



SCHOOL HANDBOOK

2022-2023

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*Mission: **Hawthorn Leadership School for Girls** provides a safe, nurturing and stimulating environment that enables young women from diverse backgrounds to achieve academic success in a college preparatory program and to become leaders in their communities and professions.*

CORE VALUES

INTEGRITY

We are truthful, fair, respectful, and trustworthy in our words and actions. We hold ourselves accountable to high standards. We are responsible for our words and actions. We respect ourselves and others, even when it is hard.

JOY

We are positive, energetic, and allow space for laughter. We are quick to show gratitude and camaraderie. We celebrate our individual and collective accomplishments. We find the fun in learning.

SUPPORT

We encourage, celebrate, and value one another as individuals. We accept each other's differences and celebrate our differences.

CONTRIBUTION

We are part of the **Hawthorn** sisterhood. We support each other and help one another. When we see a need, we demonstrate leadership to fill it. We all have something to contribute to the community around us -- in and out of school. We join in and take ownership of our learning. Each of us brings excellence to the classroom. We contribute to our community because we get out of it what we put into it.

COURAGE

We take chances and risks in the classroom. We don't give up when we're feeling discouraged. We are determined to learn and improve every day. We are not afraid to be ourselves. It is okay to be curious and feel safe to go out on a limb. We advocate for ideas, ourselves, and others with confidence.



CAMPUS POLICIES

Attendance Policy

As a college preparatory program, regular attendance is critical to all scholars' success. We encourage all families to make every effort to minimize their scholars' absences. When possible, medical appointments should be scheduled on early release days or non-scholar days to avoid missing instructional time throughout the year. Except in extenuating circumstances, more than 10 unexcused absences within a school year will result in academic and/or disciplinary consequences that may include repeating an academic year or being classified as a dropout by the school and removed from the school's attendance. A scholar's attendance record is also a factor in qualifying for the honor roll. After any type of absence, scholars are responsible for obtaining assignments and turning them in on the due date discussed with each teacher. A scholar must be present for at least half the school day in order to participate in any after school activities or field trips scheduled on that same day.

Section 167.031, RSMo, states that any parent, guardian or other person having custody or control of a child between the ages of seven (7) and the compulsory attendance age for the district, must ensure that the child is enrolled in and regularly attends public, private, parochial, home school or a combination of schools for the full term of the school year.

The term "compulsory attendance age for the district" shall mean seventeen (17) years of age or having successfully completed sixteen (16) credits towards high school graduation in all other cases.

Excused and Unexcused Absences

Medical absences are considered excused absences. A scholar **must** bring a written note from a parent or guardian or from a medical professional. Any parent note is subject to authentication by school staff through a phone call to the medical provider when appropriate. If a parent or guardian knows their student will have a planned medical absence, they should call the main office at (314) 361-5323. The following are examples of non-medical absences that could be considered excused: immediate death in the family, religious holidays in alignment with religious calendar, court appearances, college visits and other extraordinary situations approved by administration. In these cases, approved documentation is required in order to consider the absence excused.

- If a scholar has 3 days of unexcused absences, a letter will be sent to the home address on file and a call made to parent/guardian to discuss absences and make a plan to improve attendance.
- With 5 days of unexcused absences, a call will be made to parent/guardian with a request for a meeting to discuss attendance concerns.

· With 10 unexcused absences, a referral may be made to the Missouri Children’s Division and may also be made to the St. Louis City Juvenile Court (Truancy Department) and/or the St. Louis City Truancy Court.

Late Arrivals at the beginning of the day

Students may enter the building beginning at 6:00 am. When students arrive after 8:05am, they must report to the front office before going to class. Students will be given a late pass before proceeding to their classroom. Attendance is taken at the beginning of every class period.

Intra Day

When a student earns 4 tardies, the student may be assigned to serve a detention which will occur on Wednesdays after school. ***Parents will be contacted when the detention threshold is met. A student is considered tardy if they arrive to class after the bell has rung. A late pass will be issued by an administrator before the students can go to class. Teachers will also mark the student tardy in the system. Students cannot return to class without a pass from an administrator.*** If a student is tardy:

1st offense: Warning

2nd offense: After School Detention

3rd offense: Mandatory Parent Meeting.

Communication regarding Tardiness

School administration recognizes that scholars who demonstrate chronic lateness or repeated unexcused absences are often facing other challenges. For that reason, scholars who demonstrate a pattern of unexcused absences or chronic lateness will be required to attend a family meeting with the school’s social worker to determine root causes and develop an action plan. **Hawthorn** believes in being proactive to support scholars’ success.

Prearranged appointments/Leaving during the day

When it is necessary for scholars to be out of school, written communication or a phone call from her parent or guardian at least a day before the expected absence if expected. The communication should include the reason for the absence, the date and time the scholar will be leaving. A parent or guardian must come into the building to sign out their scholar when their scholar has an early dismissal. Scholars will not be permitted to leave school grounds after entering the building or before dismissal without a parent/guardian signing them out in the main office. Parents must also show a form of identification when picking scholars up for an early release.

School Uniforms

Hawthorn Leadership School for Girls scholars are required to wear school uniforms. **Hawthorn** requires scholars to wear uniforms in order to create a professional atmosphere and build a strong sense of school identity. The **Hawthorn** uniform expectations are outlined below. **Scholars are required to be in full uniform when they arrive at school and leave school grounds. Scholars are a representation of Hawthorn in their school uniforms, even when they are not on campus.** Failure to wear a uniform will result in consequences. Scholars may not alter their uniforms in any way. Families who are experiencing financial hardship and anticipate issues in acquiring the required uniform should contact the school's social worker. **Hawthorn** will work with the family to ensure the scholar is able to acquire the appropriate uniform clothing.

The standard uniform for all scholars consists of the following:

- Burgundy polo shirt with the Hawthorn logo (Shirt must be tucked)
- Long sleeved shirts can be worn under polo shirts. Colors must be white, black, or grey.
- Hawthorn Sweatshirts only
- Khaki flat front pants
- Plaid skirt
- A belt is necessary if pants are worn
- Any closed-toe shoes. Crocs can be worn and must have a closed back.
- Religious wear as appropriate is allowed
- Hair needs to be groomed and accessories like ribbons, bows, barrettes and headbands are allowed

*Uniforms can be purchased through our online vendor, School Zone at <https://www.goschoolzone.com/Hawthorn-Leadership-School-for-Girls.dept>. If you need different sizes or have questions or concerns, call the school office at 314-361-5323 or email info@hawthornschoo.org.

The following items are **unacceptable** at all times:

- No hoodies
- No previous uniforms like older logos sweatshirts, button down shirts and black pants from previous years
- No khaki skirts
- Jackets and/or coats inside the building unless given specific permission by leadership
- Polo shirt without school logo
- Mismatched socks
- Visible undergarments
- Clothing that is frayed, inappropriately altered, baggy or ill-fitting, bearing holes, non academic insignias or paraphernalia (e.g. athletic pins, buttons, bobby pins, safety pins etc.)
- **Hawthorn** spirit wear unless specified by school administration.
- Jeans, Leggings, Jeggings or Capri leggings
- Sweatpants or athletic pants
- Flip flops, open toed shoes, sandals or house slippers
- Pants with lace, texture, patterns, jewels, sequins or beads
- Hats, bandanas, scarves, hair bonnets
- No visible body art

Physical Education/Dance

Scholars participating in Physical Education must wear appropriate clothes for class. Students are expected to dress out everyday. Below are gym guidelines for dressing out during gym class:

- Plain white T-shirt
- Shorts are to be black ¾ length athletic shorts and or sweatpants

The following items are **unacceptable** at all times:

- No short shorts or cut offs are permitted.
- Jeans or slacks are not permitted.

Uniform Expectations

1. The school has various temperature zones so it is important to dress appropriately. Scholars are encouraged to dress in layers. Layers include solid white long-sleeved t-shirt or turtleneck under a shirt with a **Hawthorn** logo. A collared shirt must be worn with the **Hawthorn** sweatshirt.
2. Coats, jackets, and all outerwear including hats must be kept in scholars' lockers and are not to be worn in classrooms or cafeteria.
3. Hawthorn t-shirts are not allowed for daily dress code. Hawthorn t-shirts are only allowed to be worn on College Fridays or as permitted by an administrator.
4. Scholars may not wear any electronic accessories (i.e. earbuds, Bluetooth devices) except a watch. Apple watches/Smart watches are not acceptable.
5. Any staff member may stop a scholar who is in violation of the dress code and send that scholar to the Dean of Culture who will take appropriate action to ensure the infraction is not repeated. Scholars will receive a consequence for uniform infractions.
6. Unless noted on a permission slip, all scholars must wear the school uniform on school field trips.
7. Scholars must keep track of their own possessions, that should be marked with the scholar's full name. Hawthorn is not responsible for any lost possessions. No portion of this dress code should be construed to restrict dress associated with religious observances.

Dress Down Day Guidelines

Periodically, **Hawthorn** scholars will have the opportunity to earn *Dress Down Days* or *Spirit Days*. The administrative team will provide parents and scholars with specific guidelines and expectations for *Dress*

Down Days or *Spirit Days*. Consequences will be given to scholars who do not follow the appropriate guidelines.

Cell Phones & Personal Technology Devices

Hawthorn understands that some students may have cell phones which may need to be brought to school. Each student is given a locker with a lock to keep their personal belongings. Hawthorn will not be responsible for any items that are brought into the school building. Student use of cell phones, Hawthorn computers or any other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with confiscation of device, mandatory parent meeting, suspension or loss of other school privileges.

- Cell phones may be used on school grounds during designated times and areas. Times are as follows:
 - Before the school day begins: in the cafeteria, or front office lobby area
 - During scheduled lunch periods in the cafeteria
 - After school in the front lobby area
- Unless explicitly allowed by a staff member, headphones, airpods, and any other listening devices may only be used during arrival, lunch and dismissal.
- ***Cell phones must be placed in lockers during all assessments (state testing and any classroom assessments).***

When students have their cell phones in the classroom, they must remain in the corner of the desk on silent mode. However, **teachers reserve the right to prohibit phones at any time if they believe it will be a distraction to classroom instruction.** Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples include:

- Ringing during instructional time
- Any phone usage such as: texting, looking at social media apps or other sites, and answering phone calls
- Loud, excessive noise playing from their device in common areas (hallway, cafeteria, lobby area etc)
- Photographing or video recording under any circumstances
- Usage of device during assemblies, school meetings or any other school appropriate event

Offense (Per Day)	Action
1 st Offense	Device confiscated by staff and a referral is written. Parents are notified (email and phone). Phone returned at the end of the day
2 nd Offense	Device confiscated by the Dean of Culture and a referral is written. Parents are notified (email and phone). Phone return by Dean at the end of the day.

If there are chronic cell incidents of cell phone violations, a mandatory parent meeting will be scheduled with the Dean of Culture.

Student Calls/Emergency-Non Emergency

If a student needs to make a call to their parent or guardian during the day, they may ask to use a school phone. If the phone must be made from their cell phone, they should ask for permission from the Dean of Culture or Head of School and place their call at the front office. Parents/Guardians who need to reach their student during school hours should call the main office directly. A message will be taken and delivered to the student so as not to interrupt classroom instruction. Failure to follow guidelines will result in disciplinary action.

Closed Campus

Hawthorn Leadership School for Girls is a closed campus. When on campus during academic hours, all scholars must be in class and under adult supervision. Scholars who leave campus during regular school hours without permission will receive disciplinary consequences. Scholars on campus after regular academic hours for sanctioned school activities such as tutoring, athletics, detention, or extracurricular activities are subject to all school rules.

Scholars who must leave campus early are required to provide a written note signed by a parent/guardian to main office staff or must be picked up and signed out by an authorized person in the main office. The authorized person must have valid identification and be listed on the scholar’s information sheet as an individual authorized to pick up the scholar. If the individual who will pick up a scholar is not listed on the scholar’s information sheet, and a parent would like the individual to be able to pick up the scholar, the parent must provide notification to the school prior to scholar pickup.

Field Trips

Field trips serve an educational purpose and are integrated as part of Hawthorn’s educational program.

Field trips are considered a privilege, and the ability to participate can be revoked by school administration at any time.

As a privilege, students are expected to meet the following expectations during field trips:

- Practice Hawthorn's core values as representatives of the school
- Stay with the teacher or designated chaperone at all times
- Follow the safety rules stated for the designated form of transportation for the trip
- Continue to adhere to Hawthorn policies regarding cell phones, behavior, and dress code

Parents/Guardians will receive adequate notice prior to an off-campus field trip. Students participating in a field trip must have a signed permission form in order to participate. Signed permission forms must be returned to the classroom teacher by the due date in order for the student to attend. Signed permission slips that are faxed or scanned and emailed to the school are acceptable. If the field trip requires a fee, the student's family is responsible for the cost.

Outside Food

For health reasons and cleanliness, Hawthorn has specific expectations regarding food brought in from outside of the building. Students may not have gum, sunflower seeds, soda, powdered drinks, or family-size snacks at any time, except lunch periods. Students may not bring any food into classrooms unless approved by school staff. Food frequently leads to disruptions in the classroom, potential health risks, damage to school furnishings and creates additional cleaning to classrooms and common areas. If a student is found to have any of the items listed above inside the classroom, the items will be confiscated. Students who demonstrate a pattern of offenses related to the school's food/gum/snacks policy will result in a call home to the parent or guardian.

While Hawthorn has a breakfast and lunch program, students may also choose to bring their own lunch. However, Hawthorn is unable to provide refrigeration of food items or a microwave. On occasion, Hawthorn may provide snacks to students. Snacks distributed will be consumed at the designated times and in designated areas determined by the school team.

Parents who choose to bring lunch for their student must deliver the meal **prior to** the student's assigned lunch period. Students may not miss instructional time due to a late delivery of a personal lunch. Parents can call in advance to verify the time at which the student is scheduled for their lunch period before arriving at school. The student will eat their lunch during their designated lunch period in the cafeteria. Hawthorn does provide lunch and breakfast for all students. Students and parents should be advised of the following:

- Parents or students may not have any food delivered via door dash or any delivery method.
- Students may not share food they have brought into school with other students for medical reasons (e.g. food allergies)

Hazing and Bullying

In order to promote a safe learning environment for all students, **Hawthorn Leadership School for Girls** prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the Student Discipline Policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school staff member. Staff members will conduct a full investigation and follow up with parents.

See Appendix A for Hawthorn's complete Hazing and Bullying Policy and definitions of hazing and bullying.

Social Media

It is not uncommon for social media posts, even after school hours, to create issues that ultimately spill into the school environment. Some of these situations are also brought to the schools attention by students or parents which then require our involvement. More extreme situations may result in school disruptions that result in a disciplinary consequence, such as a parent conference up to suspension. More serious situations could result in the involvement of law enforcement. It is important to remember that hurtful actions outlined in the Student Code of Conduct also apply to online communication. To be safe, be in control of what you do online, even if it is during personal time. For example, if your classmate is tagging you in inappropriate Instagram posts with a nexus to the school environment, do not answer in the same way. Instead, send any screenshots, tagged messages etc to the Dean of Culture to be addressed as appropriate and in accordance with school policy.

Student Alcohol and Drug Abuse

Hawthorn Leadership School for Girls is concerned with the health, welfare, and safety of its scholars. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and controlled substances is prohibited on any **Hawthorn** property, in any **Hawthorn**-owned vehicle or in any other **Hawthorn** approved vehicle used to transport scholars to and from school activities. This prohibition also applies to any **Hawthorn**-sponsored or **Hawthorn**-approved activity, event or function, such as a field trip or athletic event, where scholars are under the supervision of **Hawthorn**. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled

Substances Act, 21 U.S.C. § 812(c).

Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with the law and Board policy.

Scholars may only be in possession of medication as provided in the Administration of Medication Policy.

Any scholar who is found by **Hawthorn** to be in violation of this policy will be subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with **Hawthorn's** discipline policy and **Hawthorn** may report any illegal or suspected illegal behavior to law enforcement. Strict compliance is mandatory.

Parents/Guardians and Visitors

Visitation policy may change at any time to maintain the safety of our scholars. All parents/guardians and visitors must sign in and sign out at the main office when entering or leaving the building. Parents/Guardians are expected to abide by the guidance of administration while on the premises and core values in all interactions with faculty, staff, administration, other parents, and scholars.

Parents/Guardians will be asked to leave campus if the school's core values are not practiced. Parents/Guardians and visitors are asked to limit their cell phone use to the building lobby.

Family Involvement

Hawthorn provides opportunities for connection and community. The school will organize different events throughout the year. All parents are encouraged to be involved. Participation in the following opportunities and programs will also be encouraged for parents: scheduled conferences between the student, her family, and an administrator or student's advisor; back-to-school information sessions; parent/teacher conferences; annual parent meetings; parent education seminars, and ongoing communication.

Public Display of Affection

Public displays of affection are not permitted while at Hawthorn, on Hawthorn's grounds, or at Hawthorn-sponsored activities. Inappropriate touching with hands or other body parts is not permitted including, but not limited to hugging, holding hands or sitting on laps. Consequences are determined based on the situation and in alignment with the Student Discipline Policy.

Deliveries to Scholars

If a student leaves items at home, those items may be delivered to school and left at the main office for the student to pick up. Lunch deliveries must occur prior to a student's assigned lunch period. Students may not miss instructional time due to a late delivery of a personal lunch. Students are not permitted to order food using any delivery methods. Parents are also not permitted to send any food or items through any delivery method. If items are delivered by a delivery service, they will be turned away upon arrival to Hawthorn.

Selling Items

Students are not permitted to sell any items on school property unless the activity is a school-sponsored fundraising activity. Scholars cannot sell any item(s) on school property without approval from the school administration.

Walking/Riding To and From School

Hawthorn scholars are expected to demonstrate the school's core values during school hours and on the way to and from school. When scholars are walking, bike riding, or riding public transportation to and from school, and are wearing the **Hawthorn** uniform, they must remember that they may still be recognized as scholars of **Hawthorn**. As such, scholars are expected to demonstrate the school's core values and comply with **Hawthorn**'s behavioral expectations. Scholars may receive disciplinary action for inappropriate behaviors occurring off-campus in accordance with law and **Hawthorn** policy.

Weapons in School

The Board of Directors recognizes the importance of preserving a safe educational environment for scholars, employees and visitors of **Hawthorn**. In order to maintain the safety of the educational community, **Hawthorn** will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No scholar or other non-law enforcement individual may possess a weapon on school property at any time.

*See Appendix B for **Hawthorn's** complete Weapons in School Policy.*

Student Discipline

It is essential that Hawthorn maintain a classroom environment that allows teachers to communicate effectively with all students in the class and that allows all students in the class to learn. Hawthorn's discipline policy sets out the rules of student behavior applicable to all students and the procedures for imposing discipline on students who violate these rules. In general, discipline is designed to correct a student's misconduct and to encourage the student to be a responsible citizen of the school community. Disciplinary actions will be in

proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

Parental notification and parental involvement are essential to any effort to modify a student's inappropriate behavior. The intent of this policy will only be effective if parents and guardians, teachers, and school administrators work together to improve student behavior and enhance academic performance.

Hawthorn's discipline policies and procedures will apply to all students in attendance at Hawthorn instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies and procedures, to the extent allowed by law.

Students who have been charged, convicted or plead guilty in a court of general jurisdiction for commission of a felony may be excluded in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Suspension and Expulsion

Hawthorn administration may exclude a scholar from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the scholar, other scholars or the property of the school. Furthermore, if a scholar poses a threat to self or others, as evidenced by the prior conduct of such scholar, the Head of School or designee may immediately remove the scholar from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the scholar and the school.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" pursuant to school policy. The term "expulsion" refers to exclusion for an indefinite period.

Hawthorn may honor suspensions and expulsions from another in-state or out-of-state school, including a private, charter or parochial school or public school district, pursuant to law and **Hawthorn's** Scholar Admissions Policy. Before making any decision to honor such suspensions or expulsions, the Head of School or designee will consider whether the scholar has received the due process required by law.

Infractions with Guidelines for Consequences*

***The exact consequences determined appropriate by the administrator may vary from these guidelines based on a variety of factors and individual circumstances and at the administrator's discretion.**

10 Day Suspension– Mandatory Parent Conference (Probationary status upon return if suspended)

- No Student will cause vandalism of school property (student must make restitution).
- No student will be egregiously insubordinate toward adults (staff or volunteer).

- Physical violence or threats of any kind to staff or students.

5 Day Suspension (Mandatory parent conference before student return)

- No student will engage in speech, behaviors, or gestures of a sexual nature that is observed or confirmed by a staff member.
- No student shall engage in a verbal altercation that causes disruption to the learning environment in any way.

3 Day Suspension- (Mandatory parent conference before student return)

- No student shall fail to follow the direct instructions of a staff member after repeated requests.
- No student shall leave the campus and return on the same day without parental escort or administrative permission.
- No student shall fail to report an infraction of the Code of Conduct by another student that directly impacts the emotional and physical safety of other scholars.
- No student shall exhibit dishonesty during discipline discussions with school administrators.
- Harassment or discrimination of any kind
- No student shall post inappropriate social media posts that result in a school disruption

1 Day Suspension

- No student shall engage in speech that is inappropriate for school which is heard
- No student shall engage in physical contact of a playful nature that is not reciprocated nor anticipated by the receiving scholar (Horseplay)
 - No student shall cause a disruption to the classroom session or silent assembly
 - No student shall fail to report to the office when referred by an adult.
 - Knowingly skipping class or out of assigned area without the permission of an adult.

If a student is removed from a classroom for a behavioral reason, the parent is to be notified by the teacher/administrator the day of the occurrence.

All verbal and physical threats toward employees will be taken seriously and scholars may be remanded into the custody of the appropriate authorities for criminal prosecution.

Behavior Probation

After several behavior interventions, a scholar may be placed on behavior probation. If a scholar is placed on behavior probation, they will be expected to meet regularly with administration. Behavior probation is intended to provide the scholar with additional support and structure to ensure her success. Except when authorized by the Head of School, a scholar may not be allowed to participate in extracurricular activities until the probation period has ended.

Out-of-School Suspensions up to 180 Days

Suspension will generally be used for the chronic and more serious types of offenses. The Dean of Culture may suspend a scholar from school for a period of up to ten days for conduct that is prejudicial to good order and discipline in the school or that tends to impair the morale or good conduct of the students. The Head of School has the authority to extend the suspension up to 180 school days in accordance with the process described below.

Procedures for suspending a scholar are outlined below.

1. Before suspending a scholar, the Dean of Culture or designee, must (a) tell the scholar, either orally or in writing, what misconduct they are accused of; (b) if the scholar denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the scholar an opportunity to present her version of the incident.
2. If the Dean of Culture or designee concludes that the scholar has engaged in misconduct punishable by suspension, the procedures described below apply. If the scholar has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards regarding the discipline of scholars with disabilities apply.
3. If a suspension is given to a scholar, the scholar's parents or guardians must be notified promptly in writing of the suspension and the reasons for the action.
4. Any suspension must be reported to the Head of School, who may revoke the suspension, either in part or in full, at any time. The Dean of Culture can recommend to the Head of School that a suspension be extended beyond ten school days.
5. The Head of School may impose an out-of-school suspension up to 180 school days. In such cases, the Head of School will provide written notice of the suspension and the right to request an appeal hearing to the scholar's parent(s) or guardian.
 - a. Scholars under suspension are not allowed to be on or around the school campus unless:
 - i. The parent/guardian calls and makes arrangements with the Head of School or a member of the school administrative team.
 - ii. The parent/guardian accompanies the scholar to the campus.
6. Scholars under suspension are not allowed to participate in or attend any extracurricular activities sponsored by the school until they have attended classes on the first day after the suspension. Scholars can however receive any assignments during their removal.
7. If a scholar is suspended for more than ten school days, the following rules apply: a. The

scholar, her parents/guardians have a right to appeal the Head of School's decision to the Board or a committee of the Board appointed by the Board president. The request for appeal must be made in writing to the Dean of Culture or Head of School within 7 days of the suspension.

8. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
9. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with scholar disciplinary hearings.

Student Discipline Hearings

The Board may originate scholar discipline hearings upon recommendation of the Head of School. In addition, scholar discipline hearings will be held upon written request of the scholar or the scholar's parents/guardian to consider appeals from scholar suspensions in excess of ten school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the Head of School or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

The hearing shall be heard by the Board or a committee thereof, which shall have full authority to act in lieu of the Board. A decision of the Board committee shall be considered the decision of the Board. In conducting a disciplinary hearing, the Board, or its designated committee, will carefully consider the information presented by the administration and by the parent/guardian and scholar. Generally, the hearing will be informal; however, the Board or the designated committee, in its discretion, may decide to conduct the hearing as a contested case proceeding in accordance with Chapter 536 of the Missouri Revised Statutes.

The following procedures apply to all hearings before the Board:

1. The scholar and the scholar's parents/guardians will be provided written notice of the date, time and place of the hearing.
2. The parent/guardian may represent their scholar or may retain an attorney to act as a representative of the scholar. If the parent/guardian elects to have the scholar represented by an attorney at the hearing, the parent/guardian shall notify the Board of such representation at least forty-eight hours prior to the scheduled time of the hearing.
3. The scholar and parent/guardian will be advised of the charges against the scholar, and will be given the opportunity to respond to those charges. Prior to the hearing, the scholar and parent/guardian, or their attorney, may review the scholar's file, the discipline report, and related

records.

4. The hearing will be closed unless the Board or its designated committee decides otherwise. The hearing may only be open with parental consent.
5. The scholar and the scholar's parents/guardians will be provided written notice of the Board's decision.
6. When the Board of Directors or its designated committee elects to conduct a contested case hearing, the following procedures will also apply:
 - a) The scholar, scholar's parents/guardians, or their representative will be provided written notice of the date, time and place of the hearing, and their right to call witnesses, enter exhibits and cross-examine adverse witnesses during the hearing.
 - b.) Prior to the hearing, the scholar and the scholar's parents/guardians will be advised of the identity of the witnesses to be called by the administration. In addition, the scholar and the scholar's parents/guardians will be provided copies of the documents to be introduced at the hearing by the administration.
 - c.) At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The scholar, the scholar's parents/guardians or their representatives shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
 - d.) At the conclusion of the hearing, the Board or the designated committee shall deliberate in executive session and render a decision to dismiss the charges, to suspend the scholar for a specified period of time, or to expel the scholar from **Hawthorn**. The administration or its counsel, by direction of the Board or the designated committee, shall promptly prepare and transmit to the scholar and the scholar's parents/guardians written notice of the Board's decision.

Remedial Conference

Prior to the readmission or enrollment of any scholar who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., a conference must be held to review the scholar's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the scholar, and the parent or guardian of the scholar or any agency having legal jurisdiction, care, custody or control of the scholar. The Head of School shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling scholars transferring from another school as well, regardless of whether

the "act of school violence" was committed at a public school or at a private school in Missouri.

Offenses and Consequences

Reporting to Law Enforcement

Hawthorn is required to report to law enforcement the following acts committed on school grounds regardless of whether they are committed by juveniles:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviant sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

Hawthorn may also notify law enforcement of other illegal or suspected illegal activity.

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

Prohibition against being on or near School Property during Suspension

All scholars who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the Head of School or designee. Any scholar who is

suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity shall not be allowed to be within 1,000 feet of **Hawthorn** unless one of the following

conditions exist:

1. The scholar is under the direct supervision of the scholar's parent, legal guardian or custodian.
2. The scholar is under the direct supervision of another adult designated by the scholar's parent, legal guardian or custodian, in advance, in writing, to the Head of School.
3. The scholar is in an alternative school that is located within 1,000 feet of **Hawthorn**.
4. The scholar resides within 1,000 feet of **Hawthorn** and is on the property of their residence.

Behavior Probation

After several behavior interventions, a scholar may be placed on behavior probation. If a scholar is placed on behavior probation, they will be expected to meet regularly with administration. Behavior probation is intended to provide the scholar with additional support and structure to ensure her success. A scholar generally may not be allowed to participate in extracurricular activities until the probation period has ended.

Academic Honor Code

Academic integrity is critical to **Hawthorn**'s commitment to its five core values: integrity, contribution, support, courage, and joy. Learning is based on mutual trust and respect between teachers and scholars, scholars and their peers, and teachers and their colleagues. Scholars must take responsibility for their learning by demonstrating integrity in their work, contributing to the learning community, and being courageous in asking for help. Scholars support each other's learning and find joy even in challenging situations.

Academic Honor Code violations include plagiarism, cheating, and copying. In addition, any of the acts listed below -- without full acknowledgement of the original source -- are considered violations of **Hawthorn**'s Academic Honor Code:

- Using notes, calculators or other tools on a test when those items are not permitted
- Looking on another scholar's test or allowing a scholar to look at one's test while the test is in progress
- Allowing another scholar to copy your assignment

- Allowing others to do work for you and submitting the work as your own
- Failing to cite sources
- Copying and pasting information from the Internet and passing it as your own
- Forging a signature of a parent/guardian, teacher, or scholar
- Attempting to change a grade without authorization
- Direct duplication by copying another person's work (work could be from another scholar, a print resource, article, or website) Plagiarism also includes passing off others' work as your own even if it is not a direct duplication.
- Including images or other media, in whole or in part, from the internet or other electronic resource without proper citations
- Submitting one's own work that has previously been submitted for grading purposes in another subject or at another school
- Falsifying or making up fake information, data, or source

First Academic Honor Code Violation May Result In:

- A one-day suspension
- A failing grade on the assignment
- Required completion of a more extensive assignment (research, reflection essay, interview summary)
- Parent Conference

Repeated Violations of Academic Honor Code May Result In:

- A multi-day out-of-school suspension (up to 10 days for multiple infractions) or expulsion
- A failing grade on the assignment(s)
- The required completion of several extensive assignments (research, reflection essay, interview summary)
- Parent Conference

Grading Policy

All **Hawthorn** Scholars will receive a rigorous educational experience. Our grading policy will also reflect appropriate rigor.

Academic Progress Expectation: Graded / Non-Graded Work

Scholars, along with Parents / Guardians, regarding academic progress via Teachers Ease. Weekly

feedback will include documentation of completed / uncompleted External Practice and as assigned Quizzes, Projects, and Assessments. In addition to recorded feedback parents / guardians will receive a report card at the end of the 1st quarter, 1st semester, 3rd quarter and end of the year. All report cards are mailed home and available via Teacher Ease.

Below is a grid that describes the various categories of graded work that could be reflected in the gradebook.

Graded / Non-Graded Status	Assignment Types	Frequency
Non-Graded	Study & External Practice	Daily
Non-Graded	Internal (Class) Practice	Daily
Graded	Quiz/Projects (Formative Assessment)	Varies
Graded	Summative Assessment	End of each Unit

Late Work

Scholars are expected to turn in their work **on time**. Barring any extenuating circumstances, scholars will receive a deduction for work that is considered late.

Make Up Policy

When scholars are unable to be at school for any reason, scholars must make up any and all assignments that are material to the learning. Teachers will schedule a time for scholars to receive instruction/assistance with assignments that they are unable to complete on their own. This could happen before school, during lunch or after school hours. Teachers will determine an adequate time frame in which they can turn in the assignments for an opportunity for full credit. If the scholar does not turn in the assignment by the agreed upon date, the assignment is considered late.

External Practice (formerly Homework)

In order to prepare our scholars for early college courses, scholars must build their academic muscles by having daily practice. Teachers should provide scholars with meaningful and intentional practice on a nightly basis. External practice should be collected in order for teachers to provide feedback, provide opportunities for scholars to review the assignment feedback and ask clarifying questions. Scholars should use feedback as a study guide in preparation for quizzes, projects and Unit Assessments. Teachers will use Teachers Ease to document External Practice that has been turned in

Progress Report

Family support is an important piece of each scholar's academic success. ~~Parents~~ will have regular feedback regarding scholar progress by logging into our student information system. (Parents will be provided login information during registration for the school year). A quarterly report card will be mailed home at the end of the 1st and 3rd quarter to reflect academic progress.

Graded Work

In order to prepare for conferences, data dives and review of scholar work protocols, teachers will keep graded work on file through the semester. Upon request, teachers can make a copy of an assignment for a scholar or parent upon request.

Retake Policy

From time to time, our scholars may not earn a passing grade on a major assessment or on an assessment/project. In order to give our scholars the opportunity to demonstrate proficiency, scholars may have the opportunity for a retake. Make-up opportunities will be given at the discretion of the teacher and only in situations where a scholar has earned a grade below a C. The following steps must be followed prior to a makeup opportunity:

Scholars must meet with the teacher in order to receive additional reteach and/or resources to prepare for the retake. Additional opportunities for practice and preparation must be provided to the scholar that shows evidence they have the best opportunity for success.

The classroom teacher will communicate with the family in advance of the retake opportunity so that they are aware of the scholar's responsibility. (E.g. After school assistance at school, additional practice being sent home etc.) .

Once these steps are completed, the teacher will schedule a retake opportunity after school for the scholar. Retakes should be completed within 1-2 weeks unless there are extenuating circumstances.

Middle School Grading Scale

Middle School scholars will earn letter grades for completed courses. The letter grades are based on the total number of points earned for all categories of graded work.

Middle School Grading Scale	
Letter Grade	Average Points
A	5
B	4
C	3
D	2
F	1

Missing Assessment	0
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Middle School Promotion

In order for a scholar to be promoted to the next grade level, a scholar must earn a passing grade in each **class, each semester**. If a scholar earns a D in no more than 2 classes during the first semester, a teacher may evaluate scholar work and provide scholars with an opportunity for extended instruction in order to meet proficiency. If the scholar shows adequate mastery, the scholar will earn a C. If the scholar does not meet proficiency, the D will remain.

Middle School Retention

Proficiency and mastery of grade level skills is critical for scholars to be successful. Scholars who earn an F in any core course (Math, English, Science) will be retained at grade level. When a scholar earns a D, scholars will be retained pending completion of summer school. If the scholar meets all requirements for summer school completion, they will be granted promotion. If a scholar does not successfully complete summer school requirements, they will be retained at grade level.

Summer School

Hawthorn recognizes that some scholars may benefit from additional instruction and time on task. Summer school may be offered to scholars in order to receive additional instruction. Various sources of data (academic and non-academic) will be used in order to determine summer school placements. In some cases, summer school will not be optional. Non-attendance or violations of summer school attendance policy could result in retention at grade level. Meetings with families will be scheduled when summer school placements are made for any **Hawthorn** scholar.

High School Grading Scale

High School Grading Scale		
Letter Grade	Average Points	

A	5	
B	4	
C	3	
D	2	
F	1	No credit granted

Graduation Requirements

The Missouri Department of Secondary Education (DESE) outlines graduation requirements for all high school scholars to earn their diploma. DESE does allow local boards the flexibility to include additional requirements “in accordance with needs and aspirations of scholars and the communities they serve.” **Hawthorn Leadership School for Girls** requires that all scholars successfully earn 24 credits.

Missouri Graduation Requirements by Units of Credit

Missouri Department of Elementary and Secondary Education (DESE) Minimum Graduation Requirements			Two Institutions-One Goal: Prepare Students for Success	Missouri Coordinating Board for Higher Education's Recommended High School Course Work	
Subject	Units of Credit	Additional Requirements	Additional Guidance for Successful Preparation	Subject	Units of Credit
English Language Arts	4 credits			English Language Arts	4 credits
Mathematics	3 credits		Students who take a fourth year of math are often more successful in completing college level math (MDHE).	Mathematics	4 credits

Social Studies	3 credits	<p>*Passing of the U.S. and Missouri Constitutions</p> <p>*Passing of an American Civics exam (starting with the 2017-18 ninth grade class)</p>	Social Studies coursework should emphasize American history, Missouri government, and Missouri history as required by state statute.	Social Studies	3 credits
Science	3 credits		Biology, chemistry, and physics with a least one lab class are strongly recommended.	Science	3 credits
Fine Arts	1 credit			Fine Arts	1 credit
Physical Education	1 credit	*30 minutes of cardiopulmonary resuscitation instruction and training in the proper performance of Heimlich maneuver or other first aid for choking		Physical Education**	1 credit

Practical Arts	1 credit			Practical Arts**	1 credit
Health	½ credit			Health**	½ credit
Personal Finance	½ credit			Personal Finance**	½ credit

Electives	7 credits		MDHE strongly recommends two units of credit in a single foreign language.	Electives	6 credits
Total:	24 Credits			Total:	24 Credits

*See appendix A for statutory requirements

** These are additional DESE requirements

Scholars must earn approximately 6 credits each semester to successfully complete their graduation requirements. When scholars fail a course, they will be off track for graduation. In cases where a scholar fails a course, scholars will be required to repeat the course. When possible, scholars will be enrolled in failed classes during the school year. However, there will be cases where a scholar will need to be repeated during summer school. If Hawthorn offers summer school, scholars who need to make up credits will be required to enroll. Scholars can enroll in summer school outside of Hawthorn however prior approval must be obtained. The Director of Counseling will work with scholars throughout their high school career to manage credits and completion of graduation credits.

For scholars who would like to enroll in dual enrollment courses, the Director of Counseling will work with scholars individually to ensure the appropriate criteria are met prior to enrollment. In the near term, Hawthorn will be working to formalize dual enrollment courses as part of the overall school program and graduation requirement. In the meantime, the Director of Counseling will work to enroll scholars in a dual enrollment program that is the best fit for the scholar.

High School Placement

In order to ensure that high school scholars are earning adequate credits to fulfill their graduation requirements, Hawthorn scholars must earn a specified number of credits per school year.

Hawthorn Leadership School for Girls
4-Year Plan (Sample)

	9th Grade	10th Grade	11th Grade	12th Grade (Incomplete)
English *4 credits	English I	English II	English III	English IV
Math *3 credits	Algebra I	Geometry	Algebra II	College Algebra
Science *3 credits	Biology	Chemistry	Earth Space	Elective Science/ Elective Science
Social Studies *3 credits	*American History	World History	*American Government/ Elective Social Studies	Elective Social/ Elective Social
Foreign Language	Spanish I	Spanish II	Spanish III	Spanish IV
FineArt *1 credit		FA (S2)	FA (S1)	
Practical Art *1 credit			PA (S1 and S2)	
Health *.5 credit	Health (S1)			
Physical Education *1 credit	PE (S2)	PE (S1)		
Personal Finance *.5 credit			PF (S2)	
Electives *7 credits; courses may vary	Math Lab	Math Lab		(Elective options)

*Required course or credit specifications for graduation **Please note:** Although foreign language credit is NOT required for graduation, it is a college readiness requirement for most (not all) four-year colleges and universities. Revised 7-13-21

Hawthorn Leadership School for Girls Graduation Requirements

The Hawthorn Leadership School for Girls Board of Education requires that students earn 24 credits in order to receive the HLSG diploma.

SUBJECT AREA	GRADUATION REQUIREMENT	REQUIRED COURSES/ASSESSMENTS
English	4	All English; <ul style="list-style-type: none"> ● ACT Prep does NOT count toward English for college admissions English II End of Course (EOC) Exam
Math	3	All Mathematics Algebra I End of Course (EOC) Exam
Science	3	All Sciences Biology End of Course (EOC) Exam
Social Studies	3	<ul style="list-style-type: none"> ● United States History (full year); ● United States Government & Politics (one semester) along with passing: <ul style="list-style-type: none"> ○ the Missouri and U.S. Constitution exams and ○ a Civics exam Government End of Course (EOC) Exam
Fine Art	1	All Fine Arts
Practical Art	1	All Practical Arts
Health	.5	Health course; additionally students must pass a CPR proficiency assessment
Physical Education	1	All Physical Education courses Fitness Assessment
Personal Finance	.5	Class or assessment; sophomore standing or higher to take the course
Electives	7	Additional electives or a course in any subject area above the requirements
TOTAL	24	

If scholars do not have the required number of credits at the end of a school year (including summer school), they will be reclassified to the appropriate grade level for the upcoming school year.

If a scholar enters their last year of high school, but requires summer school credits to graduate they will be classified as a senior. **However, no student may walk during graduation if they have not completed all of their high school credits.**

High School Credits: Repeating Courses

Although scholars earn credit for a D, this does not represent proficiency. In certain cases, it may be in the best interest of scholars to repeat the course. The Director of Counseling will make course placements that are in the best interest of scholars and their continued progress in their course work. In cases where scholars must repeat a course, a scholar will receive the benefit of the higher grade.

Career Paths

Career Paths	Clusters	Sample Pathways
Arts & Communication (Creative Path)	Arts, A/V Technology and Communications	Visual and Performing Arts, Audio/Visual Technology, Journalism and Broadcasting
Business, Management & Technology (Business Path)	Business Management and Administration; Information Technology; Finance; Marketing	Accounting, Banking Services, Marketing Management, Human Resource Management, Administrative Support, Web and Digital Communications
Health Services (Health Path)	Health Science	Therapeutic Services, Biotechnology Research and Development, Support Services, Health Informatics, Medicine
Human Services (Helping Path)	Education & Training; Government & Public Administration; Hospitality & Tourism; Human Services; Law, Public Safety, Corrections & Security	Counseling and Mental Health Services, Restaurants and Food & Beverage Services, Travel and Tourism, National Security, Foreign Service, Emergency and Fire Management Services, Correction Services, Law Enforcement Services, Legal Services, Teaching and Training, Administrative Support
Industrial & Engineering Technology	Architecture & Construction;	Engineering and Technology,

(Building & Fixing Path)	Manufacturing; Science, Technology, Engineering & Mathematics; Transportation, Distribution & Logistics	Science, and Mathematics, Design and Pre-Construction, Logistics and inventory Control, Maintenance, Installation, and Repair, Transportation Operations, Warehouse and Distribution Center Operations, Sales and Services
Natural Resources & Agriculture (Nature Path)	Agriculture, Food & Natural Resources	Food Products and Processing Systems, Natural Resources, Environmental Service Systems, Plant Systems

The following sites may aid in your career exploration efforts:

- Take a free career interest inventory at <https://www.mynextmove.org/explore/ip>
- Explore technical program opportunities in St. Louis at <https://ranken.edu> and <https://stlcc.edu>
- Explore two- and four-year colleges and their specialized programs at <https://bigfuture.collegeboard.org/>

Report Cards

There are four marking periods during the school year. Report cards are issued after each marking period.

Academic Probation

Scholars who repeatedly fail to complete and submit homework assignments, classwork, or projects will be placed on academic probation and, at times, be required to enter into an academic contract. Scholars may also be required to complete a weekly academic contract and have it signed by teachers on a daily basis. If a scholar continues to demonstrate a lack of academic effort, a parent/guardian conference will be required. At times, additional consequences may be given. Those consequences may include retention.. Scholars who demonstrate measurable improvement in effort and homework completion during the academic probationary period will be removed from the probationary list.

Advisory Program

The mission of **Hawthorn**'s advisory program is to ensure each and every scholar feels supported, builds connections and is encouraged to become their best self throughout their years at **Hawthorn**. Every scholar is assigned to an advisory group that includes a faculty member as an advisor. One of the main responsibilities of an advisor is to create a safe and caring environment in which all **Hawthorn** scholars are able to thrive socially, emotionally, and academically. The advisor closely monitors the academic and

personal progress of the scholars in their advisory. Acting as a liaison, the advisor notifies administration of challenges that may arise for a scholar. Advisors serve as an additional point of contact and parents/guardians are encouraged to check-in with the advisor if they have any concerns or questions regarding the overall health and wellness of their scholars.

Honors and Awards

Hawthorn Leadership School for Girls believes the recognition of achievement is an essential element in a scholar's development. For this reason, scholars exemplifying **Hawthorn**'s Core Values and achieving certain academic successes are recognized at an awards assembly at the end of the semester.

Planners

Every scholar will receive a planner courtesy of **Hawthorn** at the beginning of the school year. Scholars are expected to practice personal responsibility by keeping track of their planner throughout the year and using it to record assignments. All scholars are expected to bring their planners to all classes.

School Property

Hawthorn scholars and staff take pride in the building and school grounds. Scholars must treat school property and equipment with care and responsibility. This includes the gym, hallways, cafeteria, bulletin boards, displays of scholar work, restrooms, lobby, lobby furniture, library fixtures, books, computers, and the stairs in front of the school. Scholars are expected to keep school property clean and neat. Scholars are responsible for cleaning up after themselves and leaving spaces prepared for future use.

Textbooks & Classroom Texts

When necessary, school textbooks will be provided. Scholars must maintain the quality of each book. At the end of the year or unit, scholars must return the exact textbook issued to them in order to receive credit for the book. Damaged or lost book fees will be assessed accordingly. On occasion, other classroom texts, such as novels, will be given to scholars for individual use in class and at home. Scholars may be invited to keep those texts for personal use upon completion of a unit.

Library Books

Independent reading is a priority at **Hawthorn**. For that reason, scholars will have regularly scheduled visits to the school library. Scholars have the opportunity to borrow books from the library for two weeks from the checkout date. Scholars have the option to renew books during their library visits. Scholars are responsible for any books borrowed and are expected to return the books in a timely manner and in the same condition in which it was borrowed. If a scholar loses or damages a borrowed book, the scholar is responsible for reporting the loss/damage to school staff and for replacing the book itself or donating

another book.

Laptop and Online School Resources

Upon parent/guardian and scholar signature of the Scholar and Family Handbook contract, the scholar will receive a username and password for using the school's online resources. Use of school laptops for academic purposes is a privilege and can be revoked at any time. Use of all school technology resources (both hardware and online) are governed by **Hawthorn**'s Acceptable Use Policy. (*See Appendix D*). **Hawthorn** reserves the right to enforce the Acceptable Use Policy and to limit or revoke a scholar's privileges at any time. Parents/Guardians may not use the scholar's email account to send messages to any scholar or group of scholars.

Scholars are responsible for the proper care and use of the laptop. In the event of damage, the scholar and her parents/guardians will be responsible for payment to repair or replace the equipment.

Lockers

The expectation is that each scholar should use the locker issued to them at the beginning of the school year. **Hawthorn** will issue an individual locker and lock to each scholar. Only the locks issued by Hawthorn may be used and all locks must remain at school at all times and must be returned in good condition at the end of the school year. If a lock is not returned, a \$10 fee will be issued to the student's family. The locker is school property and as such, may be searched by designated school staff at any time. There is no expectation of privacy with school locker usage. Scholars should not share lockers at any time. Only school issued locks shall be used on school lockers. Lockers must be used for coats, lunches, and other personal items.

Any decorations placed on the inside of a locker must be removable. Scholars who decorate or make choices that damage the locker (e.g. use adhesive that removes paint) or permanently change the locker's appearance (e.g. use of permanent marker or paint) will be held responsible for the financial cost of locker repairs. Decorations on the exterior of the locker will only be allowed for birthdays or other special occasions as determined by the school administration. Scholars are only allowed to visit their lockers at designated times. .

Lost and Found

Periodically throughout the school year, items not claimed from the Lost and Found will be donated to charitable organizations.

Responsibility for Personal Property

All personal property brought to school is brought "at your own risk." **Hawthorn** will not assume responsibility for any personal property. Distracting or inappropriate objects will be confiscated and

returned at the end of the day. Repeat offenders will be required to participate in a parent/guardian conference. Scholars should not bring any large sums of money to school for any reason.

School Supplies

Scholars are responsible for obtaining appropriate school supplies for personal use. **Hawthorn** will publish a school supply list prior to the beginning of each school year. If a family is experiencing financial hardship and that hardship prevents a scholar from obtaining appropriate school supplies, please contact the school social worker to discuss options for financial assistance.

School Fees

Periodically parents/guardians will be responsible for paying school-assessed fees for some services provided by the school. Families are not required to pay fees related to aspects of the school's core academic programs; however, families may be responsible for fees pertaining to optional aspects of the program, such as special athletic activities or participation fees in school sponsored activities. If financial hardship inhibits a parent/guardian's ability to pay school-assessed fees, including fees related to optional programming, please contact the social worker to discuss options for financial assistance.

Non-Discrimination Statement

The **Hawthorn Leadership School for Girls** does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, familial status, disability, age, veteran status, genetic information or any other characteristic protected by law in its programs and activities. In addition, **Hawthorn** provides equal access to the Scouts and other designated youth groups. **Hawthorn** is a single school local educational agency operating as a single-sex charter school as permitted by law. *Hawthorn's full Non-Discrimination/Harassment/Retaliation Policy is included in Appendix E.*

The following person has been designated as the Title IX Coordinator/Compliance Coordinator to handle inquiries regarding the non-discrimination policies:

*Head of School
1901 N. Kingshighway Blvd.
Saint Louis, MO 63113
314-361-5323*

FERPA Notice and Designation of Directory Information

Hawthorn Leadership School for Girls complies with the Family Educational Rights and Privacy Act ("FERPA"), which affords parents/guardians and scholars who are at least age 18 certain rights regarding the inspection, review, disclosure, and amendment of information regarding scholars' educational records

and other information as set out in Appendix F.

Protection of Pupil Rights Amendment Notice

The Federal Protection of Pupil Rights Amendment (“PPRA”) affords parents certain rights regarding a school’s initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. See *Appendix G* to read *Hawthorn’s full Protection of Pupil Rights Amendment Notice, including how to file a complaint regarding PPRA.*

Media Release

Hawthorn maintains a website, a social media presence, and periodically publishes promotional materials. On occasion, **Hawthorn** may receive media requests to highlight the school and scholars. In all cases, **Hawthorn** will honor the Media Consent and Release Form completed by families during the admission process.

Distribution of Published Materials/Documents

School Materials

With prior approval by the Head of School, Dean, or Teacher, publications prepared by scholars may be posted or distributed to the greater community. Such items may include school posters, brochures, murals, etc. School publications such as a school newspaper or yearbook that are available to all scholars are supervised by staff members and may be edited or taken down at the sole discretion of the school.

Non-School Materials

Unless a scholar (or parent/guardian) obtains specific prior approval from the Head of School written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be posted, sold, circulated, or distributed at school or on campus.

Medication

Hawthorn recognizes that some scholars may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. **Hawthorn** also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act

to provide a free appropriate public education for scholars identified as disabled under those laws. All medication must be turned into the front office for distribution by the School Nurse.

See **Appendix H** for Hawthorn's complete Administration of Medication Policy, including information regarding storage, administration, and possession requirements.

Grievance Policy

Alleged acts of unfairness or any decision made by **Hawthorn** personnel, except as otherwise provided for under the scholar discipline policy, which scholars and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or **Hawthorn** school rules, may be appealed to the Head of School or a designated representative.

The following guidelines are established for the presentation of scholar complaints and grievances:

- The parent shall attempt to resolve the concern directly with the teacher or staff member.
- If the situation is not adequately resolved, the parent shall contact the Head of School.

The Head of School shall schedule a conference with the scholar and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the Head of School.

- If the scholar and/or parents/guardians are not satisfied with the action of the Head of School, they may submit a written request to appear before the Board. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

Parents Right to Know

According to the Every Scholar Succeeds Act of 2015, (Public Law 114-95), **Hawthorn Leadership School for Girls** is required to provide in a timely manner, the following information:

- Whether a specific teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether their child is provided services by paraprofessionals and, if so, their qualifications. What baccalaureate degree major the teacher has and any other graduate certification or degree held by

the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of and academic growth of the parent's scholar in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who has not met applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Suspicion of Child Abuse and/or Neglect

Staff members of **Hawthorn** are required to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that scholar has been subjected to conditions or circumstances which would reasonably result in abuse or neglect, or who observes the scholar being subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made via the Children's Division Child Abuse and Neglect Hotline (800-392-3738) to the Missouri Division of Family Services, as required by law.

Accident or Medical Emergency

If a medical emergency occurs at school, first aid care will be given by the school nurse or other school personnel. The parent/guardian will be contacted immediately. If a parent/guardian is unreachable, an emergency contact on the scholar's enrollment form will be contacted. If necessary, the school will call 911.

School Closings

In case of severe weather or other emergencies, **Hawthorn** will post any school closures on the primary St. Louis television stations, the school's website, and Facebook page. **Hawthorn** will also use School Messenger, an automated phone call system, to announce any school cancellations. **Hawthorn's administrative** team will determine the school closing based on the best information available regarding weather and road conditions.

If circumstances arise that require **Hawthorn** to unexpectedly dismiss classes early, the school will notify local media outlets, send an announcement via School Messenger, and post the information on the school's website and Facebook page.

The school's effectiveness in keeping families updated about emergency situations relies largely on the

accuracy of the contact information on file for each scholar. Parents/guardians are responsible for providing the school’s main office and teaching staff with the most current telephone number and email information.

Fire Alarms & Building Emergencies

Building fire alarms will sound should an emergency require an evacuation of the school. Scholars will proceed to designated areas with their teachers. Scholars and staff will remain in their assigned areas until a member of the administrative team gives the “all clear” signal. All fire alarms are treated as real and require immediate evacuation of the building.

APPENDICES

Appendix A: Hazing and Bullying Policy

Appendix B: Weapons in School Policy

Appendix C: Technology Acceptable Use Policy & Technology User Agreement Signature Form

Appendix D: Non-Discrimination/Harassment/Retaliation Policy

Appendix E: FERPA Notice & Designation of Directory Information

Appendix F: Protection of Pupil Rights Amendment Notice

Appendix G: Administration of Medication Policy

Appendix H: Use of Nicknames and Pronouns

Appendix I: Scholar & Family Compact

APPENDIX A | HAZING AND BULLYING

Section 1. General

Section 1.1

In order to promote a safe learning environment for all scholars, **Hawthorn Leadership School for Girls** prohibits all forms of hazing, bullying and scholar intimidation. Scholars participating in or encouraging inappropriate conduct will be disciplined in accordance with the Scholar Code of Conduct. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Scholars who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school staff member.

Section 1.2

In addition, **Hawthorn** staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. **Hawthorn** staff will report incidents of hazing and bullying to the Head of School. The Head of School shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. **Hawthorn** staff who violate this policy may be disciplined or terminated.

Section 1.3

The Head of School will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

Section 2. Definitions

Section 2.1 Hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a scholar or put the scholar 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, scholar organization or school-sponsored activity.

Hazing may include those actions that subject a scholar to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all scholars involved are willing participants. Hazing does not occur when a scholar is required to audition or tryout for an organization when the criteria are reasonable, approved by the school and legitimately related to the purpose of the organization.

Section 2.2 Bullying.

For purposes of this policy, bullying is defined as intimidation or harassment that causes a reasonable scholar to fear for her physical safety or property. Bullying may be perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats.

Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

APPENDIX B | WEAPONS IN SCHOOL

Section 1. General

The Board of Directors recognizes the importance of preserving a safe educational environment for scholars, employees and visitors of **Hawthorn**. In order to maintain the safety of the educational community, **Hawthorn** will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No scholar may possess a weapon on school property at any time.

Section 2. Definitions

Section 2.1

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the **Hawthorn**, including but not limited to school buildings, grounds, parking lots and school vehicles, and any property on which any school activity takes place.

Section 2.2

A weapon is defined to mean one or more of the following:

- A firearm as defined in 18 U.S.C. § 921.
- A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
- A dangerous weapon as defined in 18 U.S.C. § 930(g) (2).
- All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
- Any object designed to look like or imitate a device as described in 1-4.

Section 3. Consequences

Section 3.1

Pursuant to the Missouri Safe Schools Act and the Federal Gun-Free Schools Act of 1994, any scholar who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the Head of School to the Board of Education. Scholars who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Section 3.2

Scholars with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act who violate this policy are entitled to the procedural protections of those laws.

Section 4. Reporting

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of scholars suspended or expelled and the types of weapons involved.

APPENDIX C | TECHNOLOGY USAGE POLICY

Section 1. Purpose

Section 1.1

Hawthorn’s technology exists for the purpose of enhancing the educational opportunities and achievement of **Hawthorn** scholars. In addition, technology assists with the professional enrichment of the staff and increases engagement of scholars' families and other patrons of **Hawthorn**, all of which positively impact scholar achievement. The purpose of this policy is to facilitate access to **Hawthorn** technology and to create a safe environment in which to use that technology.

Section 2. Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Section 2.1 Technology Resources –

Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the school by a third party.

Section 2.2 User –

Any person who is permitted by **Hawthorn** to utilize any portion of **Hawthorn’s** technology resources including, but not limited to, scholars, employees, Board members and agents of **Hawthorn**.

Section 2.3 User Identification (ID) –

Any identifier that would allow a user access to **Hawthorn’s** technology resources or to any program

including, but not limited to, e-mail and Internet access.

Section 2.4 Password –

A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Section 3. Authorized Users

Section 3.1

Hawthorn's technology resources may be used by authorized scholars, employees, Board members and other persons approved by the Head of School or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow **Hawthorn**'s policies and procedures and sign or electronically consent to the **Hawthorn**'s User Agreement prior to accessing or using **Hawthorn** technology resources, unless excused by the Head of School or designee.

Section 3.2

Use of **Hawthorn**'s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to **Hawthorn** technology if they are considered a security risk by the Head of School or designee.

Section 4. User Privacy

Section 4.1

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving **Hawthorn**'s technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the **Hawthorn**'s network and technology resources, all users are consenting to having their electronic communications and all other use monitored by **Hawthorn**. A user ID with e-mail access will only be provided to an authorized user on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using **Hawthorn** technology.

Section 4.2

Electronic communications, downloaded material and all data stored on **Hawthorn**'s technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by the Head of School or designee at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with **Hawthorn** policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return **Hawthorn** technology resources to **Hawthorn** upon demand including, but not limited to, mobile phones, laptops and tablets.

Section 5. Technology Administration

Section 5.1

The Board directs the Head of School to assign trained personnel to maintain Hawthorn's technology in a manner that will protect **Hawthorn** from liability and will protect confidential scholar and employee

information retained on or accessible through **Hawthorn** technology resources.

Section 5.2

Administrators of **Hawthorn** technology resources may suspend access to and/or availability of Hawthorn's technology resources to diagnose and investigate network problems or potential violations of the law or **Hawthorn** policies and procedures. All **Hawthorn** technology resources are considered **Hawthorn** property. **Hawthorn** may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized **Hawthorn** personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

Section 6. Content Filtering and Monitoring

Section 6.1

Hawthorn will monitor the online activities of minors and operate a technology protection measure (“content filter”) on the network and all **Hawthorn** technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and **Hawthorn** cannot guarantee that users will never be able to access offensive materials using **Hawthorn** equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by **Hawthorn** is prohibited.

Section 6.2

The Head of School, or designee, or a **Hawthorn** technology administrator may fully or partially disable **Hawthorn**'s content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable **Hawthorn**'s content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit **Hawthorn**.

Section 7. Online Safety, Security and Confidentiality

Section 7.1

In addition to the use of a content filter, **Hawthorn** will take measures to prevent minors from using **Hawthorn** technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring scholar technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Head of School or designee and/or a **Hawthorn** technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

Section 7.2

All scholars will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This instruction will occur in **Hawthorn**'s computer courses, courses in which scholars are introduced to the computer and the Internet, or courses that use the Internet

in instruction. Scholars are required to follow all **Hawthorn** rules when using school technology resources and are prohibited from sharing personal information online unless authorized by **Hawthorn**.

Section 7.3

All **Hawthorn** employees must abide by state and federal law and Board policies and procedures when using school technology resources to communicate information about personally identifiable scholars to prevent unlawful disclosure of scholar information or records.

Section 7.4

All users are prohibited from using **Hawthorn** technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy **Hawthorn** files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto **Hawthorn** technology; or evade or disable a content filter.

Section 8. Records Retention

Section 8.1

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on **Hawthorn** technology resources.

Section 8.2

In the case of pending or threatened litigation, **Hawthorn**'s attorney will issue a litigation hold directive to the Head of School. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by **Hawthorn**'s attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by **Hawthorn**'s information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Section 9. Violations of Technology Usage Policies and Procedures

Section 9.1

Use of technology resources in a disruptive, inappropriate or illegal manner impairs **Hawthorn**'s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to **Hawthorn**'s technology resources. Any violation of **Hawthorn** policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of **Hawthorn**'s technology resources.

Section 9.2

Employees may be disciplined or terminated, and scholars suspended or expelled, for violating **Hawthorn**'s technology policies and procedures. Any attempted violation of **Hawthorn**'s technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. **Hawthorn** will cooperate with law enforcement in investigating any unlawful use of **Hawthorn**'s technology resources.

Section 10. Damages

Section 10.1

All damages incurred by **Hawthorn** due to a user's intentional or negligent misuse of **Hawthorn**'s technology resources, including loss of property and staff time, will be charged to the user. **Hawthorn** administrators have the authority to sign any criminal complaint regarding damage to school technology.

Section 11. No Warranty/No Endorsement

Section 11.1

Hawthorn makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. **Hawthorn**'s technology resources are available on an "as is, as available" basis.

Section 11.2

Hawthorn is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. **Hawthorn** does not endorse the content nor guarantee the accuracy or quality of information obtained using **Hawthorn**'s technology resources.

APPENDIX D PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Section 1 General Rule

Section 1. Definitions

Section 1.1 *Complainant* – A Complainant is any individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX, in connection with his or her participation in or attempt to participate in an educational program or activity of the School. A Complainant may be a student, an employee, or a third party. However, a Title IX Coordinator who signs a Formal Complaint is not considered a complainant.

Section 1.2 *Respondent* – A Respondent is an individual who is purported to be the perpetrator of conduct that could constitute sexual harassment. A Respondent need not be affiliated with the School in any respect.

Section 1.3 *Complaint* - A verbal or written report of discrimination, harassment, or retaliation made to the Compliance Officer/Title IX Coordinator or designee. A "Formal Complaint" for purposes of Title IX complaints

includes a document or electronic complaint filed with or signed by the Title IX Coordinator involving a Complainant that is participating in or attempting to participate in the education program or activities of the School. Formal Complaints will be handled in accordance with the grievance procedure described in this Policy.

Section 1.4 *Sexual Harassment* – Sexual harassment is conduct based on sex that may be one or more of the following:

- 1) Employee conditioning the provision of an aid, benefit or service on an individual’s participation in unwelcome sexual conduct (i.e., often called *quid pro quo* harassment);
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive it effectively denies a person equal access to the School’s education program or activity; or
- 3) Sexual assault, stalking, dating/domestic violence, as defined herein.
 - *Sexual Assault* – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - *Domestic Violence* – Domestic violence includes violent misdemeanor and felony offenses, committed by a victim’s current or former spouse, current or former co- habitant, person similarly situated under domestic or family law, or anyone else protected under domestic or family violence law.
 - *Stalking* – Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. A course of conduct is two or more incidents. Stalking includes “cyber-stalking,” a particular form stalking in which a person uses electronic media.
 - *Dating Violence* – Violence by a person who has been in a romantic or intimate relationship with the individual to whom the violence is directed. Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

Sexual harassment may occur between members of the same or opposite sex.

Section 1.5 *Business Days* – Days on which the school’s business offices are open.

Section 1.6 *Title IX Coordinator* – The School designates the following employee as the Title IX Coordinator:
Head of School
1901 N. Kingshighway Blvd. Saint Louis, MO
63113
314-361-5323

“Title IX Coordinator” and “Compliance Officer” may be used interchangeably in this policy.

Section 2. Supportive Measures

Section 2.1 When a Formal Complaint is made or the School otherwise learns of alleged discrimination, harassment or retaliation against a student without a Formal Complaint, the School will take prompt and appropriate action to protect the alleged victim or the Respondent (i.e., the accused party), including implementing supportive measures, as appropriate and as reasonably available. For example, supportive measures may include counseling, extensions of deadlines or other class-related adjustments, modifications of work or class schedules, mutual restrictions on contact

between the parties, increased security and monitoring of certain areas of the school, and other similar measures. The School shall maintain the confidentiality of the supportive measures provided to the Complainant or the Respondent, so long as maintaining such confidentiality does not impair the School's ability to provide such measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures and explaining the grievance procedures to the Complainant and Respondent. The School will take prompt and appropriate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the Complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Section 3. Scope of Sexual Harassment Grievance Process

Section 3.1 The Sexual Harassment Grievance Process pertains to sexual harassment under Title IX, as defined by this Policy, committed by or against students and/or employees when: (1) the conduct occurs at school or other property owned or controlled by the School; or (2) the conduct occurs in the context of a School employment or education program or activity within the United States.

Section 3.2 All members of the School community have the right to submit a complaint or raise concerns regarding sexual harassment under Title IX pursuant to this Policy without fear of retaliation.

Section 4. Filing a Formal Complaint

Section 4.1 If a Complainant wishes for the School to proceed with an investigation into the allegations of sexual harassment pursuant to the grievance procedures in this section of the

Policy, the Complainant must file a Formal Complaint. A Formal Complaint is a document alleging sexual harassment against a Respondent and requesting that the School investigate the allegation of sexual harassment. The Complainant must be participating in or attempting to access a School program or activity at the time the Formal Complaint is submitted. A Formal Complaint must be in written form, but it may be submitted in person, by mail, or by email to the Title IX Coordinator. It must be signed by the Complainant, but the required signature may be physical or digital.

Section 4.2 The Title IX Coordinator may also initiate a Formal Complaint by signing it. The Title IX Coordinator may consider the specific facts and circumstances and whether there is a pattern of misconduct involving a particular Respondent. The Title IX Coordinator may only sign a Formal Complaint after he or she has contacted the Complainant and discussed supportive measures and the Formal Complaint process with the Complainant. The Title IX Coordinator must consider the Complainant's wishes for how the School responds to the report of Sexual Harassment.

Section 4.3 The Title IX Coordinator may consolidate Formal Complaints where the allegations of sexual harassment arise out of the same facts or circumstances. Where a Formal Complaint includes more than one Complainant or more than one Respondent, any references in this policy to a single Complainant and/or Respondent will also refer to multiple complainants or respondents.

Section 5. Dismissal of Formal Complaints

Section 5.1 Upon receipt of a Formal Complaint, the Title IX Coordinator will review the allegations set forth therein and determine whether the Complaint may proceed. Although the allegations may be investigated and resolved pursuant to another School policy, Formal Complaints of sexual harassment brought pursuant to this policy must be dismissed if:

1. The conduct alleged would not constitute Sexual Harassment as defined in this policy;
2. The conduct did not occur in connection with a School education program or activity;
3. The conduct did not occur against a person in the United States.

Furthermore, the Title IX Coordinator may, in his or her discretion, determine that even though it meets the basic threshold requirements to proceed, a particular Formal Complaint should be dismissed. Specifically, a Formal Complaint may be dismissed if:

1. Complainant notified Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations within;
2. Respondent is no longer enrolled in or employed by the School;
3. Specific circumstances prevent the School from gathering evidence to reach a determination.

After an initial review of the Formal Complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the Formal Complaint to determine if the above criteria for dismissal apply.

Following any dismissal of a Formal Complaint, the Title IX Coordinator will simultaneously send a written notice to the parties of the dismissal and the reasons for the dismissal.

Section 5.2 To the extent the behavior alleged in the Formal Complaint could constitute a violation of another School policy, it may be pursued under that policy. The Title IX Coordinator has the discretion to refer the allegations to the Superintendent or appropriate designee.

Section 6. Interim Action

Section 6.1 The School may remove the Respondent from its education programs and activities prior to the start or completion of the grievance procedure on an emergency basis provided that the School:

1. Performs an individualized safety and risk analysis;
2. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
3. Provides the Respondent with notice and an opportunity to challenge the decision immediately

following the removal.

This provision may not be construed to modify any rights under federal disability laws.

Section 6.2 The School may place a Respondent who is an employee on administrative leave during the pendency of the grievance process in accordance with Board policy and law.

Section 7. Sexual Harassment Grievance Process

Section 7.1 If any party believes that the Title IX Coordinator has a conflict of interest or bias for or against the individual parties and/or for or against complaints or respondents generally, that party should report their concern to the Superintendent within five (5) business days of filing a Formal Complaint. If the Superintendent determines that a conflict of interest or bias exists, the Superintendent will designate another individual to serve as Title IX Coordinator for the purposes of the specific grievance process involving the parties.

Section 7.2 The Respondent will be presumed not responsible for the policy violation that is alleged in the Formal Complaint unless and until the Respondent is found responsible by the decision maker at the conclusion of the grievance process.

Section 7.3 The grievance process generally will be completed within ninety (90) days. However, extensions to this time frame may be granted at the request of either party, or at the discretion of the Title IX Coordinator when good cause exists for the delay. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

The Title IX Coordinator will notify all parties in writing of the delay, the length of the extension granted and the reason for the extension.

Section 7.4 Within five (5) business days of the receipt of a Formal Complaint, the Title IX Coordinator or designee will issue a written notice to the parties. The written notice should include, if known, the identity of the parties, the conduct alleged to be Sexual Harassment, and the date(s) and location(s) of the incident(s). The notice will also include a statement that the Respondent is presumed to be not responsible for any policy violations. The notice must also inform the parties that they have the right to an advisor of their choice during the grievance process, that they may inspect and review evidence gathered during the investigation, and that policies related to student conduct prohibit making false statements or submitting false information during the grievance procedure.

Section 7.5 If during the course of the investigation, additional allegations are going to be investigated that were not included in the original notice, the Title IX Coordinator or designee will issue a supplemental written notice to the parties.

Section 7.6 Parties will also be provided with notice of all meetings, interviews, or hearings at least three (3) days in advance. Such notice will include the date, time, location, participants, and purpose of the meeting, interview, or hearing.

Section 7.7 Each party has the right to select an advisor of their choice, and for that advisor to accompany the party to any part of the grievance process, including all meetings and interviews. An advisor can be a family member, staff member, mentor, attorney, or any other person of the party’s choice who is available and agrees to serve as advisor.

Section 7.8 The Title IX Coordinator or designee will designate an investigator (which may be himself or herself) to conduct a fair, thorough investigation of the allegations in the Formal Complaint. The investigator will have received training as required by Title IX regulations. The School may designate an outside investigator as the investigator.

Section 7.9 The investigator will provide written notice of any meetings or interviews to the parties and/or witnesses at least three (3) business days in advance of the meeting or interview. This notice will include the date, time, and location for the meeting, as well as who will be participating in the meeting and the purpose for the meeting.

Section 7.10 The burden will be on the investigator to fully and fairly investigate the allegation in the Formal Complaint. All parties will have an equal opportunity to present witnesses and evidence to the investigator.

Section 7.11 At the conclusion of the investigation, the investigator will send a copy of the evidence that is directly related to the allegations in the Formal Complaint to the parties and their advisors for inspection and review. The parties will then have ten (10) business days to submit a written response to the evidence, if they choose to do so. The investigator will consider any written response to the evidence before the completion of the investigative report.

Section 7.12 The investigator will prepare an investigative report that fairly summarizes all the relevant evidence. The investigative report should include a description of all steps taken in the investigation as well as summaries of all interviews with parties and/or witnesses and all relevant evidence reviewed by the investigator. The investigator will send a copy of the report to the parties and their advisors within ten (10) business days following completion of the investigation report.

Section 7.13 Following the delivery of the investigative report to the parties and before reaching a determination, the decision-maker(s) (who may not be the Title IX Coordinator or investigator) will allow the parties the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions or evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant in most scenarios.

Section 7.14 The Decision-maker(s) shall issue a written determination whether the Respondent is responsible for the policy violations alleged in the Formal Complaint within five (5) business days of the conclusion of the follow-up period described in Section 6.13. The Decision-maker(s) must determine the weight of the evidence and credibility of the parties in reaching a determination. The written determination shall include:

- An identification of the allegations in the Formal Complaint;
- A description of procedural steps taken from the receipt of the Formal Complaint through the determination, including any notices, interviews, investigators, and hearings;
- Findings of fact that support the determination;
- Conclusions regarding the application of the policy to the facts;

- A statement and rationale for the result of each allegation including the determination of responsibility, any sanctions that will be imposed on the Respondent, and whether any remedies designed to restore and preserve equal access to the School’s educational program will be provided to the Complainant; and
- The procedures and acceptable bases for appeal of the determination.
- The standard of proof will be “preponderance of the evidence,” which means whether the evidence shows it is more likely than not that a policy violation occurred.

The written determination will be provided simultaneously to all parties. It will become final and any sanctions will take effect after the resolution of any appeal, or if no appeal is filed, within 48 hours after the issuance of the written determination.

Section 7.15 If a Respondent is found responsible for any violations of policy, then the decision-maker will determine what disciplinary sanctions will be imposed on the Respondent and what remedies designed to restore and preserve equal access to the School’s educational programs will be offered to the Complainant. Possible sanctions that can be imposed on a Respondent found responsible include but are not limited to: (a) written warning/behavioral agreement; (b) loss of privilege; (c) educational project or service hours; (d) removal from activities; (e) no contact with certain persons; (f) suspension; (g) expulsion; or (h) termination. The discipline of employees and students is addressed in the policies, regulations, procedures and handbooks of the School.

Section 8. Appeals of Decision

Section 8.1 A party may appeal the determination of responsibility or a dismissal of a Formal Complaint by submitting a written request to the designated Appeals Officer within 48 hours of the issuance of the decision-maker’s determination of responsibility or dismissal. The request should include a short statement outlining the basis for appeal. Appeals are limited to the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination of responsibility or the dismissal of the Formal Complaint that would affect the outcome of the matter; or
- The Title IX Coordinator, Investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally that affected the outcome of the matter.

The Appeals Officer will notify the parties in writing that an appeal has been filed. Each party will then have five (5) days to submit a written statement in support of or challenging the outcome of the hearing.

The Appeals Officer shall be the Chair of the Board or a designee.

Section 8.2 The Appeals Officer will issue a written determination of the outcome of the appeal, describing the result of the appeal and the rationale in support of that decision within five business days of the deadline for parties to submit their written statements. The Appeals Officer’s written determination will be provided simultaneously to all parties.

Section 9. Recordkeeping

The Title IX Coordinator must create and maintain for a period of at least seven years records of any actions, including

any supportive measures taken in response to a report or Formal Complaint of Sexual Harassment. For each instance, the Title IX Coordinator must document: 1) the basis for the conclusion that the School’s response was not deliberately indifferent, and 2) that the School has taken measures designed to restore or preserve equal access to the School’s educational program or activity. If the Title IX Coordinator does not provide the Complainant with supportive measures, then the Title IX Coordinator must document why it was not clearly unreasonable to not provide supportive measures.

The Title IX Coordinator will also maintain the following records for a period of at least seven years:

- Records related to each Sexual Harassment investigation, including any determination regarding responsibility;
- Any audio or audiovisual recording or transcript from a grievance hearing, if any;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal from a grievance process and the result of the appeal;
- Records related to any informal resolution and the result of the informal resolution;

All materials used to train the Title IX Coordinators, Investigator, decision maker, and any individual who facilitates an informal resolution

APPENDIX E| ANNUAL NOTIFICATION OF FERPA RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

Hawthorn Leadership School for Girls complies with the Family Educational Rights and Privacy Act (“FERPA”), which affords parents/guardians (“parents”) and scholars who are at least age 18 (“eligible scholars”) the following rights:

RIGHT TO INSPECT: Parents or eligible scholars have the right to inspect and review the scholar’s “educational records,” as that term is defined under FERPA, within 45 days of the date upon which **Hawthorn** receives a request for access. Parents or eligible scholars should submit to their School Head of School a written request identifying the records to be inspected.

RIGHT TO PREVENT DISCLOSURE: Parents or eligible scholars have the right to prevent disclosure of educational records to third parties with certain limited exceptions. **Hawthorn** will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, **Hawthorn** will disclose information to officials of other schools in which a scholar seeks or intends to enroll. **Hawthorn** may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. **Hawthorn** will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by **Hawthorn**, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to **Hawthorn** to perform a special task, such as an attorney, auditor, etc.; or persons who are employed by **Hawthorn**’s law enforcement unit. School

officials have a legitimate educational interest if the officials are: performing a task related to a scholar's education; performing a task related to the discipline of a scholar; providing a service or benefit relating to the scholar or scholar's family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

DESIGNATION OF DIRECTORY INFORMATION: **Hawthorn** has designated certain information contained in the educational records of its scholars as directory information for purposes of FERPA.

Directory Information is information contained in an educational record of a scholar that generally would not be considered harmful or an invasion of privacy if disclosed. **Hawthorn** designates the following as Directory Information: Scholar's name; parents' names; grade level; enrollment status; participation in school-sponsored or school-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the school; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

In addition to the Directory Information addressed above, the following information may be disclosed as part of an internal school directory and to organizations, school foundations, or booster clubs that are recognized by the Board and created solely to work with the school, its staff, its scholars and parents for the purposes of promoting the school or raising funds for **Hawthorn** activities. Such information may also be released to governmental entities, including but not limited to law enforcement, the Children's Division of the Missouri Department of Social Services and federal and state agencies. **Hawthorn** designates the following as Limited Directory Information: Scholar's/Parent's addresses; Scholar's/Parent's telephone numbers; Scholar's/Parent's email addresses.

Hawthorn may disclose directory information for any purpose in its discretion without the consent of a parent of a scholar or an eligible scholar. Parents of scholars and eligible scholars have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or scholar, or as otherwise allowed by FERPA. Any parent or scholar refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Head of School of the school which the scholar attends. In the event a notification of refusal is not filed, **Hawthorn** assumes that neither a parent of a scholar or an eligible scholar objects to the release of the directory information designated.

MILITARY RECRUITER ACCESS/STUDENT RECRUITING INFORMATION:

Upon request of military recruiters, Hawthorn is required by law to provide access to secondary scholars' names, addresses, and telephone listings. Hawthorn is also required to provide military recruiters with the same access to secondary school scholars as is provided generally to post-secondary educational institutions or to prospective employers. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the Head of School.

RIGHT TO REQUEST AMENDMENT: Parents or eligible scholars have the right to request that

Hawthorn correct any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of your rights. A request should be submitted to the Head of School. Parents or eligible scholars must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If **Hawthorn** decides not to amend the record, it will notify the parents or eligible scholar and provide information on the right to a hearing to present evidence that the record should be changed.

RIGHT TO COMPLAIN TO FERPA OFFICE: Parents or eligible scholars have the right to file an external complaint regarding **Hawthorn**'s implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

APPENDIX F | ANNUAL NOTIFICATION UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT

The federal Protection of Pupil Rights Amendment (“PPRA”) affords parents certain rights regarding a school’s initiation of certain federally funded surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before scholars are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education: Political affiliations or beliefs of the scholar or scholar’s parent; Mental or psychological problems of the scholar or scholar’s family; Sex behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the scholar or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by **Hawthorn** or its agent, and not necessary to protect the immediate health and safety of a scholar, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from scholars for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use: Protected information surveys of scholars; Instruments used to collect personal information from scholars for any of the above marketing, sales, or other distribution purposes; and Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a scholar who is 18 years old or an emancipated minor under

State law. **Hawthorn** has adopted policies regarding these rights, as well as arrangements to protect scholar privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Hawthorn** will notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Hawthorn** will also directly notify, such as through U.S. Mail or email, parents of scholars who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation in the specific activity or survey.

Hawthorn will make this notification to parents at the beginning of the school year if **Hawthorn** has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: collection, disclosure, or use of personal information for marketing, sales or other distribution; administration of any protected information survey not funded in whole or in part by the U.S. Department of Education; and any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920

APPENDIX G ADMINISTRATION OF MEDICATION

Section 1. General

It shall be the policy of **Hawthorn** that the giving of medicine to scholars during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. **Hawthorn** recognizes that some scholars may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education. Employees providing routine first aid according to **Hawthorn** procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. **Hawthorn** also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for scholars identified as disabled under those laws.

Section 2. Prescription Medication

Section 2.1

The scholar's authorized prescriber shall provide a written request that the scholar be given medication during school hours. The request shall state the name of the scholar, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable

emergency instructions.

Section 2.2

Hawthorn shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the scholar, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

Section 2.3

A parent/guardian must request in writing that **Hawthorn** comply with the authorized prescriber's request to give medication. **Hawthorn** will not administer the initial dose of any new prescription except in an emergency.

Section 3. Over the Counter Medication

Section 3.1

The scholar's authorized prescriber shall provide a written request that the scholar be given medication during school hours. The request shall state the name of the scholar, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

Section 3.2

A parent/guardian will provide a written request that the School comply with the authorized prescriber's request to give medication.

Section 4. Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the counter, must be in a pharmacy or manufacturer-labeled container. **Hawthorn** shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

Section 5. Possession and Self-Administration of Medications

Hawthorn will permit a scholar to possess and self-administer medications as required by law. Permission to possess and self-administer medications may be revisited if there is evidence that the scholar is not handling or administering the medication appropriately or that the scholar's actions may be harming her own health or the health and safety of other persons. Such permission is required for scholars to possess and self-administer medications while at school, at a school-sponsored activity and on school-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Section 6. Consequences

Scholars who possess or consume medications in violation of this policy while on school grounds, on school transportation or during a school activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. **Hawthorn** administrators may notify law enforcement when they believe a crime has occurred.

APPENDIX H | Use of Nicknames and Pronouns

Occasionally, Hawthorn receives requests from students to use a nickname or other name that is different from their legal name. Additionally, Hawthorn occasionally receives requests from students to use pronouns that may differ from their biological sex. As a single sex school, Hawthorn's goal is to support all students in a manner that is consistent with our mission and core values. To that end, we have created the following guidelines for responding to requests of this nature.

Name Requests

Any student at Hawthorn may notify an administrator, teacher, or counselor that they wish to be addressed by a nickname or other name that is different from their legal name. Hawthorn staff will honor the student's request and use the student's preferred name unless a parent/guardian notifies Hawthorn that they object to the use of that name. Note that this does not change the student's legal name on their school record.

Upon confirmation of the preferred name with the student by the [TITLE], the preferred name will be noted in the "Nickname" field of the Student Information System.

Pronoun Requests

Any student may notify an administrator, teacher, or counselor that they wish to use a pronoun other than "she/her/hers." Upon receipt of such a notification, the staff member will notify the school counselor. The school counselor will schedule a meeting to discuss the request with the student. If the student wishes to proceed with the request, the counselor will work with the student to schedule a meeting with the parent/guardian to discuss the request. Determinations will be made in consultation with the student, parent/guardian, and school staff, and in accordance with the law and Hawthorn's mission as a school for young women.

APPENDIX I | Student and Family Compact 2022-2023

Hawthorn Leadership School for Girls provides a safe, nurturing and stimulating environment that enables young women from diverse backgrounds to achieve academic success in a college preparatory program and to become leaders in their communities and professions.

In order to uphold our mission, we have included a Student and Family Compact as part of our student registration process. We are asking all scholars and their families to review and commit to the terms outlined in this document.

Parent/Guardian

- I agree to promote and support staff, programs, and policies of Hawthorn, as outlined in the Student and Family Handbook or otherwise published online at www.hawthornschoo.org or as hard copies in Hawthorn's main office. I accept the responsibility to work cooperatively with the staff on behalf of my child.
- I agree to ensure my child attends school every day, arrives on time, and in uniform. I understand that if my child is absent 10 or more days during the school year, she will be at risk of repeating her current grade.
- If my child arrives late to school, I agree to accompany my child into the building or send her into school with a written note from a parent/guardian.
- I agree to actively support my child's academic work on a daily basis and ensure my child is giving her best effort.
- I understand my child may be required to attend after school tutoring sessions including Saturday school to receive additional assistance with their academic performance.
- I agree to attend to the best of my ability all meetings scheduled by Hawthorn staff, including but not limited to parent/teacher conferences, support services meetings, and discipline conferences.
- 7. I agree to come to school for meetings if my child is suspended. I understand disciplinary meetings must occur before my child returns to class.
- I understand that if my daughter violates applicable school rules regarding cell phones, technology accessories, or other personal technology devices, the item(s) may be confiscated by school staff.
- 9. In addition to meetings scheduled by Hawthorn, I will contribute at least 10 volunteer hours during the school year. Volunteer activities include but are not limited to assisting in student recruitment events, teacher candidate interviews, preparing school mailings, student supervision during special events or trips, or serving a leadership role in parent advisory group meetings.
- I agree I will not knowingly allow my child to participate in an off-campus activity where drugs, alcohol, or other illicit substances are consumed.
- I agree to ensure my student does not bring prohibited items (*see Food/Gum/Snacks section in handbook and Appendix B*) onto Hawthorn's property or to Hawthorn's events.
- I agree I will talk with my daughter about digital citizenship and responsible use of social media.

Student

- I agree to attend school every day, arrive on time, and be prepared for learning.
- I agree to give my best effort to all my academic work. I will complete my homework, actively contribute in class, courageously ask questions when I don't understand something, and seek extra help when I need it.
- If I am absent, I will take responsibility for bringing in documentation, working with my teachers to get missed assignments and making them up by the deadline provided to me.
- I agree to be a joyful contributor in all aspects of Hawthorn programs including, but not limited to: field trips, advisory, group discussion, school-wide engineering challenges, community-wide meetings, physical education, horticultural/building beautification projects, testing, and all other learning experiences deemed appropriate by Hawthorn staff.
- I will abide by the dress code at all times. (See **Uniform Policy** section in handbook.) I understand I am still representing Hawthorn's core values when wearing my uniform or Hawthorn-logo clothing outside of school grounds.
- I agree to follow all the written and verbal instructions given by all staff members of **Hawthorn Leadership School for Girls**.
- I agree to follow all technology policies and procedures as stated in the Student and Family Handbook and the Technology Acceptable Use Policy. (see **Appendix C**)
- I agree to refrain from destroying or damaging private or school property. If I were to damage property, I agree to pay, either by money or by school service, for anything I damage. I understand that if I damage computer equipment or other educational tools, my privileges concerning the use of this equipment may be temporarily or permanently revoked and that I and my parents/guardian will be responsible for replacing such equipment at our expense.
- I understand **Hawthorn Leadership School for Girls** has consequences for:
 - **Academic Honesty:** I agree to complete my own academic assignments and assessments and understand cheating and plagiarism is not allowed.
 - **Harassment:** I agree to refrain from verbal abuse of anyone at the school on the basis of race, gender, religion, sexual orientation or any other personal attribute.
 - **Drugs:** I agree to refrain from the use or possession of alcohol, tobacco, marijuana, and other illicit drugs or intoxicants on campus or at school sponsored events.
 - **School Rules:** I agree to follow all the school rules and attend any required tutoring, detentions, or suspensions.
 - **Weapons:** I agree to refrain from the possession of knives, guns, or any other type of weapon on campus.
 - **Violence:** I agree to refrain from all forms of violence, assault, and bullying.
- I understand that use of my cell phone, technology accessories, and other personal technology devices is regulated by school rules and that if I am in violation of those rules, my devices may be confiscated by staff members.
- I will be a responsible digital citizen inside and outside of school.

- I understand I am responsible for my own behavior, and I agree to comply with all the rules and policies of **Hawthorn Leadership School for Girls** in the Student and Family Handbook or otherwise published online at www.hawthornschoo.org or as hard copies in **Hawthorn's** main office.



Student and Family Compact | 2022-23

We have fully read the terms outlined in this Student and Family Compact, Appendix I. We understand them and agree to comply with them fully. We understand failure to meet any of the above commitments, loss of privileges, disciplinary action, including suspension or expulsion may result. Moreover we acknowledge that we have received the Student and Family Handbook and have reviewed it thoroughly. We understand that we are expected to comply with the rules, regulations, and expectations set forth in the Handbook. Moreover, certain Board policies have been provided to me with the Handbook, but I further acknowledge that all Board policies are available online at www.hawthornschoo.org or as hard copies in Hawthorn's main office. I understand that I am expected to have knowledge of, and abide by all Board Policies, whether or not they have been provided to me with this Handbook.

Printed Name of Student Grade Level

Signature of Scholar/Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian Date



TECHNOLOGY USAGE AGREEMENT (Student and Parent/Guardian)

I have read the **Hawthorn Leadership School for Girls** Technology Usage policy. I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension and/or revocation of my child's access to school technology, suspension or expulsion from school, and referral to law enforcement officials. Violations of the Technology Usage policy can include, but are not limited to, the following conduct:

- Applying for a user ID under false pretenses or using another person's ID or password;
- Sharing user IDs or passwords with others;
- Deleting, examining, copying or modifying files or data belonging to other users without their prior consent;
- Mass consumption of technology resources that inhibits use by others;
- Use of school technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by **Hawthorn**;
- Violation of any state or federal laws, including criminal, copyright, privacy, defamation and obscenity laws;
- Accessing, viewing or disseminating information that is pornographic, obscene, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar;
- Accessing, viewing or disseminating information on any product or service not permitted to minors unless under the direction and supervision of school staff for curriculum-related purposes;
- Accessing, viewing or disseminating information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); that presents a clear and present likelihood that, because of its content or manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or that will cause the commission of unlawful acts or the violation of **Hawthorn** policies;
- Use of school technology in any manner that violates any person's rights under applicable laws, including any use that has the purpose or effect of discriminating against or harassing any person

- on the basis of any protected category;
- Unauthorized intentional or negligent action that damages or disrupts school technology, alters its normal performance or causes it to malfunction;
- Installing and/or using software and/or audio or video media that is not properly licensed, purchased by the school, and/or approved for use by **Hawthorn**;
- Removing school technology or software from the school’s premises, except as authorized by **Hawthorn**;

TECHNOLOGY USAGE AGREEMENT (CONTINUED)
(Student and Parent/Guardian)

- Using school technology resources to attempt to gain or to gain unauthorized access to any technology system or the files of another;
- Attempting to secure a higher level of privilege and/or access to the school’s technology resources without authorization;
- Introducing computer viruses, hacking tools or other disruptive or destructive programs into a school computer, network or any external network;
- Attempting to read, delete, copy or modify electronic messages of other users; and
- Sending unsolicited mass e-mail or other electronic messages, unless the communication is a necessary, school-related function or an authorized publication.

I understand that my child’s use of the school’s technology resources is not private and that the school may monitor my child’s electronic communications and all other use of school technology resources. I consent to school interception of or access to all of my child’s electronic communications using school technology resources as well as downloaded material and all data stored on the school’s technology resources (including deleted files) pursuant to state and federal law, even if the school’s technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the school’s technology resources by my child. I agree to be responsible for any damages caused by my child’s misuse of school technology.

I understand that this form will be effective for the duration of my child’s attendance at **Hawthorn**.

Printed Name of Student Grade Level

Signature of Scholar Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian Date