

Seymour Elementary Student Handbook



2017/2018

Updated 8/2017

Seymour Elementary School Personnel 2017/2018

Administrator

Vicky Denney

Secretarial Staff

Karen Hoagland
Orliena Young

Guidance Counselor

Carolie Schultz

Federal Programs

Bruce Denney

Special Education Director

Lessli Pruett

Computer Lab

Tanda Patterson

Kindergarten

Angie Burress
Heather Fry
Sarena Smith

First Grade

Theresa Cummins
Kristin Thiemann
Cassie Woods

Second Grade

Tina Johnson
Terry Plummer
Gerrie Riley

Third Grade

Leslie Davis
Julie Ervin
Leanne Kastning

Fourth Grade

Jana Neuroth
Deadra Thurman
Sandy Young

Fifth Grade

Eric Dodson
Angie Kabage
Diana Peters

Nurse

Erika Lansdown

Resource Educators

Melanie Robertson
Linda Allison

Speech Therapy

Gifted Education

Kim Fletcher

Title 1

Jennifer Sampson
Laurie Isaacs
Debbie Kastning
Beth Love
Brenda Woods

Art

Joann Cogdill

Physical Education

Elisha Hastings

Library/Media Center

Jennifer Pogue

Music Education

Lauren Wilson

Custodial Services

Donnie Jones - Day
Dorothy Wolfe- Night
Leroy Wolfe - Night
Philip Cantrell – Night/Kdg

Food Service

Carla Cantrell
Kathy Day
Deborah Helms
Toni Peterka

Paraprofessionals

Denise Burt
Debbie Laughlin
Afton Jackson
Crystal Johnson
Chris Strong

SEYMOUR R-II SCHOOL
2017-2018 CALENDAR
174 School Days

Wed	Aug 9	Teacher In-service
Thur	Aug 10	Teacher In-service, Meet the Teachers – Evening (5:00-7:00)
Fri	Aug 11	Teacher In-Service,
Mon	Aug 14	First Day of Classes
Fri	Sep 1	Early Dismissal, Labor Day Weekend
Mon	Sep 4	No School, Labor Day Weekend
Fri	Sep 8	Early Dismissal, Apple Festival Weekend
Mon	Oct 9	No School, Conference Professional Development Day
Fri	Oct 13	End 1 st Qtr (43 days)
Thur	Oct 19	Early Dismissal, Parent Teacher Conference 1:00 – 7:00
Fri	Oct 20	No School, Day After P/T Conference
Wed-Fri	Nov 22-24	No School, Thanksgiving Break
Tue	Dec 19	End 2 nd Qtr (43 days)
Wed	Dec 20	No School, Begin Christmas Break
Tue	Jan 2	Return to School, Begin 3 rd Qtr
Mon	Jan 15	No School, Martin Luther King Jr. Day 1st Make Up Day
Fri	Feb 9	Early Dismissal, Teacher In-Service
Mon	Feb 19	No School, Presidents’ Day 2nd Make Up Day
Fri	Mar 2	No School, Spring Break
Mon	Mar 5	No School, Spring Break
Fri	Mar 9	End 3 rd Qtr (45 days)
Fri	Mar 30	No School, Easter Weekend
Mon	Apr 2	No School, Easter Weekend 3rd Make Up Day
Fri	May 11	End 4 th Qtr (43 days), Last Day of School, Early Dismissal

Make Up Schedule

1 st Make Up Day:	Jan 15 (Martin Luther King Jr. Day)
2 nd Make Up Day:	Feb 19 (Presidents’ Day)
3 rd Make Up Day:	Apr 2 (Monday after Easter)
4 th Make Up Day:	May 14 (Extended)
5 th Make Up Day:	May 15 (Extended)
6 th Make Up Day:	May 16 (Extended)
7 th Make Up Day:	May 17 (Extended)
8 th Make Up Day:	May 18 (Extended)
9 th Make Up Day:	May 21 (Extended)
10 th Make Up Day:	May 22 (Extended)

School Day Schedule

The Elementary building will be opened at 8:00a.m. All students will enter through the main office on the south side of the building. The YMCA has a before and after school program. The YMCA will bring them to the school and pick them up after school is dismissed. The number for the YMCA is 935-2177.

Parents, Volunteers, & Guests

We welcome parents and visitors! We do ask that all parents, volunteers, and guests sign in at the office. You will receive a nametag to wear during your stay with us for student safety. Thank you for keeping our students safe.

- Students will only be called out of class to visit with a parent/guardian if an emergency situation exists.
- Students shall not bring friends to school while school is in session.

Admission and Enrollment

Any resident student who will be 5 years of age before the 1st day of August may enter kindergarten in our district. New pupils to the district must present a birth certificate, immunization records, and provide proof of residency (tax receipt, electric bill, rent receipt, etc.)

Student Attendance

Our instruction begins **promptly at 8:30 am and continues through the day, concluding at 3:15 pm**. Late arrivals and early departures diminish the quality of your child's learning experiences and academic success. Parents, students, and school personnel need to be involved in pupil attendance. Our responsibility is to encourage your child to attend and participate in class fully each day. We provide meaningful learning experiences and utilize instructional time to the fullest.

The attendance policy of Seymour Elementary requires excellent attendance. Our goal is to maintain a 95% attendance rate. Good attendance is necessary for academic success. Student attendance will be monitored closely to help ensure students have every opportunity to be successful in school.

More than 2 absences in a quarter are considered excessive. Absences for illness, family emergencies or death in the immediate family are occasionally going to occur. It is desirable that appointments for doctor, dentist, haircuts, visiting, vacationing and other events be scheduled outside the school day.

Procedures

Parents are requested to **notify the elementary school office by 9:30 am on each day that your child is** absent from school providing the reason for absence. The elementary school secretary will phone parents who have not notified the school by 9:30 am to check on the child.

Periodic attendance reports are ran by the office. The principal will send a letter when deemed necessary. A second letter will be sent if attendance issues continue. A home visit will occur by the principal if student attendance does not improve over a period of time.

In the event of extended illness, hospitalization, or extenuating circumstances the principal may forego the above procedures after consultation with the student's parents.

Tardies

Parents must help students arrive at school on time every day. Tardies interfere with your child's learning and with the instructional program in the classroom. Tardies must be avoided. **If a student arrives after 8:30 am**, they must come directly to the office to check in for the day. **Tardies are counted against perfect attendance and are recorded in the student's records.**

Early Departures

Parents are responsible for seeing that their child attends a full day of school. Early departure interrupts the student's instructional program and we ask that you schedule appointments later in the day. Early departure should be limited to doctor or dentist appointments or a family emergency. Any child leaving school prior to the 3:15 pm dismissal must be released from the office. **The minutes absent are recorded in the student's records and will be counted toward perfect attendance.**

Attendance Awards

Perfect Attendance

In order for a student to earn a perfect attendance award they must be present 100% of the school year at Seymour Elementary School. This award recognizes those students who have arrived on time every day, with no early departures, and no absences.

Attendance Awards

Awards will be given to those students who have 98% or better attendance throughout the school year at Seymour Elementary School. This is calculated by total minutes in attendance.

Change of Plans for After School

Children always do best if they have a regular routine and are given the information about after school plans from the parent prior to coming to school. Teachers work diligently to see that children are placed on the bus or taken to the cafeteria for pick up. Irregular plans and frequent changes in routine for children become challenging for students and school staff.

If a child has **a change of plans for after school the parent shall send a detailed note** with the child to the teacher about the plans. The note should include the date, the address the child is being transported to by bus, bus number and parent signature.

If the child is to be picked up in the cafeteria rather than ride the bus home the note should state the date, whom will pick the child up and include the parent signature.

If a note is not sent to school, the child will be sent home the established way.

In the case of an emergency, should it be necessary to phone the school with a change of plans, detailed information will be required as listed above. The school personnel must be able to positively identify the caller. In the event there is a question the parent will be required to come to the school to provide the information for a change of plans. Parents must place the call by **2:30 pm** to ensure the message can be relayed to the teacher.

Any student who misses the bus or is not picked up by 3:25 pm will be escorted to the office where a parent will be notified. The child will be dismissed from the office when their parent or other approved transportation arrives.

School Cancellations

It may be necessary to cancel school during the year because of weather conditions or other unforeseen reasons. Cancellations will be announced on the local radio station, by school messenger and local television stations. These cancellations are announced by the Superintendent. Most school personnel learn of the cancellations at the same time as you, therefore refrain from phoning school employees.

In case of early dismissal students should have a pre-arranged plan of where to go and what to do. Parents will be asked to fill out a separate card indicating where their child will go when school lets out early.

Lunch Information

Parents may send cash or a check to pay for meals. Send the funds in a sealed envelope with the student (s) names, teacher (s) name, grade, and parent(s) name. This account is managed by food service personnel. Students may bring a lunch packed from home. If your child has food allergies, please, indicate that to the school nurse and their teacher. Children attending schools within the district that participate in the national school lunch program will be provided nutritionally acceptable meals at no cost or at a reduced cost if they are unable to pay the regular price, as determined by the school superintendent's designee. Applications for free or reduced price lunches are available from the elementary school secretary upon request by the parent or guardian. Students that qualify for free or a reduced price lunch will automatically qualify for free or reduced price breakfast. **Applications must be completed in order for a student to be approved for this program. Students who participate in this program will not be distinguished in any way.**

Counseling & Guidance Services

Services offered by the counselor include working with children individually, in small groups and regular classroom lessons. Children may visit with the school counselor about problems at school, with friends, or at home. Classroom lessons focus on character education; including responsibility, respect, trustworthiness, fairness, citizenship, honesty, compassion, integrity, perseverance, and self-control. Some small group topics include: divorce, loss, stepfamilies, drugs & alcohol, study skills, conflict resolution, self-concept, friendships and peer pressure. Children may request to see the counselor, a child's teacher may ask for the counselor to work with the student, parents may request the assistance of the counselor or the counselor may invite the child to visit.

Health Services

Medications

The school nurse must administer all medicine at school. Medicine will be administered at school if the following instructions are followed:

Prescription Medication: The prescription must state that the medication is to be given during the school day.

Prescriptions that state "3 times a day" will not be administered at school, they can be given at home before school, after school and at bedtime. When a student is to receive medication during school hours, the parent/guardian must provide the medication in the original prescription bottle plainly marked with pupil's name, date, name of medication, dosage, time to be administered and parent signature. Daily medications will not be given unless accompanied by a doctor's note. The first dose of a medication will not be given at school.

If a student with asthma has to keep an inhaler with him/her throughout the day, we will need a doctor's note for this; otherwise, it will need to be kept in the nurse's office.

The parent/guardian must bring the medication to the school nurse and pick up the medication. We will not be able to accept any medication from students. Students found in possession of medication will be referred to the principal.

Immunizations

State law requires students to have immunizations up-to-date in order to attend classes. The parents or guardians of each student entering Seymour Elementary School shall furnish proof that the student has been immunized. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the school nurse. Specific immunization requirements are available at the health center from the school nurse.

Accidents and Insurance

A student should always have on record in the office a correct address and telephone number of his/her home and parent's place of employment in case of illness or injury during school.

Your children are our priority. Please use the below guidelines 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, 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 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 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 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 re-instructed 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 started. Must bring a note from the doctor that child is being treated.
- Upon returning to school ringworm lesion 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 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 provider.
- During first 5 days of antibiotics, student 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.

Recess Procedures

Teachers and administrators feel all students should go out for recess with their classmates, allowing them to play and socialize with their peers. Children perform much better in class when they fully participate in recess activities.

In the event that a child is sick and the parent request for the student to be held inside, we ask that the request be sent in written form from the parent/guardians. It is understood, there are days when the temperature and/or wind chill may be too severe for enjoyable play at recess. On such days, recess shall be canceled in the interest of the students' health and well-being. The school principal will make this decision based on the daily weather conditions.

Lost & Found

The lost and found is maintained in the elementary hallway by the office. The loss of property may be minimized by placing the owner's name on every item or article, keeping valuable items and money at home, and by taking personal items such as backpacks and coats home daily. All items not claimed by the end of each month are sorted and clothing is given to a charity organization.

Safety Drills

Drills are conducted throughout the year to teach children what to do in the event of a fire, tornado, earthquake or other emergency. Children are encouraged to take drills seriously so they would be better prepared in the event of an actual event. All personnel are trained in the proper procedures and will provide direction for students.

Grading System

Letter grades, special symbols, and terms appropriate to the educational program, may be used to indicate student progress in grades K-5. Grading will be on a 9 week basis. The 9 week grade will be based on factors such as: text assignments (both oral & written), class participation, special assignments, projects, research, activities of various types and kinds, homework, and special contributions. In general, the letter grade A will represent excellent work, the grade D below average work, and the grade F failing work.

Retention & Promotion Procedures

Each stage in the education process is based upon the acquisition of skills that make further learning possible. For a variety of reasons (health, immaturity, lack of social, physical or academic skills, emotional problems, frequent or long absences, etc.) some children have difficulty acquiring the necessary skills to the extent that it would be difficult for them to be successful if promoted. In instances where retention is considered, the school staff will meet with the child's parents to explain the benefits and possible problems with retention. The retention decision should be made upon a consideration of the child's unique needs, the evaluation of information gathered and the support of retention by parents and school staff, as a way to help the child be successful in school.

Non-placement Request

A non-placement request may be made for reasons deemed appropriate by the school administration. Only one non-placement request may be made per student for the following school year. The form must be requested in person by a parent or legal guardian from the elementary school secretary. The form must be completed according to the directions and returned to the elementary building secretary by Thursday, April 5, 2018 for the 2017-2018 school year. Non-requests will be given consideration; however the final decision is the sole responsibility of the school administration.

Student Records

In order to provide students with appropriate instruction and educational services it is necessary for the district to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian, and yet be guarded as confidential information.

Student Dress Code

The elementary school administration, faculty, and staff believe that a student's dress has an effect on behavior. Students shall therefore adhere to the following guidelines:

- All students must wear shoes, boots or other footwear.
- Class activities which present a concern for students' safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards..
- Headwear (hats, caps, bandannas, visors, etc.) may not be worn in the building.
- Mesh/see through shirts or shirts exposing the midriff are not permitted.
- Clothing that advertises alcohol, drugs, or tobacco is not permitted.
- Clothing or lack of clothing that will cause disruption or undue attention to an individual shall not be worn.
- Clothing with profanity, vulgar or obscene language is not permitted.
- No spaghetti strap shirts or bras showing

When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety; the student will be required to make modifications.

Restricted Items

The following items shall not be brought to school unless students have obtained prior permission.

- Personal music devices or other electronic devices
- baseball cards, Pokémon cards and other collections
- laser lights
- chains
- cell phones (need to be turned off while in school)
- toys

This list includes any other item which will attract attention to that item and distract from the educational process. If items of this nature are brought to school without prior permission they will be confiscated. Other personal items brought to school are the sole responsibility of the student. The school district does not carry insurance on student's personal property and lost items will not be replaced by the district.

School Bus & Student Conduct

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. The administration wants each student to know what conduct is expected when waiting for or riding on a school bus. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal. Failure to follow bus rules and regulations may result in a suspension of the privilege of riding the bus. Excessive dangerous behavior may result in immediate action.

Discipline Policies and Procedures

It is the belief of the faculty, staff and administration of Seymour Elementary School that discipline should focus on behavior which is conducive to learning, social and emotional growth. All students have the right to attend school and expect a safe and orderly environment. Good overall school discipline has its basis in sound classroom management and appropriate administrative procedures. Each teacher and grade level team will administer their own classroom expectations and rules... The concept of discipline concerns itself mainly with assisting students to develop a sense of personal worth and self control with guidance and direction from the faculty, staff and administration.

School Rules

1. Respect yourself classmates, adults and property.
2. Practice self-control.
3. Listen and follow directions.

The following interventions will be considered:

- Time-out; i.e. removal from group or activity.
- Office referral
- In-school suspension
- Detention (before school, lunch, or after school)
- Out-of-school suspension
- Parent contacted by phone
- Discipline notice mailed to parent
- Referral to the school counselor
- Behavior contracts

Special Education Students

Discipline for special education students will be administered according to their individual educational programs and in accordance with Public Law 94-142 and other laws pertaining to special education students.

Textbooks & School Property

Students are to treat all school property with respect. Parents may be asked to replace books damaged by their child.

Parent/Teacher Conferences

Conferences are an important way to share information about your child with their teacher so that the learning program can best meet your child's needs. Student progress is enabled by involvement of parents. Phone the office to schedule an appointment with your child's teacher.

Field Trips

Field trips may be taken as a part of the school curriculum. Teachers organize and plan these events to be both educational and enjoyable. Parents may be asked to assist in chaperoning. Transportation is determined by the number of students and school personnel participating in the activity. Due to insurance restrictions, parents are not allowed to ride the bus.

Computer Usage

Computer usage is an important part of the learning experience at Seymour School. We ask that the student use the computer for purposes intended and will not add or delete programs from the hard drive while working on the computer. We also ask that students not access controversial or inappropriate materials. All attempts will be made to restrict access to controversial materials. If you do not wish your child to use the computers, please send a letter stating that to your child's classroom teacher. Additionally, Seymour School has a website on the internet. There may be times that student pictures are taken in conjunction with activities and added to the website. If you do not wish your child's picture to be added to the website, please send a note to school advising us of that.

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.

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 for the grade levels and subject areas in which the teacher provides instruction.
- *Whether the teacher is teaching under emergency or other provisional status through which state qualifications 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.

Notice of Nondiscrimination

Applicants for admission and employment, students and parents of elementary, middle school, and secondary school students, employees, sources of referral of application for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seymour R-II Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in the programs and activities.

Sexual harassment is a form of sex discrimination which involves unwelcome behavior of a sexual or gender directed nature (either verbal, non verbal, visual, or physical) that interferes with the ability to study, work, or participate in activities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of that conduct by an individual is used as a basis for employment or educational

decisions affecting such individuals, or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive environment.

Sexual harassment may include, but is not limited to, verbal harassment or abuse; uninvited letters, calls, or material of a sexual nature; uninvited and deliberate touching, cornering, pinching; uninvited sexually suggestive looks or gesture; uninvited pressure for sexual favors; uninvited pressure for dates; uninvited sexual teasing, jokes, remarks or questions; attempted or actual rape or sexual assault.

The Seymour R-II School district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses any student or employee of the School District.

Any person having inquiries concerning Seymour R-II School compliance with the regulations implementing Title VI, Title IX, or section 504 is directed to contact Helen Philpott Title IX and Section 504 Coordinator, 416 E. Clinton, Seymour, MO 65746, regarding the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulation implementing Title VI, Title IX, and Section 504.

Notice Relative to Student Record Information

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

1. The parents or eligible students have the right to -
 - (a) Inspect and review the student's educational records,
 - (b) Seek amendment of student's educational records if they believe records 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's educational records (except to the extent that the Act and 99.31 authorizes disclosure with consent; and
 - (d) File with the U.S. Dept. of Education or MO Dept. of Elementary & Secondary Education a complaint concerning alleged failures by the School District to comply with the requirements of the Act.)
2. Parents or eligible students should contact the building level principal for:
 - (a) Request to inspect and review education records.
 - (b) Procedures for requesting amendment of education records.
3. Parents should contact the Special Services Director in regards to student records relative to Special Services.

The Seymour RII School 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. 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 student 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 educational 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 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 officially enrolled for the school year.)*

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 child with a 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 services 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 the district's Administration Building at 416 E. Clinton and Special Services Office located at 502 E. Clinton, Monday through Friday from 8:30 am to 3:00 pm.

This notice will be provided in native languages as appropriate.

Missouri Revised Statutes

Anti Bullying policy required--definition--content, requirements.

160.775. 1. Every district shall adopt an anti bullying policy by September 1, 2007.

2. "Bullying" means 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 or 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 of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

3. Each district's anti bullying policy shall be founded on the assumption that all students need a safe learning environment. Policies shall treat all students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. Policies may include age-appropriate differences for schools based on the grade levels at the school. Each such policy shall contain a statement of the consequences of bullying.

4. Each district's anti bullying policy shall be included in the student handbook and shall require, at a minimum, the following components:

(1) A statement prohibiting bullying, defined no less inclusively than in subsection 2 of this section;

(2) A statement requiring district employees to report any instance of bullying of which the employee has firsthand knowledge. The policy shall require a district employee who witnesses an incident of bullying to report the incident to the district's designated individual at the school within two school days of the employee witnessing the incident;

(3) A procedure for reporting an act of bullying. The policy shall also include a statement requiring that the district designate an individual at each school in the district to receive reports of incidents of bullying. Such individual shall be a district employee who is teacher level staff or above;

(4) A procedure for prompt investigation of reports of violations and complaints, identifying one or more employees responsible for the investigation including, at a minimum, the following requirements:

(a) Within two school days of a report of an incident of bullying being received, the school principal, or his or her designee, shall initiate an investigation of the incident;

(b) The school principal may appoint other school staff to assist with the investigation; and

(c) The investigation shall be completed within ten school days from the date of the written report unless good cause exists to extend the investigation;

(5) A statement that prohibits reprisal or retaliation against any person who reports an act of bullying and the consequence and appropriate remedial action for a person who engages in reprisal or retaliation;

(6) A statement of how the policy is to be publicized; and

(7) A process for discussing the district's anti bullying policy with students and training school employees and volunteers who have significant contact with students in the requirements of the policy, including, at a minimum, the following statements:

(a) The school district shall provide information and appropriate training to the school district staff who have significant contact with students regarding the policy;

(b) The school district shall give annual notice of the policy to students, parents or guardians, and staff;

(c) The school district shall provide education and information to students regarding bullying, including information regarding the school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying;

(d) The administration of the school district shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; or encouraging the student to develop an internal locus of control. The provisions of this paragraph shall not be construed to contradict or limit any other provision of this section; and

(e) The administration of the school district shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

5. Notwithstanding any other provision of law to the contrary, any school district shall have jurisdiction to prohibit cyberbullying that originates on a school's campus or at a district activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a district activity using the student's own personal technological resources. The school district may discipline any student for such cyberbullying to the greatest extent allowed by law.

6. Each district shall review its anti bullying policy and revise it as needed. The district's school board shall receive input from school personnel, students, and administrators when reviewing and revising the policy.

WINTER SCHOOL CLOSING PLAN SEYMOUR R-II SCHOOL

The Seymour R-II School District would like to make the parents of Seymour School students aware of the Winter School Closing Plan.

Seymour R-II School is again participating in the Springfield Broadcast Council's School Closing Network and a Telephone Automation Calling System for notifying parents in case school must be dismissed because of inclement weather.

The following TV and radio stations are members of the Council's School Closing Network and we recommend that parents listen to one of them for news of dismissals: All Radio, KY 3-TV (CH-3), KOLR-TV (CH-10), KSPR-TV (CH-33) and KOZL-TV (CH-27).

The Telephone Automated Calling System of dismissals will complement the TV and radio notifications. If you do not receive a telephone call upon a dismissal, please call the school to get your number added to the district database.

Listen for the news on the air. Generally, the decision will be made no later than 6 a.m. to close school with a goal of much earlier. Parents should assume school is in session if no announcement is made. Since it is impossible to check all district roads by 6 a.m., there are times when school may be held when some roads may be too bad to travel. During these times, parents will need to use discretion in sending their children to school. If parents feel that roads are too dangerous to send children over, they should keep their children home.

Also, there may be times when school must be dismissed early because of bad weather. In this case, the news will be on the radio, TV and disseminated through the Telephone Automated Calling System as soon as possible. Every effort will be made to get children home safely. Please instruct your child where he or she should go in case school is dismissed early and you are not home. It is a good idea to inform your principal and bus driver as well concerning this matter.

**Bruce Denney, Superintendent
Seymour R-II School**

**Seymour Elementary School
Student Handbook And
Field Trip Permission
Acknowledgement Form
2017-2018**

Please complete form and return to the classroom teacher.

Student Name: _____

Grade: _____

Classroom: _____

Our signatures indicate that we have received, read and understand the 2017-2018 Student Handbook, and give permission for my student to attend field trips that are taken during the school year.

Student Signature: _____

Parent/Guardian: _____

Date: _____