



Seymour 6-8
Student Handbook
2021-2022

**Seymour R-II School District
419 E. Clinton Avenue
Seymour, MO. 65746
(417) 935-2287 FAX: (417) 935-4060
www.seymourschool.net**

Superintendent	Steve Richards
Secretary to Superintendent	Jennifer Warren
Bookkeeper	Rhonda Henderson

BOARD OF EDUCATION

President	Kim Wilkins
Vice President	Stacy Kleier
Secretary	Ashley Kelly
Treasurer	Heidi Young
Member	Debbie Baker
Member	Brad Leonard
Member	Josh Wright

**Seymour Middle School
501 E. Clinton
Seymour, MO. 65746
(417) 935-4626
FAX: (417) 935-2848**

Principal	Jason Duey
Assistant Principal	Josh Cook
Counselor	Melody Ipock
Athletic Director	Robbie Jenkins
Secretary	Shelley Wingo

Seymour Tigers

2021-2022 School Calendar

July

S	M	T	W	T	F	S
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August

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September

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October

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November

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December

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Aug	16-17	Registration 8-3 pm
Aug	17-19	Teachers Workshop
Aug	19	Open House 4-7 pm
Aug	24	Classes Begin
Sept	6	No School Labor Day
Sept	10	1/2 day Apple Festival
Oct	1	No School
Oct	4	No school Teacher In-service
Oct	19	End of 1st Quarter 37.5
Oct	28	P/T Conf 1-7 1/2 day of school
Oct	29	No School
Nov	22-26	No School - Thanksgiving Break
Dec	17	End of 2nd Qtr 36.5 days
Dec	20-31	No School Holiday Break
Jan	3	Teacher In-service
Jan	4	Classes Resume
Jan	17	No School MLK Day
Feb	7	No School
Feb	21	No School Presidents Day
Mar	9	End of 3rd Quarter 44 Days
Mar	11	No School
Mar	14	Teacher In-service
Mar	25	No School
April	1	No School Spring Break
April	4	No School Spring Break
April	15	No School Good Friday
April	18	No School Spring Break
May	14	12th Grade Graduation
May	17	Last Day 1/2 Day 41.5 Days

- 1/2 Day
- End of the quarter
- No School
- Parent Teacher Conferences (1/2 Day for Students)
- Professional Development days (No Students)

First Semester		Second Semester	
August	6	January	19
September	20.5	February	18
October	17.5	March	20
November	17	April	17
December	13	May	11.5
Total Days	74	Total Days	85.5

*Required Hours of attendance 1044.00
 Scheduled Hours of attendance 1087.26
 Last 40.9 hours (6 days) on the calendar are weather make-up hours required
 *Monthly School Board meetings will be held the 2nd Thursday of each month.
 *ACT Test Dates:

January

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February

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May

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June

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SCHOOL DAY

School hours are from 8:05 a.m. until 3:20 p.m. Students who report to school before 7:45 a.m. must wait at the front entrance. Breakfast will be served starting at 7:45 a.m. and will not be served after 8:05 a.m. unless approved by the principal or nurse. First period tardy bell rings at 8:05 a.m. Students that leave after being dropped off at school will be considered truant.

SEYMOUR SCHOOLS: MISSION STATEMENT

The Seymour School District mission is to use its financial, personnel, and educational resources to enhance the development of intellectual, physical, and social capacities of students by providing every student with opportunities to learn and become productive citizens.

THE OBJECTIVE OF THE SEYMOUR SCHOOLS

In recognition of the fact that the welfare of the student is the most important part of a school and that we teach students, not subjects, we have developed the following aims and objectives for our school:

1. To provide opportunities for an integrated program of studies with high expectations to develop the student's intellect based upon his or her abilities and interests. Curricular opportunities will be relative to life skills, vocational and workforce preparation, and extended or post secondary education. (Curriculum and Performance Standards)
2. To develop a responsible young adult who has mastery of the basic skills for life-long learning through the "Show Me Performance Standards." (Graduates and Post High Status)
3. To provide a well-rounded and varied program to meet the special needs of students relative to disabilities and to address the artistic, social, vocational, physical, and intellectual extra-curricular interests of students. (Differentiated Instruction and Supplemental Programs)
4. To provide a clean, safe, positive and orderly environment for students to experience while attending school and to provide surroundings which create a feeling of pride and ownership in the school and community. (Climate)
5. To use technology and innovation to complement teaching and learning whereby students will be challenged and inspired to reach their potential in educational endeavors. Technology exists as a very powerful, essential tool in the education process for both the students and the staff.
6. To encourage parental and community involvement as partners in promoting the enhancement of students' academic, social, and physical well being. (Parental and Community Involvement)
7. To provide an adequate number of qualified staff members and to furnish professional development training that will equip them to meet the needs of students. (Staffing and Professional Development)
8. To provide support services such as school health services, nutritional services, and transportation to enhance the growth and development of each individual student attending school. (Support)
9. To provide a guidance program designed to address the needs of all students by helping them acquire competencies in career planning and exploration, knowledge of self and others, and to promote educational and vocational development. (Guidance and Counseling)
10. To provide and promote a Library Media Center plan which meets the needs of the students. The school libraries will have resources available in sufficient quantity and quality to support, enhance and enrich the curriculum. (Library Media Center)
11. To provide leadership, direction, and promote decision-making through policies, procedures, guidance, and supervision. (Governance and Administration)
12. To maintain, improve, and expand the physical environment of the school district through the establishment of annual short-term and long-range goals as part of the local school improvement plan. (Facilities and Improvement)
13. To secure funding through local, state and federal endeavors to assure quality programs and to maintain financial stability for the school district. (Finances)
14. To provide district-wide evaluation of student performances, instructional programs, curriculum and support services in order to monitor the effectiveness and progress of each area. This includes the assessment of student performances relative to the Missouri Assessment Program.

SCHOOL SONG
Hail to maroon
Hail to the white
Hail to the alma mater
Ever all right
We love no other
So let our motto be
Victorious Seymour
SHS

SCHOOL COLORS Maroon and White

SCHOOL MASCOT Tiger

SCHOOL PRIDE AND SPIRIT

Students should remember that school life is comparable to life in the community. You should practice here the qualities of good citizenship, which are also necessary in a good community. Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems. The courteous student will always remember to address or refer to his or her teacher as "Mr.", "Mrs." or "Miss". Disrespect toward teachers, or school employees, will not be tolerated. This will result in disciplinary action against the student involved.

You are fortunate in having the accommodations and facilities of a good school plant. We all want it to be kept that way and, if possible, to improve it. Proper respect for public property is one of the first indications of a good citizen.

Enrollment

The Board of Education requires the parent, guardian, or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether or not the student has been suspended or expelled from a school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restriction" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

No student may enroll in a school in the district during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent, guardian or student may request a conference with the superintendent or designee to consider if the conduct of the student would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would have resulted in a suspension or expulsion in this district, the superintendent or designee may make such suspension or expulsion from another district effective. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another district effective.

In accordance with § 167.171, RSMo, no student may be readmitted or enrolled in the school district who has been convicted of or charged with an act which if committed by an adult would be one of the following:

1. First degree murder under § 565.020, RSMo;
2. Second degree murder under § 565.021, RSMo;
3. First degree assault under § 565.050, RSMo;
4. Forcible rape under § 566.030, RSMo;
5. Forcible sodomy under §566.060, RSMo.
6. Robbery in the first degree under § 569.020, RSMo.
7. Distribution of drugs to a minor under § 195.212, RSMo.
8. Arson in the first degree under § 569.040, RSMo; or
9. Kidnapping, when classified as a class A felony under § 565.110, RSMo.
10. Statutory rape under § 566.032 RSMo.
11. Statutory sodomy under § 566.062.

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed, or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability.

ACTIVITIES

It is a privilege to participate in and attend all extra-curricular and co-curricular activities. Below is a list of clubs, activities, organizations and sports in which students may participate: NHS, FBLA, FCCLA, FFA, baseball, softball, boys and girls swimming, boys and girls basketball, boys and girls golf, cross country, cheerleading, academic team, class officers, Band, Choir, etc.

1. Students must meet certain minimum academic and citizenship requirements in order to compete in or travel to extra-curricular/co-curricular activities, or attend any other event or activity held on school grounds. **Like all policies it is impossible to cover every aspect and every situation that may arise. Final decisions will be made by the principal.**
 - Students must not have any outstanding fines, dues, or other monies owed to the school (\$20 and over) from a prior quarter.
 - Students must meet the citizenship requirements as listed in the Seymour Activities Handbook; this handbook can be located in the School Office.
 - Students that are not in attendance for 4 hours on a given day without being excused by the principal will be ineligible to participate that day. **(see below for excuse examples)**

- Additionally they will be ineligible to participate in any contest, practice, after school event until they return to school for a full day of attendance.
 - This includes students who have been on OSS.
 - If the absence involves seeing a doctor due to illness or injury, the student will not be able to participate until released by the doctor.
- Students who have exceeded the attendance policy (8 unexcused days) for the current semester will not be allowed to participate anymore that semester.
 - Students must have a parent signed permission slip for any school trip outside of MSHSAA activities which will also include the teacher hourly sign off sheet provided by the office.
 - No student may participate in any school-sponsored event away from the school if that student does not ride transportation authorized by the school.
 - Parents may authorize, in writing, that their child may ride home with a non-student adult, if done so prior to the event.
 - Parents may pick up their child at any away event.

**** It is the student's responsibility to know these policies as they apply to school activities. Any student who bypasses these policies (i.e. attending an activity or sport when they were not excused by the principal) will receive a two game/activity suspension.**

Excuse Examples:

- **Excused in most cases:** Half day doctor appointments with proof, Family funeral, Half day drivers test with proof, Pre-approved college visit with proof, Military Recruitment with proof, Court with proof.
- **Not Excused in most cases:** Oversleeping, Staying home or leaving part day for sickness or injury (this includes if sent home by the school nurse)

*Note: Students who have an appointment towards mid-day should attend school in the morning and should return to school after the appointment to be considered for eligibility that night or the next morning. This will be based on the note from the appointment and should be preapproved through the principal.

VIDEO SURVEILLANCE / SEARCH AND SEIZURE

The Seymour Schools campus is equipped with video surveillance equipment for the protection of its students, staff and property.

- School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.
- Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and except for emptying pockets not in front of other students, unless exigent circumstances exist.
- It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.
- The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.
- School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.
- Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts. When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification. Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.
- Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student. When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

AUTHORITY OF TEACHERS

Teachers and principals stand in the place of the parent during such times as pupils are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in classrooms and the school at large, as well as in specific areas of duty assigned by principals.

A teacher who sees any act(s) of substandard or improper conduct on the part of any student(s) is expected to remove the student(s) involved immediately. The student is expected to accept the admonishment from the teacher, and make whatever amends or apologies the teacher deems necessary.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, going to town, or returning to their homes. Students wishing to leave school should check in at the office and get permission from the principal – teachers are not granted this authority.

The enforcement of school rules and regulations shall be the responsibility of all certified employees, with the principal being the official with the major authority and responsibility in disciplinary matters. The principal shall confer with students who are charged with disciplinary matters and shall afford the students rights of due process and appeal in such instances. In the instances where students shall break civil law or where non-students shall intrude upon school property or interfere with any activity of the school, civil authorities shall be notified immediately, with the process of lodging complaints, filing charges, and prosecution being routine procedures in such matters.

Students are to be under the supervision of the professional staff at all times during school hours and at school sponsored activities. Seymour School assumes responsibility for its students upon the student's arrival on campus at the beginning of the school day. The responsibility for students ends once a student has left the campus at the end of the school day. Those students who are transported by bus to and from school are the responsibility of Seymour School while in transit.

CONDUCT OF STUDENTS

A major goal of the educational experience is the development of responsible citizenship and acceptable behavior on the part of the student. With this goal in mind, Seymour Schools shall maintain an atmosphere of orderly conduct which allows the student to practice responsible citizenship, to gain experience in decision making, and to limit his expressions of freedom to those which do not interfere with the rights or properties of others. It shall be the responsibility of each student to know and to follow the established rules of orderly conduct, which are presented routinely by school officials. Students shall be under the direction of school personnel whenever they are on school property, attending any school-sponsored activity, or making use of school equipment or mode of transportation. Students are subject both to the rules and regulations adopted by the school system and to those laws established by the civil government.

STUDENT DRESS

Students are expected to come to school appropriately dressed so as to not disrupt the instructional process. Although it is nearly impossible to cover all dress situations that may arise, the following lists some items considered unacceptable:

- No halter, sheer, spaghetti strap or low cut tops, altered (torn, cut, etc.) shirts or pants, bare midriffs, sides or backs;
- No short-shorts, short skirts or sagging. (For length purposes, if staff believes that normal movement, sitting, standing, bending over, etc. will result in exposure of under garments, buttock or groin, the garment is too short).
- No pajamas
- No excessive wallet chains.
- No clothing items with vulgar writing or with sexual, drug or alcohol connotations.
- Sunglasses may only be worn at outside activities during school instructional hours.
- Students should not wear hats in the building at any time unless it meets the exception provided below. This policy is based on the belief that doing so is disrespectful.
- Students should not wear bandanas or other head coverings that cover most of the head; however headbands measuring 2 inches or less are acceptable including bandanas.

Exceptions:

- According to hat Etiquette, hats may be worn indoors during sporting events. This etiquette will be extended to all after school performances such as Band concerts, rally's, etc., but not for practices, tutoring, etc.
- Exceptions can be made to the dress code based on religious affiliation on a case by case basis.

Students should have pride in their appearance and the appearance of the entire student body. Board regulation 2610 is more inclusive. The first violation of this policy will result in a Principal/Student conference and a warning. Students will at that time adjust clothing to correct the violation of dress code. Any subsequent violation will result in discipline measures.

DANGEROUS AND INAPPROPRIATE ITEMS FOR SCHOOL

Students are not to have on school premises the following inappropriate items which include but are not limited to trench coats, cameras, laser pointers, video games, or any other electronic devices (see separate cell phone and personal device policy), ammunition, caps, matches, lighters, smoke bombs or fireworks, stun guns, tasers and knives. Items that are brought to school may be kept by the teacher or principal until they are picked up by a parent. Skateboards, scooters, skates and bicycles are not to be ridden on school grounds at any time. Additionally, the school takes no responsibility for the safety or security of these items or other personal items.

PROHIBITION AGAINST FIREARMS AND WEAPONS

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials. As used in this policy, the phrase *school premises* include all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises through School District property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

Cell Phone/Personal Device Policy

Cell phones and personal devices are **not allowed at school**.

- No pictures, videos or recordings are allowed on school grounds without staff permission at any time. Violations will be handled under the student code of conduct.
- Any use of a device in a bathroom or locker room is strictly prohibited and will result in serious consequences per the student code of conduct.
- If a student possesses electronic pictures or text, the district will consider it the same as hard-copy possession of that same material.
- Like other student owned property, the school takes no responsibility for the safety or security of these items.

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with students, as well as former students, under age eighteen (18) via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase “electronic media” includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between students’ parents/guardians; or grandparents. The District may provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

STUDENT CODE OF CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to ensure the orderly operation of the school. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. *Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education.*

The Seymour School District is committed to maintaining a learning environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his/her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying. **Bully report forms can be found in the office. These forms can be filled out and submitted anonymously.**

After School Detention, In-School Suspension, Out-Of-School Suspension and Expulsion are disciplinary measures applied for violation of school policies and regulations. After School Detention will run from **3:30 pm to 5:30 pm**, students will not be admitted late or allowed to leave early. Failure to attend will result in additional consequences and the detention will still have to be served.

Students who are suspended from school are not allowed to be on the Seymour campus at any time during the period of suspension. Students are forbidden from attending any events off the campus in which Seymour is a participant. Failure to comply will result in additional disciplinary measures. Additionally, corporal punishment will not be part of the student code of conduct.

FLAGRANT DISREGARD FOR POLICIES, RULES AND REGULATIONS, OR CONTINUED TRUANCY MAY RESULT IN SUSPENSION BY THE SUPERINTENDENT OR EXPULSION BY THE BOARD, BOTH SUBJECT TO APPROPRIATE DUE PROCESS PROCEDURES. THE SUPERINTENDENT MAY SUSPEND A STUDENT FOR UP TO 180 SCHOOL DAYS; HOWEVER, EXPULSION OF STUDENTS IS A FUNCTION ONLY OF THE BOARD OF EDUCATION.

ANY STUDENT THAT IS A DANGER TO THEMSELVES OR TO OTHERS MAY BE PLACED ON HOMEBOUND INSTRUCTION AFTER RECEIVING THE APPROPRIATE PUNISHMENT ACCORDING TO THE HANDBOOK. HOMEBOUND INSTRUCTION WILL CONTINUE UNTIL SUCH TIME AS THE ADMINISTRATION FEELS THAT THE STUDENT NO LONGER REPRESENTS A DANGER TO THEMSELVES OR OTHERS.

OFFENSE	Description and Consequences
Academic Dishonesty	Cheating, Plagiarism or Copying
	Conference, Zero on work / 1-2 day ISS or SS
Giving False Reports	Lying to staff in any form
Alcohol	1 st Offense: conference, 1-3 days detention / 1-10 day OSS
	2 nd Offense: 3-5 days detention / 1-10 days OSS
	Additional: 10-180 days OSS or Expulsion
Alcohol	Possession/Use or Presence under the influence of while at school, on school vehicle or school activity
	1 st offense: 1-10 days OSS and Notification of Law Enforcement

	Additional: 10-180 days OSS or expulsion and Notification of Law Enforcement
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion
	1-180 days OSS or expulsion, restitution for damages and notification of Law Enforcement
Assault	Use of physical force with the intent to do physical harm
	Without Injury: 1-5 days ISS / 1-10 days OSS With Injury: 1-180 days OSS or Expulsion, notification of Law Enforcement
Assault of Staff Member	Use of physical force with the intent to do physical harm
	10-180 days OSS or Expulsion and Notification of Law Enforcement
Automobile Misconduct	Uncourteous or unsafe driving on or around school property. Failure to move vehicle at the request of school personnel. Failure to follow established (common) rules for parking or driving while on school property
	1st Offense: Warning and/or 2 wk-1 year loss of parking privileges and/or 1-5 days detention or ISS 2nd Offense: 4wk-1 year loss of parking privileges and 2-5 days detention or ISS Additional: Rest of the year to 1 year loss of parking privileges 3-5 days detention or ISS
Bullying	See Explanation on page 16
	1st Offense: 1-3 days ISS / 1-3 day OSS 2nd Offense: 3-5 days ISS / 3-5 days OSS Additional: 5-180 days OSS or Expulsion
Bus / vehicle Misconduct	All district and school rules apply to students while being transported in a school owned or operated vehicle. Consequences can include suspension and/or punishment as if the offense happened on school grounds.
	1st Offense: Conference 2nd Offense: 1 week bus suspension and/or additional consequences Additional: 2-4 weeks bus suspension or expulsion and/or additional consequences
Cell Phones and Personal Devices	(See cell phone and personal devices policy)
	1st Offense Non-Bathroom/Locker room: Device is confiscated, returned to student at end of day. 2nd Offense/Additional Non-Bathroom/Locker room: Device is confiscated, returned to student at end of day, 1 day detention. Additional: Device is confiscated, returned to parent at end of day, 2-5 days detention or ISS 1st Offense Bathroom or Locker room: Device is confiscated and returned to parent and 2 days detention. 2nd Offense Bathroom or Locker room: Device is confiscated, returned to parent and 1-3 days OSS. Additional: 1-180 days OSS or expulsion
Classroom Misconduct	Causing any type of disruption to the learning environment
	1st Offense: Conference / 1-2 days ISS / detention 2nd Offense: 1-3 days ISS / detention Additional: 2-5 days ISS / detention / 1-3 days OSS
Computer /Network Tampering/Abuse	See Appropriate Use Policy in Student Handbook
	1st Offense: 2-4 weeks computer, network, internet privileges and/or Revocation and/or Restitution and/or Vandalism 2nd Offense: 4-8 weeks computer, network, internet privileges and/or Revocation and/or Restitution and/or Vandalism Additional: Revocation of computer, network, internet privileges and/or Restitution and/or Vandalism
Dangerous / Disallowed Devices	See Inappropriate Items For School in Student Handbook
	1st Offense: Confiscation, Conference / 1-5 days ISS / detention/ 1-10 days OSS Additional: 1-5 days ISS / 1-180 days OSS or expulsion
Defiance/Disrespect/Non Cooperative	Refusal to follow directions or defiance of staff authority
	1st Offense: 1-5 days ISS / detention / 1-10 days OSS 2nd Offense: 3-5 days ISS / 1-10 days OSS Additional: 1-180 days OSS or expulsion
Dress code violation	See Student Dress in Student Handbook

	Change clothing, remove hat etc. Repeated Offenses will be handled as defiance
Drug Possession or sale/Under the influence	While at school, on school vehicle or school activity. Includes prescription medication without a valid prescription.
	10-180 days OSS or expulsion, notify Law Enforcement
Drug Representation	Possession or use of a substance that is represented to be a controlled substance (snorting, inhaling etc.)
	1st Offense: 1-5 days ISS / detention / 1-10 days OSS 2nd Offense: 3-5 days ISS / 1-10 days OSS Additional: 1-180 days OSS or expulsion
Extortion	Verbal threats or physical conduct designed to obtain money or other valuables
	1st Offense: 1-5 days ISS / 1-180 days OSS or expulsion, notification of Law Enforcement Additional: 5-180 days OSS or expulsion, notification of Law Enforcement
Failure to follow ISS/Detention rules	Students in ISS/detention must follow the direct instructions of the instructor.
	Additional ISS/detention / 1-10 days OSS
False Alarm	Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat for false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school.
	1st Offense: 1-5 days ISS / 1-180 days OSS or expulsion, notification of Law Enforcement Additional: 10-180 days OSS or expulsion, notify Law Enforcement
Fighting	Mutual combat where both or multiple parties contributed to the conflict either verbally or by physical action
	1st offense: conference / 1-5 days ISS / 1-10 days OSS, possible notification of Law Enforcement Additional: 1-5 days ISS / 1-180 days OSS or expulsion, notification of Law Enforcement
Instigating a Fight	Verbal or physical actions intended to cause others to fight either verbally or physically
	1st offense: conference / 1-5 days ISS / detention / 1-10 days OSS Additional: 1-5 days ISS / 1-180 days OSS or expulsion
Harassment/Threats	Refer to policy and regulations 2130-harassment
	1st Offense: 1-3 days ISS / 1-3 day OSS, notify law enforcement 2nd Offense: 3-5 days ISS / 3-5 days OSS, notify law enforcement Additional: 5-180 days OSS or Expulsion, notify law enforcement.
Inappropriate Sexual Conduct	Physical touching of another person in the area of the breast, buttock, or genitals.
	1st Offense: 1-5 days ISS / 1-180 days OSS, notification of Law Enforcement Additional: 1-180 days OSS or expulsion and notification of Law Enforcement
Indecent Exposure	Includes display of breast, buttocks and genitals in public
	1st Offense: 1-5 days ISS / 1-180 days OSS, notification of Law Enforcement Additional: 1-180 days OSS or expulsion, notification of Law Enforcement
Language (profane)	Language which depicts sexual acts, human waste, and blasphemous language (cuss words or words that represent cuss words)
	1st Offense: Conference / 1-5 days ISS/detention/ 1-10 days OSS 2nd Offense: 3-5 days ISS / 1-10 days OSS Additional: 1-10 days OSS
Language (profane) directed towards staff member	Using blasphemous language, cuss words or words that represent cuss words directed at staff members or their families
	1-5 days ISS / 1-180 days OSS or expulsion
Extra-Curricular Events	All school policies apply to school sponsored events.
	Students may not be allowed to attend or participate in extracurricular events if they are not in attendance the day of the event, have poor attendance, poor academic success, and a history of discipline issues.
Pornographic Material (possession/distribution)	Possession and/or distribution
	1-5 days ISS / detention/ 1-180 days OSS or expulsion

Public Display of Affection	Consensual kissing, fondling or embracing
	1st Offense: Conference/1-3 days detention 2nd Offense: 2-5 day ISS / detention Additional: 3-5 days ISS / 1-10 days OSS
Tardiness to Class	See tardy policy
	1st Offense: Warning by teacher 2nd Offense: Warning by teacher 3rd Offense: Warning by principal Additional: Lunch detention, ISS, After school detention
Truancy	Absence from school without the knowledge and consent of parents/guardian and/or the school administration, without good reason
	1st Offense: Conference / 1-3 days ISS / detention Additional: Conference / 1-5 days ISS / 1-10 days OSS/ detention
Out of Class without permission	Leaving class without the permission of teachers, or administration for any reason
	1st Offense: Conference / 1-3 days ISS / detention Additional: Conference / 1-5 days ISS / detention
Theft	Non-consensual taking or attempting to take the property of another
	1st Offense: 1-5 day ISS / detention / 1-180 days OSS or expulsion and restitution. Additional: 10-180 days OSS or expulsion and restitution
Possession of a Fire Arm, Weapon, or Explosive	Defined in Policy 2620
	1st Offense: One calendar year suspension, notification of law enforcement Additional: Expulsion from the district, notification of law enforcement
Possession of Stolen Property	Knowingly using, selling or buying property that belongs to another
	1st Offense: 1-5 day ISS / detention / 1-180 days OSS or expulsion and restitution. Additional: 10-180 days OSS or expulsion and restitution.
Sexual Harassment	Refer to policy and regulations 4810
	1st Offense: 1-5 days ISS / 1-180 days OSS, notification of Law Enforcement Additional: 1-180 days OSS or expulsion, notification of Law
Tobacco Use/Possession And Vaping	Use of possession while on school property or during any school activity. This also includes tobacco like products (electronic cigarettes, non-tobacco snuff, etc.)
	1st Offense: conference / 1-5 days ISS / detention, confiscation Additional: 1-5 days ISS / detention/ 1-10 days OSS, confiscation
Vandalism	Intentional damage or attempt to damage property belonging to the staff, students, or the district
	1st Offense: 1-5 days ISS / detention / 1-180 days OSS or expulsion, notification of law enforcement and restitution. 2nd Offense: 10-180 days OSS or expulsion, notification of law enforcement and restitution.
Videeing/photographs or recordings without permission	1st Offense: Device is confiscated, returned to student at end of day, 1-5 days ISS/detention/1-10 days OSS. 2nd Offense: Device is confiscated, returned to parent, 3-5 days ISS/detention/1-10 days OSS. Additional: Device is confiscated, returned to parent, 1-10 days OSS.

TARDY POLICY

Tardiness is defined as not being in your seat when the bell rings for class to begin (unless detained by a staff member). Tardiness of more than ten (10) minutes will be considered an absence. (Students abusing the ten (10) minute limit will be dealt with individually and possibly considered truant from class.) Tardies are accumulated each quarter and per class.

ATTENDANCE POLICY

Ways to avoid attendance issues include:

- Only miss a half day if possible for appointments.
- When absent, communicate with the office.
- Plan activities around scheduled days off.
- Understand that missing days for such things as vacation or hunting reduce the total number of days you can miss for such things as illness.

Attendance Credit:

- Students can miss no more than 8 periods per class per semester. A warning letter will be sent home after the student's 5th absence in a course and a parent meeting will be scheduled if the student reaches the 8th absence in the same course.
- A student is in danger of losing credit for any class period that they have exceeded 8 absences in per semester.
- Students returning to school after an absence or out-of-school suspension are not provided an admit slip. Teachers will address homework issues based on the absence marked in their grade book.
- Students are allowed to make up work for absences. Students will be given one day per missed day to complete missing work. All students are encouraged to complete their assigned work, even if it is late. Any assignment that is 1 day late will receive up to 10% off the total points of the assignment. Any assignment that is up to 10 days late will receive up to 50% off the total points of the assignment, per teacher discretion. Any assignment that is 10 days beyond the due date will be graded and credited according to teacher discretion. Students are only allowed to make up work from their first out-of-school-suspension. If a student is suspended ten or fewer days, students will be allowed and expected to complete missed course work. Students will be given one day for each day suspended to complete the work missed while suspended. (Ex. If a student is suspended for two days, the student will be given two days to make up missed coursework.) When a suspension is longer than ten days, the option to make up the missed coursework will be granted on a case by case basis. They have one day for every day missed to make up the work. Tests announced before the absences are made up the day they return. Schoolwork may be collected in advance for absences but not for out-of-school suspension.
- Admit slips are only used when a student arrives at school late in the morning (more than 20 minutes late is an absence) or to a class ten minutes late. Any student arriving at a teacher's class ten minutes or more late (absence) without an admit slip should immediately be referred to the office. All students who are tardy to first hour class should be sent to the office. The admit slip indicates whether or not the student receives an absence for the period. This admit slip does not need to be returned to the office...it is merely their "ticket" to enter class.
- When a student has missed five (5) consecutive days from school and the parents have not contacted the principal's office about the student's enrollment status, the student can be dropped from the roll. The student may be re-enrolled in school only after the parent or guardian participates in a principal/parent/counselor meeting.
- Parents will be notified if their student misses 5 days in one semester. Additional attendance issues involving any student within the mandatory attendance age will be reported to authorities as "not being in regular attendance." Lines of appeal will be: First - the superintendent and second - the school board. The student or parent must request in writing to be heard by the attendance committee, the superintendent and the school board.
- Students who exceed the attendance policy will be turned over to the county prosecutor based on the state mandatory attendance policy.

ISS and Detention Policy

General rules for ISS:

- Students are not allowed to sleep, talk without permission, use cell phones or personal devices, eat or drink anything in the ISS room.
- Students must be engaged in assigned work at all times while in ISS.
- If students do not have classroom work they will be assigned work by the ISS instructor and/or the principal.
- Students will eat lunch between Middle School and High School Lunch. (ISS only rule)
- This is not an all-inclusive list that covers all situations that might occur in the ISS room, students are required to follow any reasonable rule set by the ISS instructor or the principal.
- Any violation of ISS rules will result in immediate removal to OSS and the ISS assignment will have to be made up in full.

REQUEST FOR LEAVING SCHOOL

Any student who leaves school early for any reason must be signed out in the office by a parent/guardian or an adult that their parent/guardian has listed on the student's personal information form.

ACCIDENTS

Students should always have on record in the office the correct address and telephone number of their home or parents' place of work in case of illness or injury during school.

TELEPHONE USE

The telephone in the office is a business telephone and should not be used for social calls. Students and teachers will not be called to the telephone during class time except in case of emergency.

VISITORS IN THE BUILDING

All visitors to the building are requested to report to the principal's office before going to a classroom or elsewhere in the building. No visitor should go into a classroom, library, locker room, etc., before obtaining a visitor's pass from the principal's office.

USE OF BUILDING/GROUNDS AFTER SCHOOL HOURS

Arrangements should be made with the principal for all activities, which need to use the building after school hours. Arrangements should be made at least a week in advance. The application should be filed by the teacher sponsoring the organization or activity. **No student should be in the building after 3:30 unless under the direct supervision of a teacher.**

No skateboards, roller blades or scooters will be allowed on campus at any time during the school day or after school hours. Bicycles ridden to and from school

should be parked in the location designated for this purpose.

LUNCHROOM

All students will eat lunch in the cafeteria dining room. Students may buy their lunch or bring their lunch from home. Those who bring their lunch may go directly to the tables. Those who wish to buy their lunches at school will form a line at the appropriate place. Student lunches must be paid for in the cafeteria. Envelopes may be turned in as you go through the line. Please have name, account number, and amount enclosed on envelope.

The following rules apply to lunchroom payment:

1. It is expected that lunch balances will be paid weekly.
2. When balances exceed \$50 parents will be notified.
3. Balances over \$20 at the end of each quarter will need to be paid for students to be eligible to participate in athletics and activities.

Free and reduced lunch forms will be distributed to students at the beginning of each school year. Forms are also available at any time during the school year and can be picked up in the office.

Any questions concerning our food service program may be directed to the food service director at 935-2287.

ASSEMBLIES

Assemblies are an important part of the program of the school. Most have educational and inspirational values. Since assemblies are part of the regular program of the school, attendance of students and faculty is required. Each teacher will be responsible for their students in class at that hour. Students must sit with the class to which they are assigned. One of the educational values, which come from assemblies, is training in good audience behavior. Students are expected to conduct themselves in a manner, which will not disturb others who wish to enjoy the program.

EMERGENCY DRILLS

EMERGENCY PLANS AND SAFETY DRILLS Emergency Preparedness The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention. Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. Bus evacuation drills will be conducted with bus riders at least once each semester in K-8. A minimum of two (2) drills for each type of drill will be conducted each year in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in drills shall be given early in the school year, and drills shall be held regularly throughout the year. The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. (Policy EBC, \$160.455)

GRADING SYSTEM

Report cards will be issued at the end of each quarter of the school year. The following systems will be used to record grades.

A = 95-100 (4.00 GPA), A- = 90-94 (3.65 GPA), B+ = 87-89 (3.33 GPA), B = 83-86 (3.00 GPA), B- = (2.65 GPA), C+ = 77-79 (2.33 GPA), C = 73-76 (2.00 GPA), C- = 70-72 (1.65 GPA), D+ = 67-69 (1.33 GPA), D = 63-66 (1.00 GPA) D- = 60-62 (0.65 GPA) F = Below 60 (0.00 GPA)

Human Sexuality Curriculum

The district follows the guidelines set forth in State Statute 170.015 RSMo pertaining to instruction relating to human sexuality and sexually transmitted diseases. The "Human Sexuality Curriculum" Policy IGAEB indicates that materials and instruction shall consist of, but limited to: presenting abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students, stressing that sexually transmitted diseases are serious, presenting current and factual information, discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity, teaching skills of conflict management, personal responsibility and positive self-esteem, advising students of the laws pertaining to their financial responsibility to children born in and out of wedlock. The policy further states students may be separated by gender for human sexuality instruction, parents are to be informed of the basic content of the human sexuality instruction and that all materials are appropriate to the age of the students receiving the instruction. The full "Human Sexuality Curriculum" Policy IGAEB is available at the Administrative Offices.

REGULATIONS CONCERNING SCHOOL BUSES AND THE CONDUCT OF STUDENTS

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
2. Pupils should obey and respect the orders of monitors or patrons on duty.
3. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
4. Pupils should never stand in the roadway while waiting for the bus.
5. Unnecessary conversation with the driver is prohibited.
6. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.

7. Pupils must not, at any time, extend arms or head out of the bus windows.
8. Pupils must not get on or off the bus, or move about within the bus, while it is in motion.
9. Pupils must observe the directions of the driver when leaving the bus.
10. Any damage to the bus would be reported to the driver.
11. The pupil is responsible to the bus driver at all times when in the process of being transported.
12. Students will have nothing on the bus that will cause injury to others.
13. Students will not be rude or abusive to people whom they pass.
14. No eating or drinking on the bus.
16. Wait until the bus stops before moving toward it or to enter.
17. Students who do not ride the bus for three consecutive days will be dropped from the route until the transportation department is notified to resume service.

ACCEPTABLE USE OF COMPUTER AND INTERNET

Students will agree to adhere to the following guidelines when using a computer at Seymour Schools.

1. I will only use the computer for purposes intended, and will not add or delete programs from the hard drive while working on a computer. While using the Internet, I will not access controversial, inappropriate or pornographic materials. I understand that not all materials on the Internet (files, programs, graphics, etc.) are appropriate for students. If I obtain such inappropriate material, I will not save, print, or distribute material. I will not access pornographic material or attempt to access such material. The file will be closed immediately.
2. Valid use of Seymour computers and network services include instructional use in research, administrative support, web page development, creating resumes, and completing assignments.
3. I will follow ALL guidelines and realize ALL liability for the computers and associated items such as disks and books, etc. My parents and I realize all liability associated if the computer or other items necessary for its operation are lost, stolen, and/or damaged due to abuse, neglect, etc. while I am working on the computer. If damage does occur, the school maintains the right to withhold all student records until reimbursement has been made.
4. It is a violation of Seymour policy to use Seymour computers for cheating of any kind.
5. Unauthorized copying, sending, receiving of copyrighted or trade/service marked materials is strictly prohibited.
6. Chain letters, "chat rooms", and internet games are **NOT** allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes.
7. Students are only allowed to use school provided email with teacher permission.
8. I assume all liability for damages and repair due to my abuse, accident, or neglect of the equipment and will relinquish all rights to the computer.
9. I recognize it is impossible for Seymour R-II Schools to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired or viewed on the network.
10. Student accounts will be locked if this form is not returned by Labor Day.

STUDENT ALCOHOL/DRUG ABUSE

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Seymour Schools. Therefore, the use, sale, transfer, possession or the odor or appearance of being under the influence of any intoxicant, alcohol and/or physical or mind altering chemicals (drugs) is prohibited on or in school property, at school-sponsored activities or events, on in any vehicle while being used to transport students for the school district.

While it is not the intention of the Board or school faculty and administration to restrict the education of any eligible person in the school district, it is recognized that good school discipline and school citizenship are necessary for the proper learning environment to take place. It is not fair to those students desiring to make the most of their educational activity opportunities to be exposed to unnecessary disruptions and distractions such as those caused by fellow students under the influence of drugs or alcohol, or in possession of these substances.

1. 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.
2. Any student of the school district in possession of or under the influence of a controlled substance without prior notification of the school nurse or respective school principal or superintendent shall be in violation of this policy. Any student in possession of or under the influence of alcohol is also in violation of this policy. Any controlled substance in the student's possession not previously cleared by section 3 below shall be in violation.

3. The student body shall be informed that the Board of Education and the school's staff consider drug and alcohol enforcement to be a continuing duty. Therefore, all "over-the-counter" drugs will also need to be cleared with the nurse or respective principal or superintendent before being taken. Students will need to notify one of the above people daily of the need for medication as long as the medication is taken.
4. The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location.
 1. Any student who, after being given an opportunity present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy may be suspended from all extracurricular activities for a minimum of ninety (90) school days, regardless of whether such periods may span semesters or school years.
5. All controlled substances shall be turned over to the local law enforcement agency.
 2. Any student violating this policy shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy.

HEALTH GUIDELINES

Your children are our priority. Please use the guidelines below to help prevent the spread of illness in our schools.

WHEN TO KEEP YOUR CHILD AT HOME

Fever

- 100.5 degree F or above; students will be sent home at this temperature or above.
- Should remain fever free without the use of (Tylenol, Motrin/Advil) before returning to school.

Vomiting

- 2 or more times in the previous 24 hours unless determined by a healthcare provider it is not caused by a communicable condition and the child is not at risk for dehydration.
- Child should be free from vomiting before returning to school.

Diarrhea

- Frequent diarrhea especially when accompanied with other symptoms such as fever or body aches.
- Stay at home until free of diarrhea unless determined by a healthcare provider. It is not caused by a communicable condition and the child is not at risk for dehydration.

Sore throat, "cold", cough

- Should remain at home until fever free and symptoms are only mild.

Strep Throat-highly contagious

- Symptoms seen could be throat pain, red swollen tonsils, white patches or pus on tonsils, fever, and headache.
- Should be on antibiotics 24 hours and without fever before returning to school.
- Please let the office know if your child has been diagnosed with strep.

Mouth sores with drooling

- Until a medical exam indicates the child may return to school or until sores have healed.

Rash with fever or behavior change

- Rash of unknown cause should be examined by a healthcare provider. Child should remain at home until the cause is determined.

"Pink" eye

- Redness of eyes and/or eyelids with thick white or yellow eye discharge and pain.
- Child is excluded until 24 hours after treatment has been started by a physician.
- Need to bring a note from the doctor stating the child is being treated and what day he/she can return to school.

Impetigo, boils, abscesses, sties, infections, blister, sores

- Any open and/or oozing wounds/lesions must be treated and covered.
- Need a note from the doctor that lesions are being treated and that child may return to school.

Head Lice

- If a school nurse or teacher should discover head lice/eggs on a student in the classroom, the parent/guardian of that student will be notified, and the student will be removed from school. All siblings of the infected student will also be checked.
 - The school nurse will instruct the parents concerning various shampoos and sprays that can be purchased for head lice/eggs, and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eradicated.
 - To be readmitted to school, a student must be accompanied by a parent/ guardian or relative, and must be examined by the school nurse, or provide a note from a doctor's office stating the student no longer has lice or nits. The student will at the time be given a slip to be given to the teacher, which states that there is no evidence of head lice or eggs. If eggs are still present, the student will be sent home until the eggs are removed from the hair.
 - Within six to ten days after being readmitted to school, the student will be examined again by the school nurse. If at that time head lice/eggs are found, parents will again be called and reinstructed concerning treatment of the head lice/eggs.

- The school will keep accurate records of students infected with head lice/eggs. From these records, the school will determine the infected individuals who could possibly be the carriers of the head lice.
- It will be the responsibility of the school nurse to examine a student who is possibly infested with head lice or eggs, and to recommend his or her removal from school, if warranted. The nurse is also responsible for recommending readmission of the student after treatment is completed.
- If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or eggs under these procedures, resulting in a prolonged period of absence of the student from school, the matter may be reported to the appropriate family/youth services and law enforcement agencies.

Ringworm of scalp

- May attend 24 hours after treatment starts. Must bring a note from the doctor that the child is being treated.
- Upon returning to school ringworm lesions must be covered by clothing and/or bandages.
- Child may not participate in close contact activities until 72 hours after treatment started.

Scabies

- Infectious disease of the skin caused by a mite.
- Must be excluded until 24 hours after treatment begins.
- Must bring a note from the doctor that the child is being treated.

Hepatitis A

- Unusual color of skin, eyes, stool, or urine.
- Spread through stools.
- If diagnosed, should have a note from the doctor saying the child may return to school.

Pertussis (Whooping Cough)

- Must be evaluated by a medical provider.
- Should not return to school until after 5 days of antibiotic treatment and note from the provider.
- During the first 5 days of antibiotics, students should NOT participate in ANY school or community activities.
- Must be excluded for 21 days after onset of cough if not treated with antibiotics.

Hand, Foot and Mouth Disease

- Until Fever free and child is well enough to participate in routine activities(sores or rash may still be present)

Immunizations

- In the event of an outbreak, students who are exempt from immunizations for any reason will be excluded from school for their own protection and that of other students. School staff will notify parents/guardians appropriately.

The best defense against illness is frequent and thorough hand washing.

IF YOUR CHILD BECOMES ILL AT SCHOOL

Make sure the school has current contact information for you (Home #, Work #, Cell #). We need to be able to reach you if your child becomes ill or in case of an accident/emergency.

It is the parent/guardian's responsibility to make arrangements for the student to be picked up if they become ill during school hours. If you are unable to pick up your child you will need to have a backup plan. Please make arrangements with relatives, friends, neighbors, or a sitter to pick your child up when he/she is ill at school.

Feel free to contact the school nurse if you have questions regarding the above:

**Redenna Lansdown 935-2287 ext. 116
Middle School/High School**

Administering Medications to Students

Only medications (prescription or over the counter) medically necessary should be given during school hours. School personnel will not administer the initial dose of any medication unless in an emergency. The *Medication Administration Request Form* and the *Student Health Inventory Form* should be complete prior to the administration of any prescription or over the counter medication.

Prescription Medication

Medication should be properly labeled with a prescription label that includes student name, name of medication, dosage, frequency of administration, route of administration, and prescriber's name. An order from the provider prescribing the medication should be given to the school nurse. When possible, the order should include potential adverse effects and applicable emergency instructions.

Over-the-Counter Medication

Medication should be in the properly labeled original container with the student's first and last name. Any over the counter medication needed longer than two weeks must be reviewed with the nurse and may require an order from a provider.

Emergency/School Provided Over the Counter Medication

Written standing orders will be obtained annually for the administration of emergency and over the counter medication.

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. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual. **All medical, prescription or over-the-counter should be left in the nurse's office. Students are not allowed to carry it in their possession unless pre authorized by the school nurse.**

The administration of medication, including over the counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

Pre-filled Auto Syringes

Licensed school nurses may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of prefilled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurse's training in recognizing an acute episode of an anaphylactic reaction.

SelfAdministration of Medication

Students with asthma, anaphylaxis, or any potentially life threatening respiratory illness may carry with them for self administration metered dose inhalers containing "rescue" medication. Possession and self administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use by the student and has instructed the student in the correct and responsible use of such medications.
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student for medications for use of the student. Such plan will included a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (See Form 2870.1)

The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Exception for Potentially Harmful Drug Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

2020-2021 Immunization Requirements

Required Vaccines	Minimum Dose by Grade			
	K-7 th	8 th -12 th	8 th -9 th	12 th
DTap/DTP/DT	4	4		
IPV (Polio)	3	3		
Hepatitis B	3	3		
MMR	2	2		
Varicella	2	1		
Tdap	0	1		
MCV	0		1	2

DOES YOUR CHILD NEED HEALTHCARE COVERAGE?

MO HealthNet for Kids may be the answer

MO HealthNet for Kids provides healthcare coverage for children under age 19 whose family income falls within certain guidelines. (See back for income guidelines.) Who Is Eligible?

A child:

- who is under age 19;
- who applies for a social security number;
- who lives in Missouri and intends to remain;
- who is a United States citizen or an eligible qualified non-citizen (NOTE: receipt of MO HealthNet benefits does NOT subject qualified non-citizens to public charge consideration), and
- who's countable family income meets the income guidelines.

NOTE: The parent/caretaker must cooperate with Child Support Enforcement (CSE) in the pursuit of medical support.

TYPES OF COVERAGE AVAILABLE:

MO HealthNet for Kids Non-SCHIP

- 196% FPL for children under age 1
- 148% FPL for ages 1-18

MO HealthNet for Kids (SCHIP) Non-Premium

- family gross income over 148% FPL up to 150% FPL;
- must be uninsured

MO HealthNet for Kids (SCHIP) Premium

- family gross income over 150% FPL up to 300% FPL;
- they are uninsured for 6 months; effective: 7/1/14 uninsured for 3 months;
- children in families with gross income over 150% FPL without access to affordable health insurance (from \$74 to \$185 per month, based on family size and income) and the family must pay a monthly premium. Premium amounts change in July of each year. The premium is based on family size and income to ensure that no family pays more than 5% of their income for coverage.

Apply on line at www.mydss.mo.gov by choosing the "Apply for Health Benefits" option or request an application from 1-855-FSD-INFO.

(If applying online please email us at cole.mhnpolicy@dss.mo.gov subject line "School" to let us know to watch for your application.)

REPORTING CHILD ABUSE

The Board of Education requires its staff members 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 a child has been subjected to abuse or neglect, or who observes the child 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 Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law. The building principal will make the superintendent aware that a report has been made, and will keep him or her aware of the status of the case.

The school, as a mandated reporter, will be entitled upon request to the local DFS office or to the social worker completing the investigation for information on the general disposition of the report. The information should be shared with the staff member who originated the report, but should not be released to anyone else without written authorization from DFS. Parents/Guardians should be referred to DFS for information regarding the investigation. Parents or legal guardians have access to the DFS records after the investigation is completed, except that the identity of the reporter is not released.

When DFS receives a child abuse report, which alleges that an employee of a school district has abused a student, the report is immediately referred to the school superintendent (or the president of the school board in situations concerning the superintendent) who will conduct an initial investigation. If the report relates to a spanking by a certificated school employee administered pursuant to written district policy or if it is determined that the sole purpose of the report is to harass a school employee, the superintendent or board president will jointly investigate the matter with the juvenile officer or a law enforcement officer designated by the juvenile officer. Findings and conclusions will be issued as required by § 160.261, RSMo.

All other reports of any nature will be immediately returned to DFS for investigation, and the superintendent will take no further action. The superintendent/school board president will be considered a member of the multidisciplinary team, and as such will be involved in the investigation and have access to appropriate information including the outcome of the investigation.

Any person, who in good faith participates in the making of such reports, or in any judicial proceeding resulting therefrom, will be immune from civil or criminal liability, it shall not be the responsibility of the school official or employee who initiated the report to prove that the child has been neglected or abused. The superintendent will prepare and implement procedures as are necessary to accomplish the intent of this policy and the law.

The **School Violence Hotline** was established to allow students, parents and citizens to call a toll-free number and report potential threats affecting schools, students and school personnel. It is operated by the Department of Social Services. DESE (Department of Elementary and Secondary Education) is represented on the advisory team for this project. **The number is (866) 748-7047.**

NOTICE OF NONDISCRIMINATION AND STUDENT RIGHTS

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, or disability. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, or disability.

It shall be a violation of district policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability as defined by this Policy.

It shall also be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal and written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

Students, who believe that they have been harassed in violation of this policy, should report the alleged harassment to their teacher, building principal, or counselor so a prompt investigation and appropriate action can be taken. Detailed definitions and examples of harassment are identified in the School Board Policies and Regulations.

For student information, harassment may include, but is not limited to the following:

Sexual harassment consists of unwelcome conduct such as sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of sexual nature. (Examples: Advances, inappropriate touching, coercing, grabbing, forcing, graffiti of a sexual nature, jokes, slurs, inappropriate conduct towards oneself in front of others, offensive written notes or calls sexual in nature, or such related to sexual orientation.)

Racial harassment consists of verbal or physical conduct relating to an individual's race or color. (Examples: Graffiti, jokes, name-calling, threatening or intimidating conduct, racial slurs, written or graphic materials, physical aggression or assault, aggressive conduct to personal property.)

Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors. (Examples: Graffiti, jokes, name calling, written or graphic materials, physical assault, and aggressive conduct to personal property.)

Harassment because of disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment. (Examples: Graffiti, jokes, name-calling, written or verbal derogatory or demeaning language, slurs, graphic material, physical act of aggression or assault related to disability, theft or damage to personal property related to disability.)

PUBLIC NOTICE

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

The Seymour R-II School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention service for infants and toddlers eligible for Missouri's First Steps Program.

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

The Seymour R-II School has developed a Local Compliance Plan for implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in district administrative offices during normal business hours. This notice will be provided in native languages as appropriate.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.** Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.** Parents or eligible students may ask the Seymour R-II School District to amend a record that they believe is inaccurate. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the Seymour R-II School District decides not to amend the record as requested by the parent or eligible student, the building principal will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seymour R-II School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Seymour R-II Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Seymour R-II School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. **The right to file a complaint with the US Department of Education concerning alleged failures by the Seymour R-II School District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

STUDENT DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act, Section 99.37, the following conditions apply to disclosing directory information. An educational agency or institution may disclose directory information if it has given public notice to parents of students in attendance and eligible students in attendance at the agency or institution of:

1. The types of personally identifiable information that the agency or institution has designated as directory information. "Directory Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency of institution attended.
2. A parent or eligible student has a right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information (The parent/guardian must notify the school if they do not want the information released.)
3. The period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of those types of information about the student as directory information. **(The parent/guardian shall notify the school within two weeks from the date the student is officially enrolled for the school year.)**

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students 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 US Department of Education (ED).

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.
7. Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Seymour R-II School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Seymour R-II School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Seymour R-II School District will also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Seymour R-II School District will make this notification to parents at the beginning of the school year if the district 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 ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Regulation 1621

Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy. The Superintendent of Schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided to each member of the Board of Education. If the complainant is not satisfied with such a response, he or she may submit a written appeal to the Board of Education indicating with particularity the nature of the disagreement with the response and his/her reasons underlying such disagreement. The Board of Education shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board of Education shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Seymour R-II School District Parent Involvement Policy

The Seymour R-II School District will involve the parents/guardians of our students in ongoing and meaningful communication about student academic learning and other school activities by ensuring that parents/guardians of children participating in Title I activities:

- play an integral role in assisting in their child's learning;

- are encouraged to be actively involved in their child's education at school;
- are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- are notified of the Adequate Yearly Progress (AYP) status of their child's school building.

The Seymour R-II School District will meet the six requirements to build parents' capacity in the following ways;

1. Involve parents in the joint development of the CSIP and in the process of school improvement;
2. Provide coordination, technical assistance, and other support to assist schools in planning and implementing effective parental involvement activities to improve student achievement;
3. Build the schools' and parents' capacity for strong parental involvement by assisting parents in understanding such topics as the State's academic content and achievement standards, academic assessments, how to monitor a child's progress, and how to work with educators, by providing materials and training to help parents work with their children (including literacy and technology training) and by educating teachers, pupil personnel, principals, and other staff in the value and utility of the contributions of parents and how to work with parents;
4. Coordinate parental involvement strategies with those under other programs, including Head Start, Preschool, and Parents as Teachers
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy, including the identification of barriers to greater participation, especially by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; use the findings of the evaluation to design strategies for more effective parental involvement; revise, if necessary, parent involvement policies; and
6. Involve parents in the activities of the Title I-served schools.

Parent Notification of Teacher Qualifications

At the beginning of each school year, the District will notify the parents of each student attending any school receiving Title I funds that they may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

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

In addition to the information that parents may request, the District will provide to each individual parent:

Information on achievement level of the parent's child in each of the state academic assessments as required under this part; and

1. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Requests by parents for this information must be provided in a timely manner.

Title I Grievance Procedure

This grievance procedure applies to all complaints regarding District operations under all programs authorized under the Federal No Child Left Behind Act (NCLB) including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, Title VII and Title IX (Part C).

A formal complaint may be filed by parents, members of the public, teachers, or other District employees. Complaints must be in writing; must be signed by the complainant; and must include facts, including documentary evidence that supports the complaint and the specific requirement, statute, or regulation alleged to have been violated.

All complaints must be filed with the Superintendent or Superintendent's designee and will be addressed in a prompt and courteous manner.

1. The District will notify the Commission of Elementary and Secondary Education (DESE) within fifteen (15) days of receipt of the complaint.
2. The District will investigate and process the complaint within thirty (30) days of receipt of the complaint.
3. The complaint findings and resolutions will be disseminated to all parties and to the Board of Education.
4. If dissatisfied with the District's determination, the complainant may appeal to DESE within fifteen (15) days of receipt of the District's determination.