension, 1-10 days out-of-school suspension.

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.

Technology Assignment and Use

Internet and Network use

Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited-purpose network.

The use of the school district system and access to the use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of the use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Acceptable Use

Continued use of computers and the network requires you to honor your agreement with the Smithton R-VI School District - the acceptable use policy - you signed to receive your account. If you do not honor the agreement, you will lose your account, and you could be disciplined, suspended, expelled, or charged with a serious criminal offense. The list below is intended to serve as a guide to honoring that agreement:

- Users will not use the school district's system to transmit or receive or in any other way attempt to save or distribute: pornographic, obscene, or sexually explicit material, abusive, profane, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language or materials that could cause damage or danger of disruption.
- Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

- Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, harass another person, or engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, add to or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
- Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
- Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes, or financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisements. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- Users are not allowed to join any Chat-Rooms or participate in any Instant Messaging.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

Chromebook Assignment and Use

Students across the Smithton R-VI School District will be issued Chromebooks for use in school and at home use. This section provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that the use of Smithton R-VI School District Technology is a privilege and not a right and that everything done on any district-owned computers, network, or electronic communication device may be monitored by school authorities. Inappropriate use of Smithton R-VI School District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

To understand the expectations of the Smithton R-VI School District, students, and their parents/guardians are responsible for reviewing the Smithton R-VI School District Network User Agreement.

Ownership of the Chromebook

Smithton R-VI School District retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Smithton R-VI School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

The Chromebooks are to use as a positive learning tool in coordination with the District's curriculum. Although this agreement authorizes the student's use of the device for the year, the device is the property of the District and must be returned upon the District's request or on the last day of the student's attendance for the school year. The Chromebooks are maintained by the district over the school year but the summer provides a time to do additional maintenance that cannot be done during the normal school year. The assigned Chromebook will be returned to the student during the first week of school.

Responsibility for the Chromebook

- Students are solely responsible for the Chromebooks issued to them and must adhere to the following:
- Students must bring their Chromebooks to school every day and make sure it is fully charged
- Students must treat their devices with care and never leave them in an unsecured location.
- Students must promptly report any problems with their Chromebook to an appropriate school staff member.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the Smithton R-VI School District.
- Students must keep their device clean and must not touch the screen with any hard object (e.g. pen, pencil, etc.) other than approved computer screen cleaners.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Smithton R-VI School District technology staff. Students are responsible for backing up their data to protect it from loss. Users of Smithton R-VI School District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing classwork due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction of his/her teacher.

Warranty and Replacement

Loss or theft of the device is the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. The District will repair or replace damaged equipment resulting from normal use. Neglect will be the student's responsibility and a fee will be charged on their account in the

amount of the replacement cost of the necessary parts but not more than \$100 unless excessive carelessness. Two common costs associated with neglect are a broken screen costing around \$70 and a broken keyboard costing around \$30. Prices vary depending on the brand of Chromebook.

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:

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 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:

Mr. David R. Bray
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.

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.

Smithton R-VI School District
505 S. Myrtle St. Smithton, MO

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Smithton R-VI School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Smithton R-VI School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Smithton R-VI School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Smithton R-VI School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Smithton R-VI School District, 505 S. Myrtle Street, Smithton, Missouri 65305, Monday through Friday from 8:00 a.m. to 4:00 p.m.

This notice will be provided in native languages as appropriate.

Signature Page

By signing and initialing each section you are acknowledging that you and your student have read and understand each policy as it is written in the above handbook and referred to in district policy.

- ☐ FERPA - directory information
- ☐ Attendance Policy
- ☐ Student Conduct Policy
- ☐ Group up academic items?
- ☐ Technology Use agreement
- ☐ Chromebook use agreement
- ☐ Appeals procedure for FAPE
- ☐ Notice of Nondiscrimination

Parent signature: _____ Date: _____

Student signature: _____ Date: _____