

SEYMOUR MIDDLE SCHOOL

Student Handbook

2017 - 2018



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School District Philosophy

Recognizing the intellectual, personal and social flexibility needed for meaningful and successful life in a constantly changing world, the Seymour R-II District will strive to provide optimum experience for academic and social success for every student.

To foster this ideal, the school district will promote learning activities, which are centered on the student and on the real world with the individual goals and realistic boundaries to be defined by the total school community of students, parents, patrons and educators.

The school will aim for positive learning. Achievement in all areas will be recognized and mistakes will be treated as experience in learning, rather than failure.

Mission Statement

The Seymour R-II District mission is to use its financial, personnel and education resources to enhance the development of intellectual, physical and social capabilities of students by providing every student with opportunities to learn.

Education Slogan

Education, Excellence, Independence

Non-Discrimination and Student Rights

Harassment

It is the policy of the Seymour R-II District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability. The Seymour R-II District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, 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 be a violation of district policy for any teacher, administrator, or other school personnel of this district to tolerate sexual harassment because of a student's race, color, national origin, ethnicity, disability as defined by this policy, by 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 supervisions and control of the district.

The school system will act to promptly investigate all complaints, either formal or informal verbal or 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.

Student(s) 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.

Public Notice

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

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

The Seymour R-II School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the education 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 District has developed a Local Compliance Plan for the implementation of state regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agencies policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agencies assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in district Administrative Building at 416 E. Clinton and Special Services Office located at 502 E. Clinton, Seymour, Mo. 65746.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age 21 who reside in the district. This census must be complied by December 1 of each year. This information is treated as confidential and must include: name of child; parent/legal guardian(s) name/address; birth date and age of the child; the child's disability and the service provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact Lessli Pruett, Director of Special Services, at the Special Services Office, 502 E. Clinton or call 417-935-4626 ext. 152.

This notice will be provided in native languages as appropriate.

Notice Relative To Student Records Information

Under the Family Education Rights and Privacy Act, Section 99.7 the Seymour R-II School District provides the following notification relative to student records:

1. The parent(s)/guardian(s) or eligible students have the right to:
 - (a) Inspect and review the student's education records.
 - (b) Seek amendment of the student's education records if they believe to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - (c) Consent to disclosures of personally identifiable information contained in the student educational records. (except to the extent that the Act and 99.31 authorizes disclosure without consent; and
 - (d) File with the U.S. Department of Education of Missouri Department of Elementary and Secondary Education a complaint concerning alleged failures by the School District to comply with requirements of the Act.
2. Parents or eligible students should contact the building level principal for:
 - (a) Request to inspect and review educational records.
 - (b) Procedures for requesting amendment of education records.
3. Parents should contact Special Services Director in regards to student records relative to Special Services.

The Seymour R-II District will use the guidelines outlined in P.L. 90-247, Title IV, Family Educational Rights and Privacy Act, Subpart B in dealing with the inspection or review of student's educational records and Subpart C in procedures for amendments of student educational records. Subpart D outlines how the district will disclose personally identifiable information with consent and under what conditions prior consent is not required.

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 sport, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or 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.)

Lunch Program

A nutritious school breakfast and lunch is served daily. 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.

Academic Progress

Report cards are issued at the end of each quarter. Mid-quarter reports will be mailed to parent(s)/guardian(s) of student with deficient grades. Students who fail to make adequate academic progress will be evaluated at the end of the third quarter to determine his/her academic future. Possible options include retention or placement in an alternative classroom setting.

Parent-Teacher Conferences

Parent-teacher conference may be arranged through telephone calls, emails or personal visits.

Inappropriate items for school

Please do not bring stereos, pagers, 2-way radios, cell phones, laser pointers, video games or any other electronic devices to school. Items that are brought to school may be kept by the teacher or principal until the parent/guardian picks them up. Skateboards, scooters, skates and bicycles are not to be ridden on school grounds at any time.

Arrival Time – Breakfast – Lunch

Arrival time is between 8:00 and 8:15 a.m. There is no supervision of students available before 8:00 a.m. School is dismissed at 3:20 p.m. The district is not responsible for students on school property without permission before or after school hours, or students walking to and from school.

Video Surveillance

The school grounds and buildings are equipped with cameras that record at all times.

Leaving School Early

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 students personal information form. These will be the ONLY people allowed to pick a student up early from school. To minimize disruptions in the learning process, it is requested that you not sign your student out early except in case of doctor or dentist appointments or emergencies. The following will apply to students who are signed out early 7th hour.

First offense: Warning by teacher

Second offense: Warning by teacher

Third offense: One week lunch isolation

Fourth offense: One day ISS

Attendance Policy

It shall be the policy of the Seymour School District that all students who are absent in excess of 8 days in any one semester shall not receive credit for any class from which they are absent. If a student is absent more than 8 days, a doctor's note will be required for those absences to be excused. Students are expected to make up all work within 3 school days after returning from an absence. It is the student's responsibility to collect their missed work from each of their teachers. Exceptions will be made in the event of extenuating circumstance to any of the above. When a student has missed 5 days from school and the parent/guardian has not contacted the principal's office about the student's enrollment status, the student will be dropped from the roll. If a student fails to receive credit due to excessive absences, he or she may appeal the decision of attendance to the principal.

Tardy Policy

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

First and Second tardy: Warning by teacher for each tardy

Third tardy: One week lunch isolation assigned by the teacher

Fourth tardy: 1 day ISS

Visitor(s)

Any person who would like to visit one of the school buildings, school grounds, a student or staff member (for any reason) must obtain permission from the principal's office. Pamphlets and notes must be approved by the principal before being sent home. Parents are welcome at all times to visit the school or call the office to discuss any school related issues.

Illness at School

If a student becomes ill at school, the parent/guardians are contacted and the child is sent home. If a parent/guardian cannot be reached, the person designated on the student information sheet is called. For your child's well-being and safety, please be sure that the school has at least two emergency contact numbers.

Dispensing of Medicines

Prescribed medications will be given only on the written order of a physician. To avoid any error, medicine must be sent to school in the original container with the following information:

1. Students full name
2. Date prescribed
3. Dosage amount to be given
4. Time medication is to be given
5. Physician's name and phone number

The school nurse will dispense all medication. In the event the nurse is unavailable, the medication will be given by a designated para-professional.

Homework Policy

Students are allowed three days to make up work in the event of being absent. It will be the responsibility of the student to obtain the missing assignments from his or her teacher and complete it within the required time. Homework will not be collected in the office. Homework provides students with additional practice in learning and using new skills. It also teaches organizational skills and responsibility. In order to be consistent in dealing with homework, the following policy will be in place for grades 6th through 8th. If the homework is not ready when it is due, the student loses 10% of the total grade. If the assignment is not turned in at the end of

the 2nd day, the student will not be given credit for the assignment. Please note: Students who turn in all assignments on time each semester will receive a special reward.

Grading Scale

90-100% - A 80-89% - B 70-79% - C 60-69% - D 0-59% - F

Field Trips

Permission slips will be sent home with students that are eligible to participate in the field trip. If a parent does not give permission (by signing) the permission slip for the child to participate, the child will remain at school. All school rules concerning student discipline and bus safety will apply on all student field trips. For students in grades 6th-8th to be eligible for the “end of the year” field trip, he or she must meet the following guidelines:

1. Student must not have received a grade of “F” on the third quarter grade card.
2. Student must not have been in ISS or OSS more than once during the second semester.

100% Field Trips

Students who turn in every assignment on time for the entire semester will be eligible to go on a field trip at the end of that semester.

Student Activities

Participation in activities is a valuable educational experience. Activity participation is for all students making academic progress and otherwise in good standing. Students may participate in the following activities: Boys’ Basketball, Girls’ Basketball, Boys’ Baseball, Girls’ Softball, Cross Country, Cheerleading, Chess Club, SADD, Middle School Beta Club and Choir. Failure to comply with policies regarding behavior and attendance may result in the loss of the privilege of participating in student activities.

Debts

All students are responsible for the replacement cost of any book or other school property that is lost, stolen or damaged while in the student’s possession. Report cards will be held in the principal’s office at the end of the school year, if the student owes any outstanding debt. This also includes any debt to the cafeteria and library. Parents/Guardians may pay the outstanding debt in the principal’s and pick up the report card. Participation in extracurricular activities may be restricted if debts become excessive.

Emergency Procedure

Classroom teachers will instruct all students what to do in case of emergency or disaster. Instructions and diagrams will be posted in each classroom and the principal's office. Periodic drills will be conducted so that students will know what to do in case of emergency or disaster. In emergency situations in which busses cannot safely transport students home, students will be kept at school until parents can come and get them.

Prohibition Against Firearms and Weapons

The presence of firearms and weapons pose 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 including expulsion as provided in policy and regulations 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 banned from all school premises and school activities for a period of one year. Subsequent violations by the same individual will result in a permanent ban 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 of any other sponsored or sanctioned by school officials. In addition, a person passing through the school district property for purpose 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.

Bullying-Policy

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students 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 physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicate with another by any means including telephone, writing, cyberbullying or via electronic communications, intention to intimidate, or inflict physical, or mental suffering on another individual or group of individuals.
- Physically contacts another person with the intent to intimidate or to inflict physical, Emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

Student Discipline

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 middle 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 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 the Board of Education.

1. Disruptive behavior or Refusal to Cooperate-Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

1st Offense: Conference with student and notification of parent/guardian, lunch isolation or ISS

Subsequent Offenses: 1-3 days ISS or 1-5 days OSS

2. Disrespectful Conduct or Speech-Disrespectful verbal, written or symbolic language or symbolic gestures, that are inappropriate to public settings, directed at a staff member.

1st Offense: Conference with student and notification of parent/guardian, lunch isolation or ISS

Subsequent Offenses: 1-3 days ISS or 1-5 days OSS

3. Disparaging or Demeaning Language-Use of words or actions, verbal, written or actions symbolic meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will be punished.

1st Offense: Principal/Student conference, 1-3 days ISS or 1-180 days OSS

Subsequent Offenses: 1-3 days ISS or 1-180 days OSS or expulsion

4. Fighting-Mutual combat in which both parties have contributed to the conflict either verbally or by physical action

1st Offense: 1-3 days ISS or 1-5 days OSS

Subsequent Offenses: 3-10 days of OSS or expulsion

5. Theft-Theft, attempted theft or willful possession of stolen property.

Note: *Law Enforcement Officials may be notified.*

1st Offense: 1-3 days ISS or 1-3 days OSS and restitution

Subsequent Offenses: 180 days OSS and restitution

6. Vandalism-Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. **Note:** *Law Enforcement Officials may be notified.*

1st Offense: Conference with parents, 1-3 days ISS or OSS

Subsequent Offenses: 1-10 days OSS

7. Tobacco

A. Possession of any tobacco products on school grounds, bus or at a school activity.

1st Offense: 1-3 days ISS or 1-3 days OSS

Subsequent Offenses: 1-10 days OSS

B. Use of any tobacco products on school grounds, bus or at a school activity.

1st Offense: 1-3 days ISS or 1-3 days OSS Subsequent Offenses: 1-10 days OSS

8. Drugs/Alcohol-Sale, purchase, possession of, or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drug or drug related paraphernalia. **Note:** *Law Enforcement Officials may be notified.*

1st Offense: 11-180 days OSS

Subsequent Offenses: Expulsion from school

9. Truancy-Absence from school without the knowledge and consent of parents/guardian and/or school administrator.

1st Offense: 1-3 days ISS

Subsequent Offenses: 1-3 days ISS or 1-5 days OSS

10. Assault-Attempting to cause injury to another person/intentionally placing a person in a reasonable apprehension of imminent physical injury. **Note:** *Law Enforcement Officials may be notified.*

1st Offense: 1-3 days ISS or 1-180 days OSS

Subsequent Offenses: 11-180 days OSS or expulsion from school

11. Harassment

A. Use of verbal, written or symbolic language that is harassing.

1st Offense: Principal/Student conference or 1-180 days OSS or expulsion

Subsequent Offenses: 1-3 days ISS, 1-180 days OSS or expulsion

B. Physical Contact that is harassing.

1st Offense: 1-3 days ISS or 1-180 days OSS

Subsequent Offenses: 11-180 days OSS or expulsion from school

12. Arson- Starting a fire or causing an explosion with the intention to damage school property or buildings. **Note:** *Law Enforcement Officials will be notified.*

1st Offense: 11-180 days OSS

Subsequent Offenses: Expulsion from school

13. False Alarms-Tampering with emergency equipment, setting off false alarms, making false reports.

1st Offense: Principal/student conference, 1-3 days ISS or 1-180 days OSS

Subsequent Offenses: 1-180 days Oss or expulsion from school

14. Dangerous Materials-Possession or use of ammunition, caps, fireworks, matches, lighters, smoke bombs or other possibly dangerous materials.

1st Offense: Principal conference or 1-3 days ISS or 1-10 days OSS

Subsequent Offenses: 1-180 days or expulsion from school

15. Inappropriate Dress-Shirts that do not cover the midriff, clothing which illustrates with words or symbols alcohol, tobacco, drug use, views of sexual issues, the depiction of violence or profanity, hats worn indoors, improperly worn clothing, pajama pants, clothing with excessive holes or anything disruptive to the day to day operation of the school.

1st Offense: Student will be asked to change clothes

Subsequent Offenses: 1-3 days ISS

16. Firearm Policy-Possession or use of a firearm as defined in 18 U.S.C.921, or any instrument or device defined in s571-010. RSMo. **Note:** *Law Enforcement Officials will be notified.*

1st Offense: One calendar year suspension or expulsion

17. Possession of a cell phone

1st Offense: Phone confiscated, parent must pick phone up

2nd Offense: 1 day ISS, parent must pick phone up

Subsequent Offenses: 1-3 days OSS, parent must pick phone up

18. Inappropriate use of cell phone

1st Offense: 1-3 days ISS or 1-180 days OSS or expulsion from school

Subsequent Offense: 1-3 days ISS or 1-180 days OSS or expulsion from school

19. Computer Policy-All students and their parents must sign a copy of the district computer use agreement. The agreement states that the student is responsible for the computer and any material that he or she may access. Should the student fail to abide by the agreement, computer privileges may be suspended for up to one year.

20. Other Inappropriate Behavior-Each violation of the student code of discipline will be documented in student's permanent file and consequences will be assigned by the principal. Any student who is a danger to his or her self or to others may be placed on homebound instruction after receiving the appropriate punishment according to this handbook. Homebound instruction will continue until such time as the administration feels that the student no longer represents a danger to his or her self or others.

School Closings/Early Dismissal

In the event that school must be cancelled due to bad weather or other emergency reasons, the closing will be announced on the following television channels, KYTV Channel 3, KOLR Channel 10 and KTTS radio station, 94.7 FM. Parents who have provided the district with a current contact number will be contacted on the number via the Seymour R-II Districts calling system. Please make certain the school has a current and up to date contact number for your child.

It is VERY IMPORTANT that your child knows what they are suppose to do in in case of early dismissal.

School Bus Policy

It is very important that students behave properly on school buses. The following regulations for pupils safety, serves as guide:

- A. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly.
- B. Pupils should obey and respect the orders of school bus drivers.
- C. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. It is your responsibility to be on time.
- D. Pupils should never stand in the roadway while waiting for the bus.
- E. Unnecessary conversation with the driver is prohibited.
- F. Classroom conduct is to be observed by pupils while riding in the bus except for ordinary conversation.
- G. Pupils must not, at any time. Extend arms or head out of the bus windows.
- H. Pupils must not get on or off the bus, or move about within the bus while it is in motion.
- I. Pupils must observe directions of the driver when leaving the bus.
- J. Any damage to the bus should be reported to the driver.
- K. The pupil is responsible to the bus driver at all times while in process of being transported.
- L. Students will have nothing on the bus that will cause injury to themselves or others.
- M. Students will not be rude or abusive to people whom they pass.
- N. No eating or drinking on the bus.
- O. Wait until the bus stops before moving toward it or to enter.
- P. Drivers may assign seats at their discretion.

The following consequences will apply if a student is referred to the office for violation of bus rules:

1 st Offense:	1 week lunch isolation
2 nd Offense:	Suspended from all buses for 1 day
3 rd Offense:	Suspended from all buses for 3 days
4 th Offense:	Suspended from all buses for 5 days
5 th Offense:	Possible permanent suspension from all buses

Students who DO NOT ride the bus for 3 consecutive days, will be dropped from the route until the Transportation Department is notified to resume service.

School Website: www.seymourschool.net

Teacher/Faculty E-mail Address

Brian Bell, Principal	bbell@seymourschool.net
Shelley Wingo, Secretary	swingo@seymourschool.net
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Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

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

