



SCHOOL HANDBOOK

2021-2022

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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.

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.

Administrators and staff understand that scholars who demonstrate chronic lateness or repeated unexcused absences are often facing other challenges. For any reason, when your scholar demonstrates a pattern of unexcused absences (3 days) or chronic lateness, a call will be made home expressing concern for your scholar's attendance.

- **After 3 days of unexcused absences**, we will call home to the number listed on file and discuss attendance concerns. We will work together to develop an action plan or assistance with transportation and/or getting your scholars to school on time.
- **After 5 days of unexcused absences**, we will call home to the number listed on file and we will mail a letter home to the address on file outlining the next steps that should be taken to improve your scholar's attendance.
- **With 7 days or more of unexcused absences**, a referral will be made to the Saint Louis City's Truancy Court and a call to Child and Family Services regarding educational neglect. You will receive a notification by phone or mail.

Late Arrivals/Tardiness to Class

Scholars may enter the building beginning at 7:00 am. When scholars arrive after 8:00 am they are considered tardy. Scholars will be given a late pass before proceeding to their classroom. Attendance is taken at the beginning of every class period. If a student is tardy:

- 1st Offense: warning
- 2nd offense: lunch detention
- 3rd offense: Suspension pending parent conference

Parents or guardians will be contacted after each offense. 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 scholars can go to class. Teachers will also mark the student tardy in the system. Scholars cannot return to class without a pass from an administrator.

Family Communication

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, the scholar must bring a note from her parent or guardian the day before the expected absence, stating 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 4:00 pm 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).
- Khaki flat front pants
- Plaid skirt
- A belt is necessary if pants are worn
- Any closed-toe shoes

***Returning scholars may continue to wear previous uniforms, including black pants, that are in good condition and are size appropriate.** 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:

- Colored t-shirt or tank top worn under uniform shirt
- 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 or Jeggings
- Sweatpants or athletic pants
- Flip flops, open toed shoes, sandals, sling back, fashion boots or house slippers
- Capri length leggings with lace, texture, patterns, jewels, sequins or beads
- Hats, bandanas, scarves, hair bonnets
- No visible body art
- Bangle bracelets, large hoop earrings
- Jackets and/or coats inside the building

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:

Shorts are to be the standard boxer type of any color and with an elastic waist. No short shorts or cut offs are permitted. Sweat clothing can be worn over the gym outfit. Jeans or slacks are not permitted.

Shirts are to be a round neck tee shirt with sleeves. Any color is acceptable, however, the shirt should not display any writing or picture unless approved by the teacher. No cut off or bare mid-riff tee shirts are allowed.

Shoes are to be standard basketball, tennis or jogging shoes. Turf shoes or shoes with cleats are not allowed.

Socks should be of the sweatsock variety and need to be worn to participate.

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

Cell phones are often the main line for communication between scholars and their families. **However, cell phones are not allowed in any common or instructional spaces during the school day. Phones may**

not be seen or heard during the school day. Scholars are permitted to use cellphones ONLY before and after school. If a scholar must bring a cell phone on school grounds, the scholar must keep the device secured in her school-issued locker at all times. **Hawthorn is not responsible for any lost device.**

Scholars who are found with their cell phones, or whose phones go off during the school day, are expected to surrender the device to school staff immediately. Similarly, personal technology devices (handheld gaming systems, MP3 players, etc.) are not allowed and should be kept out of sight. Earbuds may be used during learning activities inside the classroom at the staff member’s discretion. **Earbuds should be put away before exiting a classroom and may not be worn outside the classroom (i.e.: gym, cafeteria, hallways, etc.).**

Scholars who are found with these items will be expected to surrender them to school staff. Confiscated phones and personal technology devices will be labeled and locked in the school office.

Offense (Per Semester)	Action
1st Offense	Verbal Warning. Scholars will be escorted to their assigned locker by an administrator to put the device away. Parents will be contacted.
2nd Offense	Devices will be confiscated and held by an administrator until the end of the day. Devices will only be returned to the parent or guardian.
3rd Offense	After 3 occurrences of the cell phone violation, a parent meeting will need to be scheduled with the Dean of Culture before the student can participate in any school activities or college Fridays. The student must also check their device in to the Dean of Culture each day for the remainder of the semester.

Scholars may use the main office telephone or a classroom telephone to make necessary phone calls with permission from a staff member. **Scholars are permitted to use cellphones ONLY before and after school.**

Parents/Guardians who need to reach their scholar during school hours should call the main office directly. A message will be taken and delivered to the scholar so as not to interrupt classroom instruction.

If a scholar fails to give her cell phone or other technology device to a teacher or administrator, this will be considered insubordination.

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, scholars 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. Scholars participating in a field trip must have a signed permission form in order to participate. The deadline for signed permission forms to be returned to the classroom teacher should be at least one day in advance of the field trip. Signed permission slips that are faxed or scanned and emailed to the school are acceptable. Signed permission slips that are received electronically must also be received at least one day in advance of the field trip. Verbal permission by telephone will not be accepted.

If the field trip requires a fee, the scholar's family is responsible for the cost. If a scholar is unable to attend a field trip due to an extenuating health or family circumstance, the scholar will receive a refund. If the scholar is unable to attend the field trip due to disciplinary or other reasons, **Hawthorn** will not issue a refund.

Food/Gum/Snacks

Scholars may not have gum, sunflower seeds, soda, powdered drinks, or family-size snacks at any time, including lunch periods. These items frequently lead to disruptions in the classroom and at the lunch table or cause damage to school furnishings. If a scholar is found to have any of the items listed above, the items will be confiscated. Scholars who demonstrate a pattern of offenses related to the school's food/gum/snacks policy will receive disciplinary action.

While **Hawthorn** has a breakfast and lunch program, scholars may also choose to bring their own lunch. However, **Hawthorn** is unable to provide refrigeration of food items. Scholars may obtain permission to warm up their food by a teacher in the cafeteria. On occasion, **Hawthorn** will be able to provide snacks to scholars. Snacks distributed by the school should be consumed at the designated times and in designated areas determined by the administrative team. Parents who choose to bring lunch for their scholar must deliver the meal prior to the scholar's assigned lunch period. Scholars may not miss instructional time due to a late delivery of a personal lunch.

Hazing and Bullying

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 Discipline Policy. 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. 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.

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 anytime 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

The school provides opportunities for connection and community. The a parent/staff team will organize different events throughout the year. All parents are encouraged to become involved. Participation in the following opportunities and programs will also be encouraged for parents: intake conferences between the scholar, her family, and an administrator or scholar'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 or sitting on laps between students. Consequences are determined based on the situation and in alignment with the Scholar Discipline Policy.

Deliveries to Scholars

If a scholar leaves items at home, those items may be delivered to school and left at the main office for

the scholar to pick up. Lunch deliveries must occur prior to a scholar's assigned lunch period. Scholars may not miss instructional time due to a late delivery of a personal lunch.

Selling Items

Wholesaling and retailing are not permitted 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 scholars in the class and that allows all scholars in the class to learn. **Hawthorn**'s discipline policy sets out the rules of scholar behavior applicable to all scholars and the procedures for imposing discipline on scholars who violate these rules. In general, discipline is designed to correct a scholar's misconduct and to encourage the scholar 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 scholar's age and grade level, the scholar's previous discipline history, and other relevant factors.

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

Hawthorn's discipline policies and procedures will apply to all scholars 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. Scholars who have been charged, convicted, or pled guilty in a court of general jurisdiction for commission of a felony may be excluded in accordance with law.

No scholar 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 scholar is unattended if no person has visual contact with the scholar, and a locked space is a space that the scholar cannot reasonably exit without assistance.

While all referrals may not result in a suspension, it is still important for our scholars to take appropriate steps to make amends. Lower level infractions may result in a phone call home, meeting with the teacher, an administrative team member or lunch detention. However, parents will be notified so that we can work together to alleviate more serious or chronic issues.

Infractions with Automatic Consequences

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

- No Scholar will cause vandalism of school property (scholar must make restitution)
- No scholar will be egregiously insubordinate toward adults (staff or volunteer)
- No scholar will fight or cause physical harm to another scholar or adult

5 Day Suspension (Mandatory parent conference before student return)

- No scholar shall engage in physical contact of a playful nature that is not reciprocated nor

anticipated by the receiving scholar (Horseplay)

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

- No scholar shall fail to follow the direct instructions of a staff member after repeated request
- No scholar shall leave the campus and return on the same day without parental escort or administrative permission
- No scholar shall fail to report an infraction of the Code of Conduct by another scholar that directly impacts the emotional and physical safety of other scholars
- No scholar shall exhibit dishonesty during discipline discussions with school administrators. No scholar shall engage in cheating, plagiarism, or any other kind of academic dishonesty Harassment or discrimination of any kind
- No scholar will engage in speech, behaviors, or gestures of a sexual nature that is observed or confirmed by a staff member

1 Day Suspension (Mandatory parent conference before student return)

- No scholar shall be tardy to class excessively (more than three times in one day)
- No scholar shall engage in speech that is inappropriate for school, which is heard by others or directed towards an adult or peer
- No scholar shall cause a disruption to the classroom session or silent assembly
- No scholar shall fail to adhere to all aspects of the Dress Code (scholars may return the same day if they rectify their dress code issues)
- No scholar shall fail to report to the office when referred by 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.

It is a Class D felony to threaten a public-school employee. All verbal and physical threats toward employees will be taken seriously and scholars will be remanded into the custody of the appropriate authorities for criminal prosecution.

The following behaviors will immediately result in suspension from school pending an Expulsion Hearing:

No scholar shall use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urge other scholars to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited under this provision.

1. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
2. Blocking the entrance or exits of any school building or corridor or room therein with intent to

deprive others of lawful access to or from, or use of the building, corridor, or room.

3. Setting fire to or damaging any school building or property.
4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - a. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
5. No scholar or group of scholars shall engage in the bullying of another scholar or any behavior with the intent to harass, ridicule, humiliate, intimidate, harm, or engage in repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior.
6. No scholar shall engage in any kind of aggressive behavior that does physical or psychological harm to another person or the urging of other scholars to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
7. No scholar shall intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.
8. No scholar shall knowingly possess, handle, or transmit a knife or any object that can reasonably be considered a weapon.
9. No scholar shall engage in any activity forbidden by the laws of Missouri that constitutes an interference with school purposes or an educational function.
10. No scholar shall fail to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the scholar has information about such actions.
11. No scholar shall violate or repeatedly violate any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Missouri law, including, but not limited to:
 - a. Engaging in sexual behavior on school property;
 - b. Disobedience of administrative authority.
12. No scholar shall cause or attempt to cause damage to school property, or steal or attempt to steal school property.
13. No scholar shall fail in a substantial number of instances to comply with directions of teachers or

other school personnel during any period of time when the scholar is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

Leaving School Grounds

Scholars may only leave school grounds when necessitated by internships, mentorships, interviews, research activities, or other school-related activities. Scholars must sign out at the front office when leaving the school grounds. Scholars who must leave prior to the end of school must have a parent or guardian sign them out at the front office. **Hawthorn** School strictly forbids scholars leaving the school grounds and then returning later that day without administrative permission or parental escort. Scholars who return to school after they have left the premises will face disciplinary action (including suspension or expulsion).

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 may not be allowed to participate in extracurricular activities until the probation period has ended.

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.

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 for the well-being of a scholar or of the school environment may suspend a scholar from school for a period of up to ten days. 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 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 and in such cases, the Head of School will provide written notice of the suspension and the applicable rights to a hearing to the scholar's parent(s) or guardian as set forth below.
 - 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 also 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.
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.

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)

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)

Grading Policy

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

Academic Progress Expectation: Graded Work

Scholars should be receiving weekly feedback on their academic progress. In addition to the weekly progress report, scholars should have 3-4 graded assignments (excluding the progress reports) reflected each week.

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

Assignment	Frequency
Homework	Daily
Quiz/Projects (Formative)	Varies
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 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.

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. Homework should be collected, graded and teachers should provide opportunities for scholars to review the assignment feedback and grades. Homework should be kept on file for parent conferences.

Progress Report

Family support is an important piece of each scholar's academic success. So that parents 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). Additionally, teachers may send home progress reports.

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	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	Below a 60

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	Percentage Range	
A	90-100	
B	80-89	

C	70-79	
D	60-69	
F	Below 60	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
Fine Art *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

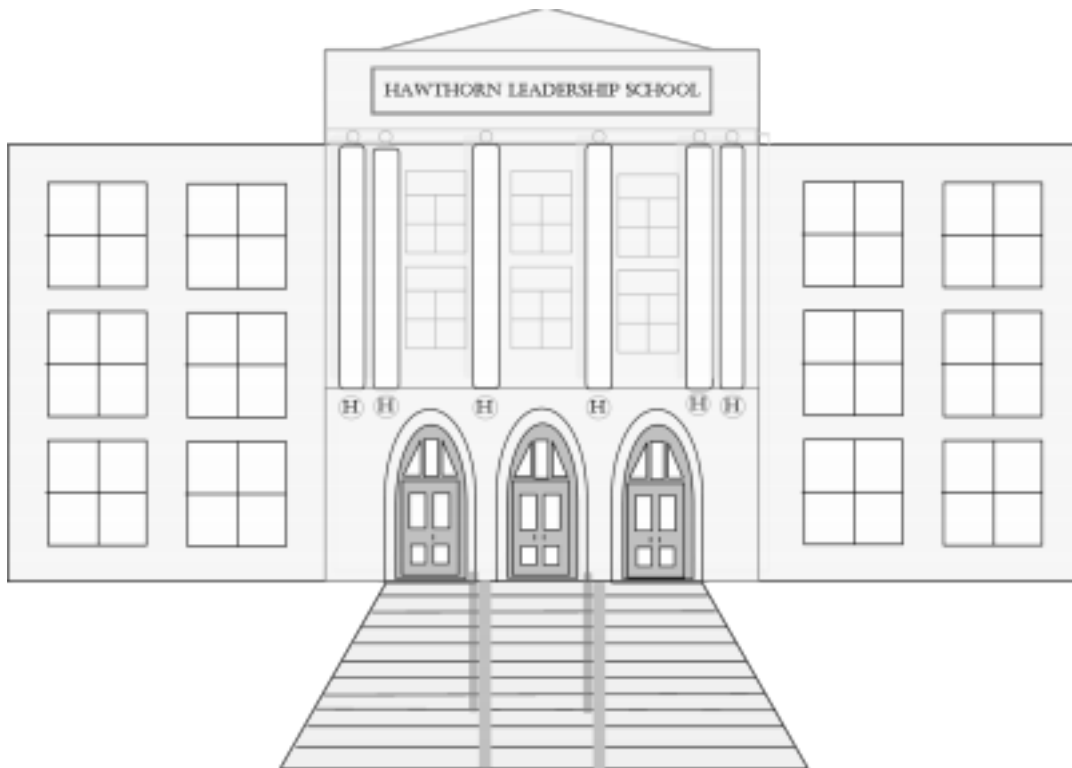
Hawthorn Leadership School for Girls believes the recognition of achievement is an essential element in a scholar's development. For this reason, scholars exemplifying **Hawthorn**'s Core Values and achieving certain academic successes are recognized at an awards assembly at the end of the semester.

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 & Desktop Computers, Use of 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 and desktop computers 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.

During classes, middle school scholars will be assigned to a laptop. High school scholars will be issued a laptop for use during school hours. 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 removed 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 additional dance costumes. 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 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.

Commerce

Scholars (or parents/guardians) may not sell any articles on school property without the permission of the Head of School. Money or materials for personal purposes or for an outside organization may not be collected without prior permission from the Head of School.

Medication

Administering medicine to scholars during school hours is 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. **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.

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 and 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 the 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: 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 1.1

Hawthorn Leadership School for Girls is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the school strictly prohibits discrimination and harassment against employees, scholars or others on the basis of race, color,

religion, sex, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law. **Hawthorn** is a single-school local educational agency operating as a single-sex charter school as permitted by law. **Hawthorn** is an equal opportunity employer.

Section 1.2

Hawthorn's Board of Directors ("Board") also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - Make complaints of prohibited discrimination or harassment
 - Report prohibited discrimination or harassment
 - Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the school, concerning prohibited discrimination or harassment.
 - Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
 - Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

Section 1.3

All employees, scholars and visitors must promptly report to the Head of School, Head of School or Dean of Scholar Life for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off school property and that is unrelated to the school's activities negatively impacts the school environment, **Hawthorn** will investigate and address the behavior in accordance with this policy, as allowed by law.

Section 2 Boy Scouts of America Equal Access Act

Section 2.1

As required by law, **Hawthorn** will provide equal access to school facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Section 3. Interim Measures

Section 3.1

When a report is made or the school otherwise learns of potential discrimination, harassment or

retaliation, **Hawthorn** will take prompt and appropriate action to protect the alleged victim, including implementing interim measures. For example, the school may alter a class seating arrangement, provide additional supervision for a scholar or suspend an employee pending an investigation. **Hawthorn** 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 scholars, 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 4. Consequences and Remedies

Section 4.1

If the school determines that discrimination, harassment or retaliation have occurred, the school will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Section 4.2

Employees who violate this policy will be disciplined, up to and including employment termination. Scholars who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The Head of School or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Section 4.3

In accordance with law and **Hawthorn** policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Section 4.4

Remedies provided by **Hawthorn** will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. **Hawthorn** may provide additional training to scholars and employees, make periodic assessments to make sure behavior complies with school policy, or perform a climate check to assess the environment in the school.

Section 5. Definitions

Section 5.1 Compliance Officer –

The individual responsible for implementing this policy, including the acting compliance officer when they are performing duties of the compliance officer.

Section 5.2 Discrimination –

Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Section 5.3 Grievance –

A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation (as defined in Section 1.2 of this policy) made to the compliance officer.

Section 5.4 Harassment –

Harassment is unwelcome conduct that is based on race, color, religion, sex, national origin, ancestry, disability, age, veteran status, genetic information or any other characteristic protected by law. Behaviors that could constitute harassment include, but are not limited to, the following acts: graffiti; display of written material, pictures or electronic images, including text messages; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Harassment is unlawful when it is sufficiently severe or pervasive that it denies or limits a scholar's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Section 5.5 Sexual Harassment –

A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment is unlawful when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) it is sufficiently severe or pervasive that it denies or limits a scholar's ability to participate in educational programs or it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive. Sexual harassment may occur between members of the same or opposite sex. The school presumes a scholar cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

- Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
- Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
- Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
- Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.

- Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
- Comments about an individual's body, sexual activity or sexual attractiveness.
- Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
- Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Section 5.6 Working Days – Days on which the school's business offices are open.

Section 6. Compliance Officer

Section 6.1 The Board designates the following individual to act as Hawthorn’s compliance officer:

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

Section 6.2

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer, which shall be the Associate Head of School.

Section 6.3

The compliance officer or acting compliance officer will:

- Coordinate school compliance with this policy and the law.
- Receive all grievances regarding discrimination, harassment and retaliation.
- Serve as the school’s designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
- Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
- Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating scholars in the school environment.
- Determine whether school employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
- Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the

Board.

- Seek legal advice when necessary to enforce this policy.
- Report to the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
- Make recommendations regarding changing this policy or the implementation of this policy.
- Coordinate and institute training programs for school staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
- Perform other duties as assigned by the Board.

Section 7. Reporting

Section 7.1

Scholars, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the school.

Section 7.2

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All school employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, school employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the school to take action upon finding a violation of law, school policy or school expectations.

Section 7.3

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the school will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Section 8. Student-on-Student Harassment

Section 8.1

The Head of School or designee may discipline a scholar for prohibited behavior in accordance with the school's discipline policy. If an administrator other than designated compliance officer disciplines the scholar, that administrator will report any incident of discrimination, harassment and retaliation to the designated compliance officer and will direct the parent/guardian and scholar to the compliance officer for further assistance.

Section 8.2

The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Section 9. Investigation

Section 9.1

Hawthorn will promptly investigate all grievances. All persons are required to cooperate fully in the investigation. The compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation but is not required to do so.

Section 9.2

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the school will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, **Hawthorn** will take prompt and appropriate corrective action.

Section 10. Grievance Process Overview

Section 10.1

If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the Head of School, the compliance officer may designate someone outside the school to hear the grievance in lieu of the Head of School, or the grievance may be heard directly by the Board.

Section 10.2

An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the school's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, an appeal may be taken to the next level.

Section 10.3

Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.

Section 10.4

The school will investigate all grievances, even if an outside enforcing agency such as the Office for

Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.

Section 10.5

The school will only share information regarding an individually identifiable scholar or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

Section 10.6

Upon receiving a grievance, school administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Section 11. Grievance Process

Section 11.1 *Level I* –

A grievance is filed with the school's compliance officer. The compliance officer may, at their discretion, assign the Head of School or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence promptly, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the Head of School to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the alleged victim if someone other than the alleged victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and school policy, regarding whether the school's compliance officer or designee determined that school policy was violated.

Section 11.2 *Level II* –

Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the Head of School by notifying the Head of School in writing. The Head of School may, at their discretion, designate another person (other than the compliance officer) to review the matter when appropriate. When the Head of School has acted as the compliance officer, the

appeal will be heard directly by the Board as described in Level III.

Within ten working days, the Head of School will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the Head of School conducts the appeal, the Head of School will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the Head of School's decision, regarding whether the Head of School or designee determined that **Hawthorn** policy was violated.

Section 11.3 Level III –

Within five working days after receiving the Level II decision, the person filing the grievance, the alleged victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the Head of School's decision to the Board in writing. The person filing the grievance, the alleged victim if someone other than the victim filed the grievance, and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The decision of the Board is final.

Section 12 Confidentiality and Records

Section 12.1

To the extent permitted by law and in accordance with Board policy, **Hawthorn** will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. **Hawthorn** will disclose information to the school's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, **Hawthorn** will comply with state and federal laws regarding the confidentiality of scholar and employee records. Information regarding any resulting employee or scholar disciplinary action will be maintained and released in the same manner as any other disciplinary record.

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 | Student and Family Compact 2021-2022

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 I cell phones, technology accessories, or other personal technology device, 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 substance 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 | 2021-22

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



**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