

SEYMOUR R-II SCHOOL DISTRICT
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SEYMOUR HIGH SCHOOL
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This student handbook has been designed as a guide for senior high students, parents and staff members of the Seymour School. It contains general information, which may be helpful in regard to policies and procedures relevant to students attending the Seymour High School.

It is the sincere desire that this handbook will be helpful to both parents and students as the students develop educationally during their years in the Seymour School System.

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, 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 the Special Services Office located at 502 E. Clinton or Administration Office at 416 E. Clinton during school hours.

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 twenty (20) who reside in the district. This census is complied as of December 1 of each year. This information is treated as confidential and must include: the name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. 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 us.

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:

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;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

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 to 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

GUIDANCE DEPARTMENT

The Seymour High School Guidance Program is designed to address the needs of all students by helping them to acquire competencies in career planning and exploration, knowledge of self and others, and educational and vocational development. The counselor provides the following services through the guidance curriculum, group activities, and individual counseling:

1. **Responsive services**, including personal and crisis counseling, agency referral, consultation for parents or teachers, support groups and problem solving;
2. **Secondary educational planning and scheduling**;
3. **Career planning and exploration**;
4. **Test preparation/information/registration** information;
5. **Post-secondary education** information;
6. **Military** information;
7. **Financial aid** information; and
8. **Employment-seeking and retention skills**.

The **School Violence Hotline** was established last year 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.**

A+ SCHOOLS PROGRAM

In an effort to make college or vocational education available to every Missouri high school graduate, the Missouri General Assembly established the A+ Schools Program as part of the Outstanding Schools Act of 1993. Graduates of designated A+ schools who successfully complete the requirements of the program are eligible to receive 2 years of tuition to any public community college or vocational technical institution in Missouri.

To be certified as an A+ Student, a student must complete the following criteria before graduation:

- Sign an A+ Schools Contract.
- Enroll in and attend an A+ Designated School for three years prior to graduation.
- Maintain at least a 2.5 grade point average on a four-point scale.
- Maintain a cumulative 95% attendance record for four years.
- Perform 50 hours of unpaid tutoring/mentoring of students.
- Make a good faith effort to first secure all available federal post-secondary student financial assistance funds that do not require payment (complete a FAFSA form).
- Maintain good citizenship.

Good Citizen Guidelines:

All participants begin each school year with good citizen status. Good citizen status equals zero (0) points.

1. Each disciplinary referral that results in an in-school or out-of-school suspension takes away from the good citizen status. In-school suspension results in a two (2) point penalty for each day assigned. Out-of-school suspension results in a three (3) point penalty for each day assigned. (ISS for tardy violations are exempt from the Citizenship Policy.
2. Any disciplinary action taken by school authorities which results in loss of privileges (i.e. Internet, extra curricular and or athletic) will also result in a loss of good citizenship points.
3. A citizenship review committee will be assembled to rule on exceptions or unique situations.

Probation – Removal

1. The accumulation of sixteen (16) points during any one school year will result in Probationary Status.
2. When the student has achieved an **acceptable year** (within the 16 point range) any probationary status will be removed.
3. A student will be removed from the A+ Program if they exceed the 16-point rule two consecutive years.
4. Any Senior student who exceeds the 16-point rule will be referred to the Review Committee for status determination.

Automatic Removal

1. Any conviction for involvement in illegal drugs or alcohol
2. Any involvement in a life-threatening incident
3. Any conviction for a felony

Students may, for good cause, appeal their dismissal. In the Seymour School District appeals may be made as follows:

Citizenship Faculty Review Committee
Superintendent of Schools
Board of Education

SEYMOUR SCHOOLS: A STATEMENT OF PHILOSOPHY

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

student.

To foster this objective, the school 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 experiences in learning rather than failure.

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 work force preparatory, 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 exits as a very powerful, essential tool in the education process for both the students and the staff.. (Technology & Innovation)
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 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. (Assessment)

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 the life in the community. You should practice here the qualities of good citizenship, which are so 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. The Board of Education is willing to contribute to your school need, and especially if they know such will have proper care and treatment. Proper respect for public property is one of the first indications of a good citizen.

Try to do, act, and talk, the best you know how at all times.

ACTIVITIES

It is a privilege not a right to participate in all extra-curricular activities. Below is a list of clubs, activities, organizations and sports in which students may participate: FBLA, FCCLA, FFA, BETA, Student Council, DECA, SADD, Tri-M, baseball, softball, boys and girls basketball, boys and girls golf, cross country, cheerleading, academic team, class officers, class king/queen, etc.

Students must meet certain minimum academic and citizenship requirements in order to be eligible to participate in extra-curricular activities. A student must have earned, the preceding semester of attendance, a minimum of 2.5 units of credit. If a student misses class(es) without being excused by the principal, the student shall not be considered eligible to participate in an activity on that date or any subsequent date until the student attends a full day of classes or has an absence excused by the principal.

CLUBS AND ORGANIZATIONS

Future Business Leaders of America (FBLA)

FBLA is a national organization of students who are enrolled in business class during the school year. The FBLA helps students to develop occupational goals, business leadership and self-confidence. Our yearly activities include a field trip to a business and participation in district, state and national competitions. The Seymour chapter was organized in 1988.

Future Career and Community Leaders of America (FCCLA)

FCCLA is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues through family and consumer sciences education. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence and career exploration. Involvement in FCCLA offers members the opportunity to develop their leadership potential and develop skills for life planning, goal setting, problem solving, decision-making and interpersonal communication necessary in the home and workplace.

Future Farmers of America (FFA)

The FFA or Future Farmers of America are pupils studying vocational agriculture in high school. The FFA was organized in 1928 in Kansas City, Missouri. The FFA colors are national blue and corn gold. There are four degrees of active membership: Greenhand, Chapter Farmer, State Farmer, and American Farmer. The Seymour Chapter was chartered in December 1939.

BETA Club

The purpose of the Beta Club is to promote the ideas of honesty, service and leadership among high school students of America; to reward meritorious achievement, and to encourage and assist students to continue their education after high school. The Seymour Chapter of Beta Clubs was organized in 1961. A student wishing to become a member of Beta Club must maintain an average of not less than 3.4 and be approved by the Beta Club, the Principal, and a teacher evaluation.

Student Council

The Seymour Senior High School Student Council was reorganized in September 1965. Student Council does not mean student self-government, but it does mean student participation in government. Through the organization, we hoped that students will be aided in understanding and living in our democracy.

The Seymour High Student Council is a member of both the National Association of Student Councils and Missouri Association of Student Councils.

The Student Council consists of a president, vice-president, secretary, treasurer, reporter, and two representatives from each class.

The Student Council shall have the authority to ask for volunteer committees from the student body at large for activities such as fund raising.

DECA

Distributive Education is a cooperative program of education between the school, the employer, the business supervisor, the parent, and the student. For five periods of the school day the student takes subjects required for graduation, plus takes the Distributive Education related classes, studying subjects related to his or her part-time job. During the afternoon the student is working at a selected distributive occupation. The student receives pay for this work.

SADD

Students Against Drunk Driving is a national organization with local school chapters which was organized to help young people become more aware of the relationship between drinking and driving and auto accidents, especially among teenage drivers. The club encourages participation by both parents and students in school/community awareness programs and peer influence as a means to lower the injury/death rate due to drinking alcoholic beverages. Membership is open to all interested students. There are no requirements except for an interest in participation.

Tri-M

The Tri-M music honor society is the international music honor society for middle school and high school music students that motivates and recognizes musical achievement. Tri-M is a part of MENC (Music Educators' National Conference). Requirements for membership are that a student must be enrolled in a school ensemble or class, must be of excellent character, exhibit a good attitude toward teachers and fellow students, and be cooperative and helpful in their classes, school and community. Students also must maintain a high standard of achievement in music and academic subjects (at least a "B" average).

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 reprove 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.

CONDUCT OF STUDENTS

All students shall show proper respect to public property and the laws of the local government.

Any student who shall willfully injure or destroy any building used as a schoolhouse, or for other educational purposes, or any furniture, fixture or apparatus thereto belonging, or who shall deface, mar or disfigure any such buildings, furniture or fixture by writing, painting, cutting or pasting thereon any likenesses, figures, words, or devices, shall be permanently suspended from school or until the parents of the offender shall show just cause to the Board of Education why such offender should be readmitted to school. This policy shall apply to all buildings, grounds, transportation vehicles, and all other property belonging to the Seymour School District.

Public display of affection is not a public activity and reflects poor taste in most instances. Kissing, embracing, hand-holding, and other public display is to be avoided by students at school.

STUDENT CITIZENSHIP

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 civil government.

STATEMENT OF PRIOR SUSPENSION, EXPULSION OR CRIMINAL OFFENSE

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.

STUDENTS SUSPENDED OR EXPELLED FROM ANOTHER DISTRICT

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.

DISCIPLINARY PROCEDURE

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.

ADMISSION RESTRICTION

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.;
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.

RESPONSIBILITY FOR STUDENTS

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.

VIDEO SURVEILLANCE

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

Students, lockers, cars, and any other student/school property may be searched if administrators have a reasonable suspicion that school policy has been or may be violated.

CLOSED CAMPUS

Seymour High School has a CLOSED campus policy. As a result, there will be no leaving campus to pick up take-out food. Also, during the school day, telephones will not be used for placing orders for food or other calls of a personal nature. Phones are to be used for school business such as making arrangements for rides after school following tutoring, sports games and practices, club meetings and activities, etc. Arrangements for food deliveries by parents should be made prior to coming to school each day and should not be commercial food. Food deliveries by parents should be dropped at the office. Commercial food will not be consumed in the cafeteria. Visitors will not be allowed in the cafeteria for lunch unless approved by the building principal. Food and drink will not be stored in lockers, brought into the building (unless for lunch purposes and remained sealed until lunch) or consumed in the classrooms.

STUDENT DRESS

Students are expected to come to school properly dressed. Student dress should not be as to 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 or backs; no short-shorts or short skirts. No sagging. Under garments are to be covered at all times. No hats, caps, headbands or bandannas. 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 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. Student will at that time adjust clothing to correct the violation of dress code. Any subsequent violation will result in in-school suspension.

INAPPROPRIATE ITEMS FOR SCHOOL

Please do not bring hats, trench coats, 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 they are picked up by a parent. Skateboards, scooters, skates and bicycles are not to be ridden on school grounds at any time.

STUDENT DRIVING RESPONSIBILITIES

Students are expected to operate vehicles while on the school campus, in a safe and lawful manner. Failure to do so will result in loss of driving privileges for a period of up to ten school days for the first offense and/or assignment to in school suspension.. Subsequent offenses may result in loss of driving privileges for the remainder of the school year and/or assignment to in school suspension.

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 high 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 R-II Board of Education takes a position of **"Zero Tolerance"** to Verbal Assault, including threats of Violence, Harassment, or intimidation of other students or staff. **NO STUDENT WILL INTERFERE WITH THE LEARNING, WELFARE, OR PROPERTY OF ANOTHER.** The age and maturity of the students involved may be considered in evaluating whether conduct is reckless, grossly negligent, knowing or intentional. However, such actions towards another person while on school property, when substantiated, will result in severe consequences.

Starred (*) items may be of a nature where the severity of the problem would give reason to eliminate one or more steps in the list and/or involve the superintendent

or school board.

Saturday in-school suspension, out-of-school suspension and expulsion are disciplinary measures applied for violation of school policies and regulations. In-school suspension and Saturday school suspension are one in the same.

Saturday school suspension will run from 8:00 a.m. to 3:00 p.m. Students will not be admitted late or allowed to leave early. They will be responsible for bringing their lunch. Failure to attend will result in out-of-school suspension, and the Saturday school suspension will still have to be served..

1. POSSESSION OR PRESENCE UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, on a school bus or at a school activity, whether on or off school property.

First Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

2. SALE OF A CONTROLLED SUBSTANCE or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

3. POSSESSION OF A PRESCRIPTION MEDICATION without a valid prescription for such medication on school premises or on a school bus.

First Offense: 1 – 90 days out-of-school suspension, possible notification of law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11 – 180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

4. DISTRIBUTION OF PRESCRIPTION MEDICATIONS to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: 11 – 90 days out-of-school suspension, possible notification of law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11 – 180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

5. ASSAULT OF A STUDENT - Use of physical force with the intent to do bodily harm.

First Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

6. **ASSAULT OF STAFF MEMBER** - Use of physical force with the intent to do bodily harm.

First Offense: 180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

7. **POSSESSION OF A FIREARM OR WEAPON** - Defined in Policy 2620

First Offense: One calendar year suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion from district, notification to law enforcement officials, and documentation in student's discipline record.

8. **POSSESSION OF OR PRESENCE UNDER THE INFLUENCE OF ALCOHOL**

First Offense: 10 days out-of-school suspension, 90 days suspended from school activities, documentation in student discipline record.

Subsequent Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

9. **ARSON** - Intentionally causing or attempting to cause a fire or explosion.

First Offense: 1-180 days out-of-school suspension or expulsion, restitution for damages, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

10. **HARASSMENT, RACIAL REMARKS, BULLYING OR HAZING** - (Refer to Policy and Regulation 2130 - Harassment)

First Offense: In school suspension, detention or 1-180 days out-of-school suspension, possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, documentation in student discipline record.

11. **INAPPROPRIATE SEXUAL CONDUCT** - (Refer to Policy and Regulation 2130 - Harassment) **Physical touching of another student in the area of the breasts, buttocks, or genitals.**

First Offense: In school suspension, detention or 1-180 days out-of-school suspension, possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, documentation in student discipline record.

Use of sexually intimidating language, actions, objects or pictures.

First Offense: Principal/student conference, in school suspension, detention or 1-180 days out-of-school suspension, possible documentation in student's discipline record.

Subsequent Offense: In school suspension, 1-180 days out-of-school suspension or expulsion, documentation in student discipline record.

12. **THREATENING LANGUAGE** - Use of verbal or written threats to do bodily harm to person or personal property.

First Offense: In school suspension, detention or out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

13. **EXTORTION** - Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: In school suspension, detention or out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension, expulsion, notification to law enforcement officials, and documentation in student's discipline record.

14. **FIGHTING** - Physically striking another in mutual combat as differentiated from an assault. Mutual combat is when both parties have contributed to the conflict either verbally or by physical action.

First Offense: In school suspension, detention, or 1-10 days of out-of-school suspension.

Subsequent Offense: 11-180 days of out-of-school suspension.

15. **DISRUPTIVE BEHAVIOR** - Conduct that has the intentional effect of disturbing education or the safe transportation of a student.

First Offense: In school suspension, detention, or 1-10 days of out-of-school suspension. Disruptive behavior on school buses will result in losing riding privileges as assigned by the principal.

Subsequent Offense: In school suspension, detention or 1-180 days out of school suspension. Disruptive behavior on school buses will result in losing riding privileges as assigned by the principal.

16. **THEFT** - Non-consensual taking or attempt to take the property of another.

First Offense: In school suspension, make restitution, detention, 1-180 days of out-of-school suspension, or expulsion, notification to law enforcement officials where needed, and documentation in student's discipline record.

Subsequent Offense: 11-180 days of out-of-school suspension., make restitution, expulsion, notification to law enforcement officials where needed, and possible documentation in student's discipline record.

17. **VANDALISM** - Intentional damage or attempt to damage property belonging to the staff, students, or the District.

First Offense: In school suspension, detention or 1-180 days of out-of-school suspension, or expulsion, make restitution, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days of out-of-school suspension. make restitution, notification to law enforcement officials, and documentation in student's discipline record.

18. **TRUANCY** - Absence from school without the knowledge and consent of parents/guardian and/or the school administration, without good reason.

First Offense: Principal/student conference, in-school suspension or detention.

Subsequent Offense: Parent/student/principal conference, in-school suspension or detention.

19. **DEFIANCE OF AUTHORITY** - Refusal to obey directions or defiance of staff authority.

First Offense: In school suspension, detention or up to 5 days out-of-school suspension.

Subsequent Offense: 3 - 10 days out of school suspension.

20. **IMPROPER DISPLAYS OF AFFECTION** - Consensual kissing, fondling or embracing.

First Offense: Principal/student conference, in school suspension or detention.

Subsequent Offense: 3 - 10 days out of school suspension.

21. **INDECENT EXPOSURE** - Includes display of breasts, buttocks and genitals in a public location.

First Offense: In school suspension, parent conference, or 1-10 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension.

22. **USE OF OBSCENE OR VULGAR LANGUAGE**- Language which depicts sexual acts, human waste, and blasphemous language.

First Offense: Principal/student conference, in school suspension, parent conference, detention or up to 10 days out-of-school suspension.

Subsequent Offense: 3-10 days out-of-school suspension.

23. **POSSESSION OF TOBACCO** or tobacco products

First Offense: Principal/student conference, in school suspension or detention.

Subsequent Offense: In school suspension, detention or 1-10 days out-of-school suspension.

24. **USE OF TOBACCO** products on school grounds, bus or at any school activity.

First Offense: In school suspension, detention or 1-3 days out-of-school suspension.

Subsequent Offense: In school suspension, detention or 1-10 days out-of-school suspension.

25. **DISRESPECTFUL CONDUCT/SPEECH** - Disrespectful verbal, symbolic language or gestures which are inappropriate in public settings, directed at staff members.

First Offense: Principal/student conference or in school suspension, detention or 1-10 days out-of-school suspension.

Subsequent Offense: In school suspension, detention or 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

26. **FALSE ALARMS** - Tampering with emergency equipment setting off false alarms, or making false reports. **Making a bomb threat is a felony; the district**

officials will pursue criminal charges when warranted and the district will attempt to recover costs associated with school disruptions from perpetrators and from parents of students, as allowed by the law.

First Offense: In school suspension, detention, 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: In school suspension, detention, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

27. **DANGEROUS AND/OR DISALLOWABLE ITEMS** - Students are not to have on the school premises the following inappropriate items which include but are not limited to: ammunition, caps, matches, laser pointers, electronic devices, cell phones, lighters, smoke bombs. These items are not to be used or in possession of students while on school premises.

First Offense: Principal/student conference, in-school suspension, detention or 1-10 days out of school suspension. Cell phone violation will be confiscation and return to parents.

Subsequent Offense: 1-180 days out-of-school suspension. 2nd cell phone violation will be confiscation, Saturday school ISS, and return to parents. 3rd and subsequent cell phone violations will be confiscation, OSS and return to parents.

28. **BUS CONDUCT** - Any offense committed by a student on a district-owned or contracted bus shall be punishable the same as if the offense had been committed on school grounds or buildings. In addition, bus riding privileges may be suspended or revoked.

29. **COMPUTER NETWORK TAMPERING** - Attempts to obtain access to restricted sites, servers, files, databases, etc., are prohibited. Unauthorized access to other systems (e.g. "hacking") is prohibited. Attempts to improperly access, misappropriate or misuse the information/files of other users are strictly prohibited. Vandalism is defined as any attempt to harm or destroy data of another user or agency or network that is connected to the Internet, including but not limited to uploading, downloading, gaining unauthorized access to a network that is connected to the Internet, or the creation of computer viruses. Vandalism is strictly prohibited. Transmission of any material in violation of the law is prohibited.

First Offense: Principal/student conference or in-school suspension, detention or 1-180 days out-of-school suspension or expulsion and possible documentation in student's discipline record.

Subsequent Offense: In-school suspension, detention or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.*

30. **PLAGIARISM** - to take writings or ideas from another and pass them off as one's own.

First Offense: Student will receive a "zero" on the plagiarized assignment.

Subsequent Offense: Principal/student conference, In-school suspension, detention or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

31. **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.**

32. **ANY STUDENT THAT IS A DANGER TO THEMSELVES OR TO OTHERS**

MAY BE PLACED ON HOME BOUND 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.

ATTENDANCE POLICY

1. Absences are not coded excused or unexcused. An absence is an absence, and is counted by the hour.
2. 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 since the grade book is an official record.
3. Students are allowed to make up work for absences or out-of-school suspension. They have one day for every day missed to make up the work. For example, a student missing two days has two days after the day they return 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.
4. Students who miss more than eight days lose credit for that class. Students who miss more than eight days due to extraordinary circumstances may have their parents submit a waiver to the attendance committee. Out-of-school suspension does not apply to the eight-day policy.
5. 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.
6. Students cannot exchange out-of-school suspension for in-school suspension.
7. After school and weekend in-school suspension will be convened if needed. Students who are suspended from school are not allowed to be on the Seymour High School 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.
8. An incentive will be offered for students who have perfect attendance and no grade lower than a "C". OSS makes students ineligible for the award. Conversely, funeral in the immediate family does not make students ineligible.

Research by leading educational institutions reveals that students who are absent or tardy to class tend to have lower grade averages, even though they may have above average intelligence.

It is extremely important that students realize and understand that the eight (8) days of absence built into the attendance policy are not to be considered as an approved eight (8) days to skip class, but rather they should be used as indicated in this policy.

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 will be dropped from the roll. The student may be re-enrolled in school only after the parent or guardian contacts the principal's office and gives reason why the student should be re-enrolled. 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.

Any absence where no valid note or phone call from home is received within the two-day grace period will be considered truancy and will be subject to the penalty outlined in the student handbook. Non-regular attendance in one class and regular

attendance in another will also be considered truancy.

A half-day absence will be allowed for routine medical and dental appointments. All day absences for routine medical and dental appointments may count against a student's eight days of absence allowed per semester. Absences exceeding the allotted half-day must be excused by the medical provider or the parents/guardians of the student must contact the Attendance Committee to review the circumstances of these absences on a case-by-case basis.

REQUEST FOR LEAVING SCHOOL

Request by parents for their children to be excused from school during the day should be made only in case of emergency. When such a request becomes necessary, the student should bring a written statement from a parent explaining the reason for the request.

When it becomes necessary for the student to leave the building during the day, he/she should present his written request or appointment card to the principal before school in the morning. Students must sign in or out at the office if they arrive or leave school at any time during the school day.

Any student who leaves school without checking out at the principal's office will be considered truant and subject to disciplinary action.

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. Visitors are welcome at any time, and any information about the building will be provided.

No visitor should go into a classroom, library, locker room, etc., before obtaining a visitor's pass from the principal's office.

CAR RULES AND REGULATIONS

Students driving cars to school shall park in the designated area in designated parking spaces. Cars shall not be moved until the close of school except by permission of the principal. Sitting in parked cars on the school grounds or in the immediate vicinity of the school shall not be permitted. Students must exit the building through the front exit. Students who commit driving violations or operate vehicles in an unsafe manner will have their driving privileges suspended. See page 18.

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 working with 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.

LUNCH ROOM

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 on Monday mornings before school starts. Envelopes may be turned in at the cafeteria or school office.

The following rules apply to lunchroom payment:

1. Breakfast or lunch charging will not be allowed.
2. In emergency situations we will allow up to \$10.00 in charges.
3. The student and parent will be notified by food service personnel when a charge of \$7.00 is reached.
4. Families experiencing extreme financial hardships will be directed to the building principals who will be allowed to extend the charge limit temporarily.
5. There will be no charging a-la-carte purchases.
6. Students will be allowed to use money on their regular lunch tray accounts for a-la-carte purchases.
7. Students may purchase on the a-la-carte line even if they have charges on their lunch tray account.
8. There will be a cash only line to purchase a-la-carte.
9. Students purposely violating this policy will be referred to their building principal.

Any questions concerning our food service program may be directed to the food service director at 935-2287, Ext. 170.

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 drills are subject to occur at any time during the school year. Students will be instructed by the teacher as to the procedure to follow. Standard policies for each part of the building are established by the principal.

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 and for evaluating scholarship.

- A = Excellent (90% or above)
- B = Superior or Above Average (80 % - 89%)
- C = Average (70% - 79%)
- D = Inferior or Below Average (60% - 69%)
- F = Unsatisfactory Work (59% and below) (No credit allowed)

An "I" will be given for incomplete work. Work must be made up or completed within two weeks of the beginning of the next grading period or grade becomes an "F" grade. Extenuating circumstances will be evaluated by administration).

GPA's will be determined using the following grade/point scale:

A = 5, B = 4, C = 3, D = 2, F = 0

WEIGHTED COURSES

In an effort to encourage students to enroll in advanced academic classes, the following classes will be weighted: Algebra II, Anatomy, Botany, Zoology, Geometry, Trigonometry, Math Analysis, College Prep English, Biology II, Physics, Chemistry, AP courses and any dual credit college course. Grade point average (GPA) will be computed by adding one (1) additional point to the GPA calculation but the grade will not be changed unless the course is a college course. The high school grade will be raised one letter grade above the college grade and then the weighted points will be added. Appropriate points will still be added if the college grade is an A and the high school grade cannot be fully raised.

HONOR ROLL

An honor roll will be published after each quarter. In order to be eligible for the honor roll, a student must have an average of 3.0, no D's and have been enrolled in five credit classes.

HONOR CORDS

A student's fourth quarter grades will be used to determine class rank and eligibility for academic honor cords. Those students who have a cumulative GPA of 3.5 and above will wear honor cords at the graduation ceremony. Students may not pick up honor cords until the class rank and cumulative GPAs have been determined. Other honor cords with criteria set by departments will be: A+, BETA, FFA, Tri-M Music, and Youth Empowerment.

ACADEMIC LETTERS

Academic letters shall be given to students in grades 9 - 12 with a 3.75 grade point, and have been enrolled in seven credit classes. VoTech students will be the exception with six and one-half credits

STUDENTS MUST RIDE BUS TO ACTIVITIES

No student may participate in any school-sponsored event away from the school if that student does not ride transportation authorized by the school. If the parents of a student make prior arrangements with the building principal, those parents may bring or pick up their son/daughter after the event.

ELIGIBILITY REQUIREMENTS

Participation in high school activities is a valuable educational experience and should not be looked upon as a reward for academic success. Students with low academic ability need the educational development provided through participation in activities as much as students with average or above average ability. Activity participation should be for all students making appropriate progress toward graduation and otherwise in good standing.

To be eligible to represent Seymour High School in interscholastic athletics or other extracurricular activities and class offices, a student must maintain a grade point average consistent with Missouri High School Activities Association (MSHSAA) guidelines. Grades will be checked at the end of each semester.

Students participating in any activity must meet all guidelines established by MSHSAA and guidelines for citizenship established by the Board of Education and the individual organization involved.

Students who wish to attend or participate in school activities must be in attendance at school for a full school day, the day prior to an all day activity or be excused by the principal.

CLASSIFICATION OF STUDENTS

Freshman:	A graduate from the 8th grade and with fewer than six units of credit.
Sophomore:	Must have six units of credit.
Junior:	Must have thirteen units of credit.
Senior:	Must have nineteen units of credit.

SCHOOL DAY

School hours are from 8:20 a.m. until 3:20 p.m. Students who report to school before 8:00 a.m. must wait at the front entrance. Breakfast will be served at 8:00 a.m. and will not be served after 8:15, unless approved by principal or nurse. First (1st) period tardy bell rings at 8:20 a.m.

MINIMUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION

To graduate from Seymour High School a student must complete twenty-six (26) units of credit during grades nine (9) through twelve (12). The program shall be cooperatively planned by the student, his/her parents, and the school to meet the individual needs of the student.

Beginning with the class of 2009, students must earn 26 units of credit as follows: Four (4) units of English, three (3) units of science, three (3) units of social studies, and three (3) units of math, as well as additional requirements as listed below.

SPECIFIC REQUIREMENTS

- A. Each student must fill the following requirements:**
- 1. Four (4) credits of English. English I, II, III(American Literature), are required.**
 - 2. Three (3) credits of Social Studies. (One (1) credit of American History, one-half (1/2) credit of Civics, one-half (1/2) credit of World Cultures, and one (1) credit of World History are required.)**
 - 3. Three (3) credits of Science. (Three (3) units of Vocational agriculture may be substituted for one (1) unit of science.)**
 - 4. Three (3) credits of Mathematics at the high school level.**
 - 5. One (1) credit Physical Education, Practical Arts and Fine Arts.**
 - 6. One-half (1/2) credit of Health.**
 - 7. One half credit of Personal Finance (Class of 2010)**
 - 8. Other selections may be made from other elective units of any course offered.**
- B. Each student in the ninth (9th) grade must enroll in and successfully complete these specific courses: English I, American History, Conceptual Physics and Pre-Algebra, Algebra I, Algebra II.**
- C. Each student in the tenth (10th) grade must enroll in and successfully complete English II, World Cultures/Civics, Conceptual Chemistry, Algebra I and Geometry. Sophomore year is the first opportunity to fulfill the Personal Finance credit.**
- D. Each student in the eleventh (11th) grade must enroll in and successfully complete English III or American Literature, World History, and Math and/or Science.**
- E. Each student may earn no more that one (1) credit per year of Physical Education.**
- F. Students shall be required to be enrolled and in regular attendance on a full time basis or its equivalent in grades 9 through 11. Seniors may elect to be part time or graduate after first semester depending on**

credits required. Any student who discontinues attending a course after the official drop policy will receive an "F" for the course.

- G. Credit by correspondence work will be accepted toward graduation under these provisions.**
- 1. Correspondence work from private schools is accredited by the North Central Association or its equivalent. Summer school credit from other accredited public high schools.**
 - 2. Correspondence work completed in the extension division of accredited state supported colleges and universities.**
 - 3. Not more than three (3) units by correspondence will be accepted.**
- H. In order for a graduating senior to qualify for honor cords at Seymour High School, that student must have been in attendance at Seymour High School for one (1) full year. The valedictorians and salutatorians shall have been classified as Seymour High School students for the last four (4) semesters and have been enrolled in have been enrolled in seven credit classes.. Summer school is not considered a semester. Local scholarships are based upon students being classified as Seymour High School students for the last four semesters. Summer school is not considered a semester.**
- I. In order for credit from an unaccredited private school or home school to apply towards meeting the Graduation Requirements for the Seymour R-II School District, transfers from unaccredited schools must meet the guidelines of School Board Policy 2280 that includes testing, evaluation, and placement and RSMo 167.031 that relates to "home school" requirements.**
- J. Students may use credit attained through the credit recovery program offered by Seymour High School and/or Seymour Summer School Recovery Program to apply towards graduation only when used to attain credits that would otherwise be lost or that would have been labeled incomplete with no credit. Other summer school credit will only count above the 24 credits necessary for graduation or count as a replacement for one of the units of credit under correspondence work.**
- K. Graduation, with all attendant privileges, will be allowed any student who completes seven (7) semesters of attendance beginning with grade nine and attainment of all requirements as set forth by the DESE (Department of Elementary and Secondary Education) and local Board of Education. Senior attendance will be in accordance with Board Policy 2580.**

COLLEGE PREPARATORY CERTIFICATE

The college preparatory certificate is awarded to those seniors who have earned at least a 3.0 GPA in the academic classes, scored above the national average on the ACT, and have completed a rigorous academic program during high school. See the counselor for further details.

CREDIT FOR PHYSICAL EDUCATION CLASSES

Due to revision of state law, (Amendment 5CSR 50-340.0101), credit can no longer be granted for Athletics for the purpose of meeting state minimum graduation standards. The following statement now applies:

To be counted toward meeting the state minimum graduation requirements, credit in physical education course under the direction of a teacher certified in physical education and generally available to all students. Credit for marching band and Jr. ROTC may not be substituted for physical education credit. Classified and accredited school districts may not grant credit toward meeting the state minimum high school requirements to students for their participation in interscholastic competition or physical conditioning related to such

competition. Local school boards may provide time within the school day for athletic practice and may, at their discretion, award high school credit to participating students, but such credit may be counted only toward meeting locally established high school graduation requirements, which exceed the state minimum requirements.

DOCTOR'S EXCUSES ARE NO LONGER ACCEPTED TO PERMIT GRADUATION WITHOUT ONE CREDIT OF PHYSICAL EDUCATION.

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 and cheerfully.
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. Conversation will be permitted at both elementary and secondary levels.
15. No eating or drinking on the bus.
16. Wait until the bus stops before moving toward it or to enter.

ACCEPTABLE USE OF COMPUTER AND INTERNET

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

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 SHS 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 SHS policy to use SHS 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. E-mail by students is prohibited.
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.

The following is a list of consequences for violating the Acceptable Use Policy, which includes but is not limited to one or more of the following:

- Suspension or revocation of District Network Privileges
- Suspension or revocation of Internet Access
- Suspension or revocation of Computer Access
- School Suspension
- Expulsion

TARDY POLICY

Tardiness is defined as not being in 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.) Tardys are accumulated each quarter and per class.

First tardy:	Warning by teacher
Second tardy:	Warning by teacher and student will be given a copy of tardy policy to be read and signed by the student
Third tardy:	Principal warning for Saturday ISS
Fourth tardy and subsequent tardys:	One (1) day Saturday ISS

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 this policy during or after school hours on school property, or at any school event, whether at the school or at some alternate location.
5. 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.
6. All controlled substances shall be turned over to the local law enforcement agency.
7. Any student violating this policy shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy.

ADMINISTERING MEDICATION TO STUDENTS

Prescription Medication

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

The District will accept a prescription label properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

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

Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the

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

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

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency 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.

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 pre-filled 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 nurses training in recognizing an acute episode of an anaphylactic reaction.

Self-Administration 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 of 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 or 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.

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 to 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 there from, 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 of the law.

The Seymour High School Student Planner serves as an extension of the Seymour R-II School District's Board Policies and Regulations. These documents may be reviewed by any interested party at any of the building libraries or at the administrative offices.

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* includes 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.