

**Nondiscrimination and Student Rights**

**Harassment Grievance Form**

**HARASSMENT GRIEVANCE FORM**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Did the incidents involve: sexual harassment, racial harassment/discrimination, harassment/discrimination because of national origin or ethnicity, harassment/discrimination because of disability, harassment/discrimination because of sexual orientation or perceived sexual orientation (*circle all that apply*).

Name of person you believe harassed or discriminated against you or another person:  
\_\_\_\_\_

If the alleged harassment/discrimination was toward another person, identify that other person:  
\_\_\_\_\_

Describe the incident as clearly as possible, including such things as what force, if any, was used, any verbal statements (i.e. threats, requests, demands, etc.), what, if any physical contact was involved. Attach additional pages as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where did the incident occur? \_\_\_\_\_

\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is based upon my honest belief that \_\_\_\_\_  
has harassed/discriminated against me or another person. I hereby certify that the information I  
have provided in this complaint is true, correct, and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date Received

**Nondiscrimination and Student Rights**

**Sexual Harassment Prohibited Notice**

**SEXUAL HARASSMENT PROHIBITED  
NOTICE  
TO ALL EMPLOYEES AND STUDENTS  
REGARDING SEXUAL HARASSMENT**

The \_\_\_\_\_ School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

Name	Title
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Address	City	State	Zip
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\_\_\_\_\_  
Office Telephone Number

**Nondiscrimination and Student Rights**

**Discrimination and Harassment Prohibited Notice**

**NOTICE  
TO ALL EMPLOYEES AND STUDENTS  
REGARDING DISCRIMINATION AND HARASSMENT**

The \_\_\_\_\_ School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

\_\_\_\_\_ (District Compliance Officer)  
\_\_\_\_\_ (Address of District)  
\_\_\_\_\_  
\_\_\_\_\_ (Telephone number)

Other offices dealing with these complaints:

**Non-Discrimination and Student Rights**

**Searches by School Personnel: Student Lockers**

**ACKNOWLEDGEMENT CONCERNING  
USE OF STUDENT LOCKERS**

I acknowledge and understand that:

1. Student lockers are the property of the School District
2. Student lockers remain at all times under the control of the School District
3. I am expected to assume full responsibility for my school locker.
4. The School District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Locker Number

**Non-Discrimination and Student Rights**

**Searches by School Personnel: Parking Lots**

**ACKNOWLEDGEMENT CONCERNING  
USE OF STUDENT PARKING LOTS**

I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
3. The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles.
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
5. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.

\_\_\_\_\_

Student

\_\_\_\_\_

Date

**Admission and Withdrawal**

**Residency Enrollment Checklist**

**RESIDENCY ENROLLMENT CHECKLIST**

Name of Parent/Guardian\_\_\_\_\_

Address\_\_\_\_\_

City/State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone Number: Home\_\_\_\_\_ Work\_\_\_\_\_

Name of Student\_\_\_\_\_

Address\_\_\_\_\_

City/State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone Number: Home\_\_\_\_\_ Work\_\_\_\_\_

**Address Verification** (Parent/Legal Guardian) (Attach copy of document)

\_\_\_\_Rental contract

\_\_\_\_Real Estate Contract signed by all parties

\_\_\_\_Utilities Bill/Deposit Receipt

\_\_\_\_Other, such as payroll check, driver's license, W-4, employment documents

**BASIS FOR ADMISSION OF STUDENT** (Section 167.020 RSMo)

\_\_\_\_Resides with parent in the School District

\_\_\_\_Resides with legal guardian in the School District (Copy of court ordered guardianship must be attached. A guardian may be appointed for the sole and specific purpose of school registration (SB944).)

\_\_\_ Resides with a military guardian in the School District (SB944).

\_\_\_ Homeless child (person less than 21 years of age who lacks a fixed, regular and adequate nighttime residence), including a child who is:

- a. \_\_\_ living on the street, in a car, abandoned building or other form of shelter not designated as a permanent home
- b. \_\_\_ living in a community shelter facility
- c. \_\_\_ living in transitional housing for less than one year

Give address or directions \_\_\_\_\_

\_\_\_ Special circumstances (Section 167.151, RSMo)

- a. \_\_\_ an orphan
- b. \_\_\_ one parent living
- c. \_\_\_ parents do not contribute to the student's support
- d. \_\_\_ agriculture (all four of the following conditions must be met: owns real estate of which 80 acres or more are used for agricultural purposes, parent's residence is on the real estate, at least 35% of the real estate is in the District, parent notified District on or before June 30 that student would be attending)

\_\_\_ Parent is a teacher under contract with the District (Board policy required-Section 167.151 168.151, RSMo)

\_\_\_ Parent is a regular employee with the District (Board policy required-Section 163.011, RSMo)

**Other exemptions to the residency requirements** (Section 167.020.6, RSMo)

\_\_\_ Attending school not in the pupil's district of residence as a participant in an interdistrict transfer program established under a court-ordered desegregation program

\_\_\_ A ward of the state and has been placed in a residential care facility by state officials\*

\_\_\_ Has been placed in a residential care facility due to a mental illness or developmental disability\*

\_\_\_ Has been placed in a residential facility by a juvenile court\*

\_\_\_ Has a disability identified under state eligibility criteria if the student is in the District for reason other than accessing the District's educational program

\_\_\_ Has transferred from an unaccredited school

\*The district of residence will be billed for the local tax effort for the student(s) attending under these circumstances.

**Date of Student Admission** \_\_\_\_\_

\_\_\_ Student denied admission. Date of denial \_\_\_\_\_

\_\_\_ Waiver requested. Date of request \_\_\_\_\_

**WAIVER INFORMATION**

Waiver requested by:

\_\_\_ Parent

\_\_\_ Legal guardian

\_\_\_ Student (at least 18 years old)

\_\_\_ Other (complete information below)

a. Name of person/relative student resides with \_\_\_\_\_

b. Relationship \_\_\_\_\_

c. Address \_\_\_\_\_

d. City/State \_\_\_\_\_ Zip \_\_\_\_\_

e. Address Verification \_\_\_\_\_

f. Reason why student is living with person/relative \_\_\_\_\_

\_\_\_\_\_

Other reasons showing hardship or good cause \_\_\_\_\_

\_\_\_\_\_

**Hearing Date** (must be within 45 days of request) \_\_\_\_\_

\_\_\_\_ Student admitted pending decision on waiver request

**Date student admitted** \_\_\_\_\_

\_\_\_\_ Waiver granted. Date \_\_\_\_\_

\_\_\_\_ Waiver denied. Date \_\_\_\_\_

**Students attending school pursuant to the above information may be counted for state aid purposes.**

**Nonresident students who may enroll and are not counted by the District for state aid:**

\_\_\_\_ Tuition

\_\_\_\_ Tax credit tuition-Any person who pays a school tax in any other district than that in which he resides may send his children to any public school in the district in which the tax is paid and receive as a credit on the amount charged for tuition the amount of the school tax paid to the district (Section 167.151(3), RSMo)

\_\_\_\_ Transportation hardship as assigned by the Commissioner of Education (Section 167.121, RSMo)

\_\_\_\_ Attending a regional or cooperative alternative education program or an alternative education program on a contractual basis (Section 167.020.6, RSMo)

Source: Department of Elementary and Secondary Education, Division of School Services

May 04

**Admission and Withdrawal**

**Request for Waiver of Proof of Residency**

**REQUEST FOR WAIVER OF PROOF OF RESIDENCY**

I, \_\_\_\_\_, am parent/guardian of  
 Parent/Guardian

\_\_\_\_\_, a student seeking to register in  
 Student

\_\_\_\_\_, and am legally authorized to make  
 School District

educational decisions for the Student, **OR**

I, \_\_\_\_\_, am a student seeking to register in  
 Student

\_\_\_\_\_.  
 School District

The Student is not a legal resident of the District because the Student's parent/guardian does not physically reside in the District and or is not domiciled (i.e., physical presence with intent to remain) in the District.

I am requesting that the Board of Education waive the requirement that the Student establish proof of residency on the basis of hardship or good cause.

I am requesting the waiver for the following reasons:

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I understand that the Board of Education will convene a hearing within forty-five (45) days after this Request is submitted, and that I may attend the hearing and present information in support of the Request. (NOTE: If the parent/guardian requests waiver, the Student is also entitled to attend the hearing).

I also understand that if the Request for Waiver is denied, the Student will not be eligible to register for and attend classes in the District, and if already enrolled in the District, the Student will be required to withdraw from District schools immediately after such denial.

I further understand that if the Request for Waiver is denied, I may appeal the decision of the Board of Education to the circuit court for the county in which the District is located.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Admission and Withdrawal**

**Affidavit Regarding Prior Discipline**

**OATH OR AFFIRMATION REGARDING PRIOR DISCIPLINE  
TO BE COMPLETED PRIOR TO ENROLLMENT OF STUDENT**

I, \_\_\_\_\_ having been duly sworn upon my oath,  
Parent/Guardian

or having affirmed that I will tell the truth, do hereby state and depose as follows:

I am the parent/guardian, or other person having custody or charge of

\_\_\_\_\_, a student seeking to enroll in  
Student

\_\_\_\_\_,and am legally authorized to make  
School District

educational decisions for the Student.

I hereby certify as follows: (Check one, and provide all additional information requested.  
WARNING: Under Missouri law, the failure to provide true, accurate, and complete information to each and every question and subpart thereto may result in your being charged with and convicted of a Class B misdemeanor.)

\_\_\_\_\_The Student **has never been suspended or expelled** from any school in this state or any other state for any offense relating to weapons, alcohol or drugs, or for the willful infliction of injury to another student.

\_\_\_\_\_The Student **has been suspended and/or expelled** from school in this state or another state for one or more offenses relating to weapons, alcohol or drugs, or for the willful infliction of injury to another student.

**For each and every suspension and/or expulsion**, provide the following information (request additional information sheets, if necessary):

1. Name and Address of School District.
2. Name of School.
3. Nature of Offense.
4. Date of Offense.
5. Date Suspension/Expulsion Began.
6. Date Suspension/Expulsion Ended/Is Scheduled to End.

I hereby certify that I have provided true, complete, and accurate information for each and every suspension and/or expulsion imposed upon the Student for each and every offense relating to weapons, alcohol or drugs, or for the willful infliction of injury to another student.

I hereby swear or affirm that all information I have provided in this document is true, accurate, and complete to the best of my knowledge.

I understand that if I have provided any false information in this document that I may be charged with and convicted of a Class B misdemeanor.

I also understand that this registration document will be maintained as part of the Student's permanent scholastic record.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



**Student Educational Records**

**FERPA Notice of Designation of Directory Information**

**NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that \_\_\_\_\_ School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, \_\_\_\_\_ 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 \_\_\_\_\_ School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want \_\_\_\_\_ School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by \_\_\_\_\_ (date). \_\_\_\_\_ School District has designated the following information as directory information:

- |                           |  |
|---------------------------|--|
| ▪ Student's name          | ▪ Grade Level  |
| ▪ Address                 | ▪ Participation in officially recognized activities and sports |
| ▪ Telephone listing       | ▪ Weight and height of members of athletic teams               |
| ▪ Photograph              | ▪ Degrees, honors and awards received                          |
| ▪ Date and place of birth |  |
| ▪ Dates of attendance     |  |

\_\_\_\_\_ School District

**Student Educational Records**

**FERPA Educational Rights Annual Notification**

Each year the \_\_\_\_\_ School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the \_\_\_\_\_ School District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the \_\_\_\_\_ School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Name and address of the District's Custodian of Records).

\_\_\_\_\_ School District

**Discipline**

**Student Vehicle Use: Parking Lots and Searches**

**ACKNOWLEDGEMENT CONCERNING  
USE OF STUDENT PARKING LOTS**

I acknowledge and understand that:

1. Students are permitted to park on school premises as a matter of privilege, not of right.
2. The School District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
3. The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles.
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
5. If I fail to provide access to the interior of my car upon request by a school official, I will be subject to school disciplinary action.

\_\_\_\_\_

Student

\_\_\_\_\_

Date

**Discipline**

**Short Term Suspension Notice**

**NOTICE OF SUSPENSION FOR UNDER TEN DAYS**

May 3, 1998

Mrs. John D. Caprio  
25 Bluebird Lane  
St. Louis, MO 63000

Dear Mrs. Caprio:

Your son, Bryan, has been suspended from Best Junior High School for five (5) days for the following misconduct and/or violation of District or school rules or regulations:

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Your son has had the charges of misconduct explained to him and has been given the opportunity to disagree with the charges and the suspension. It has been determined that your son committed the act(s) in question and should be suspended.

Your son may return to school on May 11, 1998. Make-up work (will) or (will not) be given for this time. While suspended, your son may not come on any school campus except with you for the purpose of discussing conduct. If you have any questions, please call.

Sincerely,

Principal

Cc: Superintendent

May 04

**Discipline**

**Long Term Suspension Notice**

**NOTICE OF PROPOSED SUSPENSION FOR MORE THAN TEN SCHOOL DAYS**

*Hand delivered or Certified Mail Return Receipt Request*

May 10, 1998

Mr. & Mrs. John D. Caprio  
25 Bluebird Lane  
St. Louis, MO 63000

Dear Mr. & Mrs. Caprio:

I regret to inform you that your son, Bryan, has been suspended from school pending a hearing to be conducted before me in my office. From the investigation, it was determined that your son was involved in the following misconduct and/or violation of District or school rules or regulations:

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The proposed length of suspension is 180 days with a recommendation for expulsion.

Your son is entitled to a hearing to determine if he violated the rules in the manner stated above and whether he should be suspended for more than ten (10) school days. If you desire a hearing, please notify my office at (phone) within five (5) days, by (date). If you request a hearing, it will be scheduled as soon as practicable at a mutually convenient time. Your son will remain on suspension until the hearing is held. If you do not request a hearing within five (5) days, you will waive the right to a hearing and I will consider the evidence before me and render my decision.

May 04

At a hearing, you and your child may present any witnesses or documentary evidence in an effort to refute the charges of misconduct and on the issue of a proper punishment, if it is determined that the misconduct occurred.

If you request a hearing, the School's Administration will provide you with a list of the witnesses who will testify on behalf of the Administration, together with a short description of their testimony. Documents may also be used at the hearing. If documents are to be used, they will be provided to you prior to the hearing.

**A COPY OF THE SCHOOL DISTRICT POLICIES REGARDING DISCIPLINE PROCEDURES IS ATTACHED TO THIS LETTER. PLEASE REVIEW THESE POLICIES.** If you have any questions regarding the reasons for the proposed suspension or anything connected with the hearing, please feel free to call me.

Sincerely,

Superintendent

Enclosure

May 04

**Discipline**

**Notice of Expulsion Hearing**

June 1, 2003

Mr. & Mrs. John D. Caprio  
25 Bluebird Lane  
St. Louis, MO 63000

Dear Mr. & Mrs. Caprio:

After carefully reviewing the information presented by District administrators and the information which you provided, please be advised that I will recommend to the Board of Education that Bryan be permanently expelled from the District. The basis for this action is explained in prior correspondence.

The expulsion hearing will be held at the Board of Education Office, 0000 School Road, St. Louis, MO, 63000 at approximately 6:00 p.m., June 28, 2003. Bryan, you and your attorney or representative are invited to be present to confront and cross-examine witnesses and to present evidence on Bryan's behalf. Please contact my office, in writing, no later than 4:00 p.m., June 22, 2003, to inform us of your intentions. If you do not contact us by that time, it will be assumed that you do not plan to attend; however, the Board of Education will proceed and will make a decision concerning the expulsion recommendation.

I am sorry that it has become necessary to recommend to the Board of Education that Bryan be expelled from further attendance at any District School, but I am sure you agree, it is important that the other students have the opportunity to learn in a secure and safe environment.

Sincerely,

Superintendent

May 04

**Discipline**

**Student Discipline Hearing Introduction**

**HEARING INTRODUCTION**

The hearing in the case of (student) is convened pursuant to Board of Education policy and pursuant to Section 167.161 of the Missouri Revised Statutes.

Section 167.161, RSMo., provides as follows: Suspension or expulsion of pupil - notice - hearing.

The School Board of any District, after notice to parents/guardians and a hearing upon charges preferred, may suspend or expel a pupil for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils.

At the hearing, the Board shall consider the evidence and statements that the parties present, and may provide by general rule not inconsistent with this section for the procedure and conduct thereof.

These proceedings are being recorded by a licensed court reporter. A transcript will be prepared and made available at cost.

During the course of the hearing, both parties will be permitted to call witnesses, to cross-examine witnesses called by the other party, and to submit exhibits.

At the conclusion, counsel for both parties will be permitted, at their option, to make closing oral argument and/or submit a written brief. If either party chooses to submit a post-hearing brief, the decision in this case will not be rendered until the Board has had sufficient time to read the briefs.

**Discipline**

**Student Hearing Agenda**

**STUDENT HEARING AGENDA**

1. **HEARING INTRODUCTION** (Form 2671)

2. **ENTRY OF APPEARANCE**

"Will counsel for the Administration and counsel for ( Student ) (or student's parent/guardian if no attorney is present) enter their appearances for the record please."

3. **PRELIMINARY MATTERS**

"Are there any preliminary matters before we begin the hearing?"

a. Stipulations

b. Motions to dismiss

"Your objection or motion will be noted and it will be taken under submission."

4. **ADMINISTRATION'S CASE**

a. " \_\_\_\_\_, are you ready to proceed?"

b. Call and swear witnesses.

c. If any objections are made during testimony of witnesses, they should be resolved as follows: "Your objection has been noted for the record and will be taken under submission."

d. At the end of the questioning of each witness, the Board Attorney will state that he/she has no further questions for the witness. The student's attorney or parent/guardian should then be asked if they have any cross-examination of the witness.

e. If the student's attorney or parent/guardian cross-examine the witness, opportunities should be offered for any redirect (additional questioning by the Board Attorney) and then any re-cross (additional questioning by the student's attorney or parent/guardian).

**5. STUDENT'S CASE**

- a. At the conclusion of the Administration's case, the Board Attorney will state that the Administration rests its case.
- b. The student's attorney or parent/guardian should then be asked, "Are you ready to proceed?" They will answer that they are and should be directed to call their first witness.
- c. The questioning should proceed in the same manner as in the Administration's case (#4).

**6. REBUTTAL**

At the conclusion of the student's case, the Board Attorney should be asked if he/she has any rebuttal. In all likelihood, there will be none.

**7. CLOSING**

- a. At the conclusion of the hearing, a statement should be made that: "Counsel and parent/guardian will have the opportunity to present a closing oral argument and submit briefs if they so desire." "What is your preference?" Most likely, closing arguments will be presented to the Board.
- b. Upon conclusion of the arguments, the attorney(s) and parent/guardian should be briefed concerning the timing of the Board's decision.
  - i. If the attorney(s) and parent/guardian do not wish to submit briefs, the Board will adjourn to reach a decision. The Board will prepare written findings of fact and conclusions of law which should be available within three (3) days.
  - ii. If the attorney(s) and parent/guardian wish to submit briefs, a date when the briefs will be due should be set: ten (10) days from receipt of transcript. The Board should review the briefs and then reach its decision. Again, the Board's decision will be accompanied by written findings of fact and conclusion of law.

**Discipline**

**Student Hearing Decision**

Before the School Board of Education

\_\_\_\_\_, Superintendent )

Best School District \_\_\_\_\_, District )

and )

Bryan D. Caprio \_\_\_\_\_, Student )

**BOARD OF EDUCATION'S FINDINGS OF FACT,  
CONCLUSION OF LAW, AND DECISION.**

On May 10, 2003, (Superintendent name) served written notice on Mr. and Mrs. John Caprio stating that their son, Bryan, had been suspended from Best Junior High School for a period of 180 days. The written notice of June 1, 2003, further advised Mr. and Mrs. Caprio that Bryan had been recommended to the Board of Education for expulsion because of his involvement in (i.e., possession of drugs, etc) at Best Junior High School on (date), 2003.

A hearing was held on June 28, 2003, in the boardroom in the Administration Offices of Best School District. Bryan and his mother were present during the hearing. A court reporter was employed by the District and a record made of the proceedings.

At the conclusion of the hearing, the Board of Education deliberated in executive session, after which and after having given full consideration to the testimony presented at hearing, decided as follows:

**FINDINGS OF FACT**

1. That at all times relevant hereto, Bryan Caprio has been a student at Best Junior High School in the Best School District.
2. (Simple statements of conduct - sentence by sentence.)
3. (Additional statements of conduct.)
4. (Additional statements of conduct.)
5. That on ( date ), 2003, Bryan Caprio was questioned about the incident by Assistant Principals Robert Rob and Neil Neal.
6. That during the ( date ) conference with School Administrators, Bryan Caprio admitted his involvement in the (incident, i.e., possession of drugs, sale of drugs, assault of teacher, etc).
7. That the admissions of Bryan Caprio on ( date ), 2003, were voluntary and were made without threat or duress.
8. That Best School Board of Education Policy \_\_\_\_\_ prohibits any person from (incident, i.e., possession of drugs, sale of drugs, assault of teacher, etc.) on school premises. Under Board policy, students who violate Policy \_\_\_\_\_ are subject to suspension and/or expulsion from school.
9. That on ( date ), 2003, after a full investigation by Mr. Rob, Bryan Caprio was suspended for ten (10) days and was recommended to the Superintendent for further disciplinary action.
10. That on ( date ), 2003, Bryan Caprio's mother was advised of her son's involvement in the \_\_\_\_\_ incident; his suspension for ten (10) days; and Bryan's referral to the Superintendent and the Board of Education for further disciplinary action.
11. That on ( date ), 2003, the Caprio family received written confirmation of Bryan's suspension.
12. That on ( date ), 2003, Superintendent suspended Bryan Caprio for a period of ninety (90) days and recommended that Bryan be permanently expelled from the schools of the Best School District because of his involvement in the (incident).

13. That by correspondence dated ( date ), 2003, Mr. and Mrs. Caprio were informed by the Superintendent that Bryan had been suspended from school for violation of School Board policy. Attached to the correspondence of ( date ), 2003, was a copy of Board Policy \_\_\_\_\_, which was alleged to have been violated.
14. That by correspondence of ( date ), 2003 hearing, the Caprios were advised of the date, time, and place of the Board hearing.
15. That prior to the ( date ), 2003 hearing, the Caprio family and/or their attorney were provided with the following information:
  - a. List of documents entered into the record at hearing.
  - b. Additional documents entered into the record at hearing.
  - c. Copy of the Board of Education "Student Disciplinary Hearing Policy."
  - d. Names of the witnesses to be called by the Administration.
  - e. Summary of the nature of the testimony offered by the Administration.
  - f. Statement of the charge.

#### **CONCLUSION OF LAW**

1. (In special cases, identification of specific items as unlawful will be needed, i.e., "the pipe bomb, knife, etc., possessed by Bryan Caprio was a deadly weapon within the meaning of the Board of Education Policy 2620," or "The capsules sold by Bryan Caprio were physical or mind-altering drugs within the meaning of the Board of Education Policy 2610.")
2. The facts set out in paragraphs \_\_\_\_\_ through \_\_\_\_\_ of the Findings of Fact set out above constitute conduct which violated Board of Education Policy \_\_\_\_\_, which prohibits students from \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ on or about School District grounds.
3. The facts set out in paragraphs \_\_\_\_\_ through \_\_\_\_\_ of the Findings of Fact set out above constitute conduct which, pursuant to Section 167.161 of the Missouri Revised Statutes, is prejudicial to the good order and discipline in the schools and which tends to impair the morale and good conduct of the students of Best Junior High School.
4. The facts set out in paragraphs \_\_\_\_\_ through \_\_\_\_\_ of the Findings of Fact set out above constitute fulfillment of the process procedures required by Federal Law and required under Section 167.171 of the Missouri Revised Statutes.

5. The facts set out in paragraphs \_\_\_\_\_ through \_\_\_\_\_ of the Findings of Fact set out above satisfy the notice requirements set out in Sections 167.161 and 536.067 of the Missouri Revised Statutes and set out in Board Policy.

**DECISION**

On the basis of the foregoing Findings of Fact and Conclusions of Law, the Board of Education has determined that Bryan Caprio (state offense, i.e., possession of a deadly weapon on May 23, 2003, or sold mind-altering drugs on May 23, 2003). Such conduct, as engaged in by Bryan Caprio, is in violation of Board of Education Policy \_\_\_\_\_, is prejudicial to the good order and discipline of the District's schools and does undermine the morale and good order of the District's students. Based upon this determination, the Board of Education has voted unanimously to (state penalty, i.e., suspend Bryan Caprio for a period of sixty (60) days or expel Bryan Caprio) from the schools of the Best School District.

Best School District Board of Education

By: \_\_\_\_\_  
President

DATED:(Month, Day, and Year)

A copy of the foregoing Findings of Fact, Conclusions of Law and Decision have been mailed to Mr. and Mrs. John Caprio, on this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

**Discipline**

**Agreement for Reporting Third Degree Assault**

**AGREEMENT FOR REPORTING THIRD DEGREE ASSAULT  
TO LAW ENFORCEMENT AGENCY**

This Agreement for Reporting Third Degree Assault to Law Enforcement Agency (hereinafter "Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, Superintendent of the \_\_\_\_\_, and \_\_\_\_\_ Superintendent \_\_\_\_\_ School District \_\_\_\_\_, (hereinafter "Law Enforcement Agency"), Law Enforcement Agency/(ies)

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

**Definition of Third Degree Assault**

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

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

**Factors to Be Considered by Principals**

When a principal in this School District believes that an incident of third degree assault has occurred on school property, on a school bus, or during a school activity (regardless of

whether that activity occurs on or off of school property), the principal may consider the following guidelines in determining whether to report the particular incident.

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

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

**Procedure for Making Report to Law Enforcement**

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

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## 2004-2005 SCHOOL YEAR IMMUNIZATION REQUIREMENTS\*

GRADES	DTaP/DTP/DT/Td**	POLIO	MEASLES	MUMPS	RUBELLA
	<b>4-5 DOSES</b>	<b>3 DOSES</b>	<b>2 DOSES</b>	<b>2 DOSES</b>	<b>2 DOSES</b>
<b>K thru 1</b>	Last dose on or after fourth (4 <sup>th</sup> ) birthday and last dose of pertussis before seventh (7 <sup>th</sup> ) birthday. <b>Maximum needed: six (6) doses</b>	Last dose on or after fourth (4 <sup>th</sup> ) birthday. If a combination of IPV/OPV is received, four (4) doses are required. <b>Maximum needed: four (4) doses</b>	On or after first (1 <sup>st</sup> ) birthday. Twenty-eight (28) days between the two doses.	On or after first (1 <sup>st</sup> ) birthday. Twenty-eight (28) days between the two doses.	On or after first (1 <sup>st</sup> ) birthday. Twenty-eight (28) days between the two doses.
	<b>4 DOSES</b>	<b>3 DOSES</b>	<b>2 DOSES</b>	<b>1 DOSE</b>	<b>1 DOSE</b>
<b>2 thru 5</b>	Last dose on or after fourth (4 <sup>th</sup> ) birthday and last dose of pertussis before seventh (7 <sup>th</sup> ) birthday. Pertussis is required for all students six (6) years of age and younger. <b>Maximum needed: six (6) doses</b>	Last dose on or after fourth (4 <sup>th</sup> ) birthday. If a combination of IPV/OPV is received, four (4) doses are required. <b>Maximum needed: four (4) doses</b>	On or after first (1 <sup>st</sup> ) birthday. Twenty-eight (28) days between the two doses.	On or after first (1 <sup>st</sup> ) birthday.	On or after first (1 <sup>st</sup> ) birthday.
	<b>3 DOSES</b>	<b>3 DOSES</b>	<b>2 DOSES</b>	<b>1 DOSE</b>	<b>1 DOSE</b>
<b>6 thru 12</b>	Td booster required ten (10) years after last dose of DTaP, DTP, DT, or Td.	Last dose on or after fourth (4 <sup>th</sup> ) birthday. If a combination of IPV/OPV is received, four (4) doses are required. <b>Maximum needed: four (4) doses</b>	On or after first (1 <sup>st</sup> ) birthday. Twenty-eight (28) days between the two doses.	On or after first (1 <sup>st</sup> ) birthday.	On or after first (1 <sup>st</sup> ) birthday.

\*The Advisory Committee on Immunization Practices allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.

\*\*Td booster may be given five (5) years after last DTaP/DTP.

\*\*\*Students who are 11-15 years of age may use the following as a guide for the 2-dose Merck Recombivax Hepatitis B vaccine schedule:

Dose 1: initial visit                      Dose 2: 4-6 months after Dose 1

All students must present documentation of month, day and year of each immunization.

Students must present immunization record to school, and all immunizations must be up to date before students are permitted to attend classes.

To remain in school, students "in progress" (Imm.P.14) must receive immunizations as soon as they become due.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions will be allowed.

Source: Missouri Department of Health, Section for Communicable Disease Prevention (573) 751-6439 (866) 628-9891

**Student Services**

**Permission to Self-Administer Medication**

**PERMISSION FORM  
FOR STUDENT TO SELF-ADMINISTER MEDICATION  
BY METERED DOSE INHALER**

I hereby certify as follows:

I, \_\_\_\_\_, the parent/guardian of  
Parent/Guardian  
\_\_\_\_\_, a student in the  
Student  
\_\_\_\_\_, am legally authorized  
School District

to make educational and health care decisions for the Student.

I hereby give my permission for the Student to retain in his/her possession a metered dose inhaler, and to self-administer medication from such inhaler. This permission shall be effective during the school day, on school property, including but not limited to a school bus, and at all school activities, whether on or off school property or occurring during the regular school day.

I have provided the District with a written medical history of the Student's experience with asthma or other potentially life-threatening respiratory illness ("Condition") and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the Condition.

I have provided the District with written certification from the Student's physician, stating that the Student (a) has the aforementioned Condition and (b) is capable of, and has been instructed in, the proper method of self-administration of medication and informed of the dangers of permitting other persons to use the medicine prescribed for the Student.

I understand that the District and its employees or agents may disclose information provided in accordance the foregoing paragraphs to administrators, schools nurses, teachers, and other school employees as may be necessary to protect the health of the Student and to establish that the Student has been authorized to self-administer medication by means of a meter-dose inhaler, and shall incur no liability for the disclosure of such information.



**Activities and Athletics**

**Acknowledgement of Activity Rules and Guidelines**

School \_\_\_\_\_

Activity \_\_\_\_\_

Coach/Sponsor \_\_\_\_\_

**School Rules and Guidelines Associated with This Activity**

(Rules and guidelines to be established by the coach/sponsor and school administration)

**District Guidelines for Student Activities**

Participation in District-sponsored activities and on District athletic teams is a privilege and not a legally protected right. Although students do not possess a legally protected right to participate in extracurricular activities, the District provides students suspended from participation with an informal opportunity to discuss the basis for their suspension.

**Hazing Prohibited**

I agree that I will refrain from participating in any student hazing activities as a participant or as an observer. I further understand that violation of the District's hazing policy may result in suspension from school and suspension from participation in all activities.

**Student and Parent Acknowledgement of the Above Rules and Guidelines**

I acknowledge that violation of any of the above rules and guidelines for this activity may result in suspension or permanent removal from this activity or all extracurricular activities depending upon the nature of the violation. I further agree that subject to an opportunity to present the student's version of the alleged violation, the decision of the Superintendent/designee concerning suspension and duration of suspension is final.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

