

Scott County Central Elementary
2020-2021
Student Handbook



SAFE
RESPECTFUL
RESPONSIBLE

Scott County Central is a Positive Behavior
Support (PBS) School

Scott County Central Elementary
20794 US Hwy 61
Sikeston, MO 63801
P: (573) 471-3511
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Mary Ann Blissett, Secretary
Stacey Pullen, Principal

Scott County Central Student Handbook
Elementary Pages
“Safe, Respectful, Responsible”
2019-2020

Office Information:

Superintendent----- Brian Hukel
District Office Administrative Assistant----- Amanda Fuller

**Superintendent/Board Office Phone
(573) 471-2686**

High School Principal----- John-Mark Jones
High School Secretary----- Debbie Miller

Secondary Phone----- (573) 471-2001

Elementary Principal----- Stacey Pullen
Elementary Secretary----- Mary Blissett
Process Coordinator for Special Education----- Barbara Soemo
Special Education Secretary----- Gennell Casey

Elementary Phone----- (573) 471-3511

VISITORS

It is extremely important that classroom activities be interrupted as seldom as possible. Visitors MUST report to the office upon arriving at school and enter through the front doors only.

OUR MISSION:

“To prepare all students for academic excellence, be independent lifelong learners, and tolerant, contributing members of a global community.”

*****The following pages contain information specific to the Elementary school (age-appropriate). These items are in-line with the Scott County School District Policies and Procedures. Many are applicable district-wide. Elementary students are governed by all policies listed in this handbook and are not limited to the following pages.**

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or 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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Scott County Central Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Scott County Central Schools 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 Scott County Central Schools has developed a Local Compliance Plan for the 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 at Scott County Central Schools Monday through Friday 8am to 3pm.

This notice will be provided in native languages as appropriate.

What is School-wide Positive Behavior Support (SW-PBS)?

School-wide Positive Behavior Support (SW-PBS) is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems.

DISCIPLINARY ACTIONS (Listed in Order of Severity)

GENERAL DISCIPLINARY MEASURES – May include the following: (1) Corporal Punishment (1-3 swats); (2) Assignment to an in-school alternative setting (In-School Suspension/ISS); (3) loss of credit; (4) loss of extra-curricular privileges (5) informal talk; (6) conference with student/parent

SHORT TERM SUSPENSION (Up to 10 School Days) – The student is informed that he/she is subject to suspension. The student is afforded the opportunity to hear the reason(s) for his/her suspension and to respond. The building principal is the person charged with carrying out this procedure. Students are allowed to make up work while they are under an out of school suspension. Only partial credit, a maximum of 90% will be given for work completed during a suspension.

LONG TERM SUSPENSION (10 to 180 School Days) – The Board of Education authorizes the Superintendent to suspend a student for up to 180 school days. The student is informed that he/she is subject to suspension. The student is afforded the appropriate due process procedures. A suspension of more than 10 days may be appealed to the Board of Education through the Superintendent. Students are allowed to make up work while they are under an out of school suspension. Only partial credit, a maximum of 90% will be given for work completed during a suspension.

Out-of-school suspension days do not count towards the attendance policy.

EXPULSION – The Board of Education authorizes the expulsion of students. The student is afforded the appropriate due process procedures. Following the procedure, if the Superintendent determines that the expulsion is appropriate, he will make that recommendation to the Board of Education with which the authority for expulsion rests. Students are not allowed to make up work, while they are under an expulsion.

Suspensions:

Those serving in ISS/OSS will not be allowed to participate in activities until entire ISS/OSS hours are served. Students will become eligible to participate following completion of ISS/OSS hours. Students will report directly to ISS when assigned. One day is equal to 7 hours.

Short Term Suspension – An informal meeting between the school administrator(s), the student, and other appropriate persons will be conducted. The student will be given notice of the charge(s) against him/her and will be given an opportunity to present his/her version of the incident. If after the meeting the administrator decides that a short term suspension is necessary, it will become effective immediately. Reasonable attempts will be made to notify the parent(s) of the suspension. The superintendent has the right to revoke a suspension.

Long Term Suspension – The student and his/her parent(s) will be notified of the Principal's recommendation to the Superintendent to suspend the student for up to 180 days. The student and his/her parents may ask for an appeal of the decision, to suspend, to the Board of Education through the Superintendent. If an appeal is requested, a hearing will be conducted at the office of the Board of Education, at a time set by the Board, and will take place within 8 days of the notification of appeal where possible. The student has the right to be represented by a lawyer or other person of the student's choice. The Superintendent shall transmit to the Board a full report in writing of the facts relating to the suspension, the action taken, and the reasons therefore. The results of the Board's decision shall be delivered to the student within 24 hours of the hearing.

Credit Policy – Students are encouraged to keep up with course work during a long term suspension, only partial credit, a maximum of 90% will be given for work completed during a suspension. Completed work is due two school days upon returning to school. *Student work will be provided while a student serves a suspension. Completed work is due two school days upon returning to school (the end of business on day two; 3:15).*

Expulsion:

The student and his/her parent(s) will be notified within 24 hours of the recommendation to expel the student. The Board of Education, after notice to the parent(s), shall conduct a hearing at the office of the Board of Education, at a time set by the board, within 8 days to consider the evidence and statements that the parties present. The student, or his representatives, shall have right of access to copies of evidence, the right to be represented by a lawyer or other person of the student's choice, the right to be present at the hearing, and the right to confront witnesses and ask questions. Only members of the board shall be present during deliberations. The results of the Board's decision shall be delivered to the student within 24 hours of the hearing.

REPORTING TO LAW ENFORCEMENT

It is the policy of the of the Scott County Central School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

STUDENT DISCIPLINE CODE OBJECTIVE:

Developing good citizenship characteristics among its pupils is one of the most important objectives of an educational system. The task of the individual pupil is to learn to live effectively and harmoniously with others as he/she works to develop his/her own skills and understanding needed to build the kind of character expected of a good citizen.

To assist in accomplishing the institutional objective cited above, the principals and teachers in each building with the Scott County Central School District are charged with the responsibility for establishing and enforcing the rules and regulations necessary for the implementation of a discipline policy which is both effective and judicious. Through a cooperative effort of school personnel, parents, and pupils working to maintain good school discipline, an atmosphere can exist that fosters the development of good citizenship characteristics. School administrators have the discretion to discipline students for conduct that is disruptive or prejudicial to the educational environment and/or causes a safety concern. The following non-exhaustive list sets forth conduct that will be subject to discipline.

EXPLANATION OF PROBLEM AREAS:

ACADEMIC DISHONESTY - Any attempt to give or obtain assistance in a formal academic exercise whether verbal or written without due acknowledgment.
Any Offense: Grade reduction and replacement assignment.

ASSAULT- School Board Policy and Regulation 2673. Physical attack on another individual who does not wish to engage in the conflict. Use of physical force with the intent to do bodily harm. Acting with violence toward another person, either physically or non-physically. Attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

BULLYING – School Board Policy 2655. -Intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group. A bullying report should be documented and filed with the elementary office. Any district employee having firsthand knowledge of a bullying incident shall report the incident to the building principal within 2 days of the incident.

First Offense: Loss of privileges, conference with teacher, parent conference, In-school suspension, 1-180 days out-of-school suspension. *Subsequent Offense:* 1-3 days out-of-school suspension or 1-180 days out-of-school suspension or expulsion.

BUS VIOLATION – Not following any bus rule or causing a bus disruption.

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked for 1-180 school days. (Major offenses) First offense: (referral is made) up to 5 days bus suspension; Second offense; (referral is made) 6-10 day bus suspension; Third offense; (referral is made) rest of the school year. A zero tolerance policy will be practiced after that for the duration of a student's enrollment at Scott County Central.

CELL PHONE USAGE – Students may have cell phones on campus, but **usage** is strictly prohibited during the school day. Phones that distract the learning environment (usage, texting, calls, recording, pictures, alarms, bells, chirps, etc) will be turned in to the office and the owner will serve a consequence. Alarms, bells, chirps and checking the time during instruction will result in confiscation and a disruption referral. ***First Offense (usage):*** Confiscate the device. Student may retrieve the device from the office at the end of the school day. ***Second Offense & subsequent offenses:*** Confiscate the device & the parent will pick up the device. **Failure of the student to give the staff member the phone will result in a “failure to comply” and will be disciplined accordingly.**

DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY OR SCHOOL POLICY – Refusal to comply with reasonable requests of any school personnel or policy of the school. *First Offense: loss of recess, parent contact, loss of privileges, ALC, loss of extra-curricular activities, 1-10 days out-of-school suspension. Subsequent Offense: 1-180 days out-of-school suspension, expulsion or ALC.*

DISHONESTY-Any act of lying, whether verbal or written, including forgery and petty theft. *First Offense: Loss of Privileges, Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: Loss of Privileges, Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.*

DISRUPTIVE BEHAVIOR – Conduct which has the effect of disturbing education or the safe transportation of a student. Students are expected to keep their hands, feet and all other objects to themselves. (i.e. excessive classroom disruptions, horseplay, sleeping in class, failure to participate, activities that hinder teaching and learning in the classroom.)
First Offense: Loss of recess, corporal punishment, In-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: corporal punishment, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

DISRUPTIVE OR DEMEANING LANGUAGE/CONDUCT – The use of hate language or profanity, symbols or other expression to demean other persons due to race, gender, disability, natural origin, or religious beliefs. This includes conduct verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions. Profanity.
First Offense: 2 days in-school suspension, or 1-10 days out-of-school suspension. Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

DRESS CODE VIOLATION – Student dress which is disruptive and/or inappropriate for the school setting. This includes, but is not limited to, clothing that is revealing, clothing that advertises illegal activity, clothing with vulgar or profane messages, and clothing that contains demeaning, discriminatory or disruptive language or symbols.
First Offense: Change clothes, in-school suspension Subsequent Offense: In-school suspension

EXTORTION** - Verbal threats or physical conduct designed to obtain money or other valuables.
First Offense: In-school suspension, 1-10 days out-of-school suspension Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

FAILURE TO COMPLETE WORK/MISSING ASSIGNMENT-Work that is missing or incomplete assignments when assignment is due.

First Offense: Loss of recess and/or privileges until the assignment is complete. Subsequent Offense: Loss of recess and/or privileges until the assignment is complete. Assigned to ALC for 2 late or missing assignments in a quarter and each after that.

FAILURE TO MEET CONDITIONS OF SUSPENSION

Coming within 1,000 feet of the school while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy. *First Offense:* Verbal warning, in-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense:* 1-180 days out-of-school suspension, or expulsion.

FIGHTING*** – Physically striking another in a mutual contact as differentiated from an assault. *First Offense:* Elementary: 3 days of ISS or 3 swats, 1-10 days of in-school suspension. Secondary: 1-10 days out-of-school suspension. *Subsequent Offense:* Elementary: 1-10 days out of school suspension. Secondary: 3-180 days out-of-school suspension or expulsion.

MISSOURI NEW FIGHT LAW: If a student gets in a fight or gets in trouble for bullying, they could now be arrested and face felony charges. This includes fights on school property and school grounds but also at bus stops and on school buses. The new law turns a third degree assault, which means causing injury to another person, into a class E felony. This could mean students could be facing jail time if convicted. A class E felony carries a jail time of up to four years. If the victim suffers “emotional distress” from harassment, which is also considered a form of bullying, the harassing student could also be charged with a felony.

FIREARMS AND WEAPONS** - School Board Policy and Regulation 2620. The possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person. Any object perceived to be a weapon (even fake) will fall under the guideline of weapons and discipline code. *First Offense:* In-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

FOOD OR DRINK-Food and drink is allowed at the discretion of teachers and administrators. Vending machines may be used before/after school.

First Offense: Lunch detention.

Subsequent Offense: Lunch detention. Food and drink are prohibited on buses.

GANGS – Gang related behavior will not be tolerated. Since these problems could include violation of law, school officials may also need to notify the appropriate law enforcement officials. Any action the law enforcement officials might take will be in addition to the action taken by the school.

First Offense: 1-10 days out-of-school suspension *Subsequent Offense:* 1-180 days out-of-school suspension, or expulsion.

HARASSMENT – School Board Policy 2130, as it relates to sexual harassment, racial/national origin/ethnic harassment, disability harassment, gender harassment, and sexual orientation harassment.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

INAPPROPRIATE SEXUAL CONDUCT – School Board Policy 2130. Physical touching of another student in the area of the breasts, buttocks, or genitals. Use of sexually intimidating language, objects, pictures. Indecent Exposure – Includes display of breasts, buttocks and genitals.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

INSTIGATION – Provoking or starting a conflict with/between others.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Second Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

INTERNET PRIVILEGE ABUSE – Unauthorized use or misuse of the district’s Internet equipment, WiFi, and/or access capabilities. This includes the use of Facebook or other non-approved websites. *First Offense:* 10 day computer use suspension. 3 days of ISS or Students may be charged the cost of repairs as needed. *Subsequent Offense:* 5 days of ISS, 1-180 day suspension of computer usage/access.

HAZING – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion

IMPROPER DISPLAY OF AFFECTION – Consensual kissing, fondling or embracing or hand-holding.

First Offense: Warning, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

INSUBORDINATION – The refusal to obey legal orders and directives, as issued by voice command or by written policy or procedure, by the school district’s administrators, teachers or employees.

First Offense: 1-180 days out-of-school suspension. *Subsequent Offense:* 1-180 days out-of-school suspension, or expulsion.

THEFT** - Non consensual taking or attempt to take property of another. *First Offense:* Swats or loss of privileges or ALC referral. *Subsequent Offense:* 5-10 day out of school and referral to Superintendent.

TOBACCO – The use or possession of tobacco, of any kind, on or adjacent to school property.

First Offense: 1-180 days in-school suspension, or expulsion. *Subsequent Offense:* 1-180 days out-of-school suspension or expulsion.

TARDY- A student is considered tardy if he/she is not in his/her classroom with the proper materials when the tardy bell rings (7:50 am). *First Offense:* 3 Tardies: lunch detention will be assigned; *Subsequent Offense by 3's:* (6,9,12,15, etc..) In-school suspension. Students will receive a pink slip (office referral) and may receive zeroes for work missed due to tardiness.

THREATENING- It is considered a threat if a student, verbally or nonverbally, gives the indication that he/she will do physical or non-physical harm to another person.

First Offense: 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

TOYS- Toys (anything that can be considered a toy) are not allowed at school. Exceptions include, but are not limited to, Show-and-Tell or special privileges from the classroom teacher. Toys should remain in backpacks until appropriate times to have them out.

TRUANCY – Truancy is defined as deliberate absence from school or as a student that is not in the proper area or an area where they are not allowed.

First Offense: 1-5 days of in-school suspension, *Subsequent Offense:* 2-5 days of in-school suspension

UNPREPARED FOR CLASS- A student is considered unprepared for class if he/she is missing paper, pencils/pens, books or any other material considered “normal” for the classroom. *First Offense:* A tardy will be assigned to the student or loss of recess privilege.

VANDALISM – Destroying or mutilating objects or materials belonging to the school, school personnel or policy of the school.

First Offense: 1-180 days out-of-school suspension and restitution

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion and restitution.

Enrollment Procedures:

Enrollment Procedures

During the school year, parents and students may go to the school during school hours to obtain enrollment information. At the time of enrollment, parents must present a state ID or U.S. government issued birth certificate, complete immunization records,

health data, social security number, an emergency contact person in case parents cannot be reached, family doctor's name, phone number, and address (post office box numbers will not suffice to establish district residence.) Students new to the district should bring some proof of grade placement--for example, a report card. In addition, new student discipline and academic records must be obtained before actual attendance may begin. The school district will submit a request to the previous attending school to obtain academic records. Parents or guardians must authorize this request.

Withdrawal Procedures

When withdrawing from school, the student should do the following: return all school materials (library books, text books, etc.) and pick up his/her personal belongings. All outstanding debts, charges, and book fines, must be paid before report cards will be issued or forwarded to other school districts.

Attendance Policy

Being on the job in the classroom and participating in the experiences that take place are vital parts of the educational process. Regular and punctual attendance is required of all students. The Scott County Central School District policy states that students shall not miss more than 12 absences each year. **Graduating seniors will not be allowed to participate in graduation ceremonies if they have violated the attendance policy.**

Absences

PLEASE CALL THE OFFICE EACH DAY YOUR CHILD IS NOT IN ATTENDANCE. 573-471-3511.

- a. Each student is allowed a total of 12 absences per school year. Parents are expected to call each day their child is absent. Extenuating circumstances will be taken into consideration by the building administrator.
- b. Third party documentation is not required, but recommended (Doctor, Funeral, Dentist, etc.) for completing missed assignments.
- c. Once students return to school, they will have two school days to complete missed assignments. This will be at the discretion of the building administrator.
- d. Parents should notify the office when a student is absent. However, building secretaries will contact parents when students are not in attendance.
- e. Parents will be notified by phone on a daily basis when students are not present.
- f. Students may receive partial credit, up to 90%, for work completed or assigned on or after the 13th absence.

Five Consecutive Absences Without Notification

Five (5) consecutive absences without parent/guardian notification will result in the student being dropped from the school enrollment.

Exceptions

- a. Absences resulting from long-term illness or other unusual circumstances will receive consideration for a modified application of this policy.
- b. Students involved in recognized off-campus educational experiences will not be considered absent.
- c. Students participating in homebound programs have a recognized change in educational placement and are not considered absent.

Tardy Policy

Tardiness can usually be prevented. It is common courtesy to your classmates not to interrupt their classes. Students should be considered tardy if they are not in the classroom by 7:50 when the bell rings with the proper materials.

Each quarter a student is allowed three unexcused tardies. A fourth tardy will result in one lunch detention being assigned. Failure to appear in lunch detention will result in an additional day being assigned.

Students who arrive late for school must sign in at the elementary school office and will be issued an admit slip marked tardy unless documented proof of an emergency is presented. Students will then be sent to class as tardy.

Total Tardies Per Quarter

1-2= Warning

3= detention, 6=ISS, 9=2 days ISS, 12=3 Days ISS

Policy Administration and Determinations

- a. The building principal will administer this policy. He/she will maintain current and accurate records regarding individual student attendance and will ensure that the student is aware of his or her standing with regard to this policy.
- b. All determinations regarding the application of a failing grade will be made by the building principal. His/her decisions may be appealed to the superintendent by the student's parent/guardian. In the case that the appeal is denied, the student will have the opportunity to recover their grades, by attending summer school (if offered).

Late Arrival:

Students who arrive late to school are to first come to the office to be counted. Student attendance is kept on an hourly basis not a daily basis.

REMINDER: Elementary student discipline, policy and procedures are not limited to these pages. Elementary students are governed by the Scott County Central School Board policies as they apply to each student and listed in this handbook.

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.”

MISSION STATEMENT

“To prepare all students for academic excellence, be independent life-long learners, and tolerant, contributing members of a global community.”

PUBLIC NOTICE

All public school are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child’s third birthday through age twenty (20), regardless of the child’s disability. Disabilities include: learning disabilities, mental retardation, behavior disorders, emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education and traumatic brain injury.

Scott County Central **Title IX Grievance Procedure**

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

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with the Scott County Central School District have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. In instances involving a student under eighteen years old, the student’s parent/guardian should participate in the hearing and resolution process.

Such a complaint must be in writing and signed. The written complaint must provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: Any such complaints must be submitted to the Title IX Coordinator/Scott County Central Superintendent. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

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

The grievance procedures herein do not deny the right of the grievant to file formal complaints with other appropriate state or federal agencies, such as the Missouri

Human Rights Commission, United States Department of Education Office for Civil Rights, or the Equal Employment Opportunity Commission (employees only). Similarly, these procedures do not deny any right of the grievant to seek private counsel for complaints alleging discrimination.

Title IX Coordinator

Brian Hukel
20794 US Hwy 61
Sikeston, MO 63801
573-471-2686
Office Hours: Mon–Fri. 8:00-3:30

504 Coordinator

Kim Kesler
20794 US Hwy 61
Sikeston, MO 63801
573-471-3511
Office Hours: Mon-Fri. 8:00-3:00

TITLE IX GRIEVANCE PROCEDURE

Level 1: Principal or Immediate Supervisor (Informal and optional – may be bypassed by grievant)

Many problems can be solved by an informal meeting with the parties and the principal or coordinator. Employees with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

Level 2: Title IX Coordinator

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, they may formalize it by filing a written complaint on a Compliance Violation Form, which may be obtained from the Title IX Coordinator. The complaint shall state the nature of the grievance and the remedy requested, and the date the grievance was submitted. The Level 2 written grievance should be filed with the Title IX Coordinator within fifteen (15) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence. The Coordinator has authority to investigate all written grievances. If possible, the Coordinator will resolve the grievance. If the parties cannot agree on a resolution, the Coordinator will prepare a written report of the investigation.

Level 3: The Board of Education

If the Superintendent rejects the recommendations of the Coordinator, and/or either party is not satisfied with the recommendations from Level 2, either party may make a written appeal within ten (10) days of receiving the report of the Coordinator to the Board of Education. On receipt of the written appeal, the matter shall be placed on the agenda of the Board of Education for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board of Education shall be final.

Other Options for Grievant

At any time during this process, a grievant may file a complaint with the Missouri Human Rights Commission or with the U.S. Department of Education, Office for Civil Rights.

SECTION 504 GRIEVANCE PROCEDURE

Level 1: Building Administrator (Informal/Formal)

Many problems can be solved by an informal meeting with the parties and the principal or coordinator. Employees with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with their principal or immediate supervisor, with the objective of resolving the matter informally. A student or parent with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with the teacher, counselor or building administrator involved.

Level 2: Section 504 Coordinator

If the complaint or issue is not resolved at Level 1, the grievant may file a written grievance with the Coordinator. The written grievance must be filed with the Coordinator within fifteen (15) days of the event or incident giving rise to the grievance, or within fifteen (15) days of the date the grievant could reasonably have become aware of the event or incident. Extensions of the fifteen (15) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require.

Level 3: Board of Education

Any party aggrieved by the decision of the Superintendent or in disagreement with the proposed remedial action may make a written appeal to the Board of Education. Such written appeal shall be filed in writing with either the Superintendent or

Secretary of the Board of Education. Such written appeal must be filed within ten (10) days of receipt of the decision of the Superintendent. Extensions of the ten (10) day requirement will be granted if the grievant can establish good cause for the delay and the interests of justice and fairness so require. Upon receipt of a written appeal, the District shall place the grievance on the agenda of the next meeting of the Board of Education following the fifth day after the appeal is received, or at such Board meeting thereafter as may be agreed upon by the parties.

At the hearing before the Board, the parties shall have the right to be represented by legal counsel, to call and examine witnesses, cross-examine witnesses called by the opposing party, and to submit evidence into the record.

Level 4: Circuit Court

Any party aggrieved by the decision of the Board of Education may appeal the decision to the Circuit Court of the County, in accordance with Chapter 536, Revised Statutes of the State of Missouri, or to the applicable court.

Other Options

At any time during the grievance process, a grievant may file a complaint with the United States Department of Education, Office for Civil Rights (Kansas City, Missouri) or the Missouri Commission on Human Rights. Employee grievants may also file a complaint with the Equal Employment Opportunity Commission.

(Title IX Compliance Violation and Section 504 Compliance Violation grievance forms may be attained from the building secretaries.)

Missing Students

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The <public agency> 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, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Missing School and Requesting Work

In some cases a student has to miss school. Upon returning to school the student should request the privilege of making up work missed. Students will be allowed 1 day to make up work for every 1 day absent. Procedures for receiving daily assignments for students who are ill at home and unable to come to school are as follows:

✓ Request for homework may be made by phone or note to the office by 9:30am on the day of the absence. Requests made after 9:30 am do not allow ample time to secure homework from all teachers. The homework may be picked up after 2:30pm in the office, thus giving teachers ample time to prepare the homework.

✓ Students suspended out-of-school **will not** be allowed to make up missed work while serving suspension. The work can be picked up and completed, but no credit will be given.

Bad Weather Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. All announcements regarding school closing will be broadcast on radio stations KGMO-Cape Girardeau, KWKZ-Cape Girardeau, KSIM – Sikeston, KMPL-Sikeston, KZIM/KEZS/KGIR-Cape Girardeau. An announcement will also be made on KFVS-TV-Cape Girardeau. An all-district call will be made by the Superintendent as well. Reports in the morning begin around 7:00 a.m. If no report is heard it can be assumed that school will be in session.

CHECK OUT PROCEDURE: PERMISSION TO LEAVE CAMPUS

With the safety and welfare of the students in mind, the Board of Education, in Board Policy 2630, has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons.

The Scott County Central School District is legally responsible for the safety of its students during the school day. In keeping with this responsibility, the following procedure will be followed:

- 1 Have a note or phone call from the student's parents or guardian to the appropriate office. This should be done before school, if possible.
- 2 Personally check out with either the principal or the secretary. No one may leave campus without the principal or secretary completing the final checkout procedure.
- 3 The principal or secretary will require the student to sign out in their presence. No one will be allowed to sign the checkout list unless the principal or secretary is present.

A violation to properly checking out will be considered "skipping" school and will result in the appropriate consequences.

VIOLENCE PREVENTION

Students should immediately report to the office any person(s) who may potentially cause danger or threaten the faculty and students of Scott County Central. Prevention measures must be taken to ensure a safe school environment.

HEALTH STANDARDS

No pupils shall attend school while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it. The principal may require a pupil suspected of having a disease, or of being able to transmit the disease to

be examined by a physician and to provide a written statement of health before re-entering school. Any pupil not complying may be excluded from school.

MEDICATION POLICY

The student's doctor must provide a written request that the student be given prescription medication or over-the-counter medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and doctor's name. The diagnosis/indication for use of the medication shall be provided.

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

A parent/guardian must also provide a written request that the school district comply with the doctor's request to give over-the counter 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-label container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

Students with asthma or any potentially life-threatening respiratory illness may carry with them self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe School 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 is part of this Regulation. (See Regulation 2870-Permission Form). Parents must provide an inhaler to be kept in the nurse's office for all students who have been prescribed an inhaler for Asthma. Students who have permission to self administer their inhaler must also provide a back up inhaler to be kept in the nurse's office.

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.

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 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.

COMMUNICABLE DISEASES

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
- 1 Is not in the contagious or infectious stage of an acute disease.
- 2 Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment. (See Regulation 2860-Acute Infectious Disease Section)

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy. (See Regulation 2860-Chronic Infectious Disease Section)

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action. (See Regulation 2860-Chronic Infectious Disease Section #5)

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators", a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

INOCULATION OF STUDENTS

It shall be the policy of the Scott County Central School District that all students attending the district schools shall be in compliance with state law and regulations requiring immunization against poliomyelitis, rubella, mumps, tetanus, pertussis, diphtheria, Hepatitis B, and HIB.

The parents or guardians of each student entering the school district shall furnish satisfactory proof that the student has been adequately immunized, or that the immunization process has begun.

It shall be unlawful for any student to attend school in the district unless the student has been satisfactorily immunized or unless the parents/guardians have signed and placed on file with the school administrator a statement of exemption because of religious beliefs or medical contraindications. A physician's statement will be provided if the reason for exemption is a medical contraindication. Failure to comply with this legal requirement will result in the student's exclusion from school until proof of compliance has been presented to the district. If the student produces evidence of having begun the process of immunization, he or she may continue to attend school as long as the process is proceeding. Homeless children are the only exception, and are allowed a 24-hour time period in which to provide proof of compliance.

The superintendent shall institute procedures for the maintenance of health records, which are to show the immunization status of every child enrolled or attending in the district, and for the completion of all necessary reports in accordance with guidelines prepared by the Department of Social Services-Missouri Division of Health.

LOCKERS

A locker will be assigned to each student grades 3 through 6. Students are not allowed to switch lockers. The student is responsible for the condition of the locker; no posters or pictures are to be taped to the outside of the locker unless approved by the teacher. The principal or a designee will conduct periodic locker checks. In addition to locker checks, the Superintendent of Schools will have various random "Drug Dog" searches, through the Sheriff's Department, as situations and circumstances may dictate. Students are strongly advised NOT to share lockers. **STUDENTS ARE RESPONSIBLE FOR ANYTHING FOUND IN THEIR LOCKERS.**

SCHOOL BUSES

The school transportation system is designed to transport students to and from school in a safe, economical, and punctual manner. This is a service and a privilege offered to students. Rules and regulations should be understood and followed for the benefit of all. When students abuse this privilege, it will be removed. Students who cannot abide by bus rules and regulations will not be permitted to ride the school bus. Removal from the bus could range from 5 days to 30 days. Persistent poor behavior will result in an even longer ban from riding the bus.

Bus Rules: Remain seated facing the front

- Keep hands and head to self and inside the bus
- Do not write on seats, or damage the bus in any way
- Be courteous to the driver and other riders
- No profanity
- Do not eat or drink on the bus

TELEPHONES CALLS

If you need to leave a message for your child, we will ensure that he or she receives it. Students will not be called out of class to answer or make phone calls. Students may

use the phone between class, at lunch or before/after school. If you have any questions or concerns, the principal or secretary will be happy to assist you.

LUNCH/CAFETERIA PROGRAM

With the safety and welfare of the students in mind, the Board of Education, in Board Policy 2630, has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

Breakfast: Full price - **FREE**

Lunch: Full price – **FREE**

PARKING

a) Student parking will be confined to the area traditionally used for this purpose. b) Students are to exit the parking area by way of the main entrances only. c) Students are to allow the buses the right of way at all times. d) Students are subject to losing their driving privileges if this “privilege” becomes abused or leads to unsafe conditions. e) Students must obtain, complete, sign and return a “Drug Consent” form to receive permission to park on district policy.

STUDENT DRESS

Students are expected at all times to dress in a manner that is appropriate to the time, place, and purpose. Dress and grooming practices should meet basic expectations, of society in general, and that of the local community. Students of the Scott County Central School District are expected to dress in a fashion that will not discredit the school or interfere with the learning process. Any dress which is deemed disruptive or potentially disruptive to the educational environment will not be permitted. Students may be issued a tardy for failing to meet proper dress. The following is a non-exhaustive list of some examples of dress and/or items that are prohibited at school and/or school functions:

1. No sunglasses/nonprescription glasses may be worn in the building.
2. No caps or other head covering may be worn in the building.
3. Sleeveless shirts may be worn BUT only under the following conditions:
 - a. Girls shirt straps have to be two inches wide and the bra straps cannot show. Armholes cannot show the bra.
 - b. Boy’s armholes should be no more than two inches down from the armpit. Exceptions to this rule may be made for PE provided that the students do not leave the gymnasium.
4. No backless shirts, halter tops, “open back” or “open front” shirts are to be worn by anyone.
5. Shirts and blouses must be long enough to be tucked into the pant.
6. No revealing or obscene shirts may be worn.
7. Tube tops cannot be worn for any reason with or without a button down shirt or with overalls, etc.
8. No short-shorts or mini-skirts with them measuring to the mid-thigh.

9. No clothing or jewelry should be worn that could be considered gang-related.
10. No chains (wallet chains, etc) should be worn to school.
11. Combs and picks should not be worn in the hair.
12. Sagging pants are not allowed at school or any school related activity.
13. No pajamas are to be worn to school.
14. No holes in pants will be permitted without tights or leggings underneath.

Tattoos, body piercing, unusual hairstyles and inappropriate dress are examples of appearance that the principal could deem inappropriate and disruptive to the educational surroundings.

***Exceptions to the dress code will be made on special occasions (spirit week, etc.). If other problems with student dress should arise, the principal reserves the right to determine the appropriateness of student appearance.**

ENROLLMENT AND DROPPING PROCEDURES

A student may be enrolled provisionally for up to 45 days until proper paper work is obtained. Request for drop/add transfers is disrupting to both classes (the one entered and the one dropped). Every student should carefully consider the classes they include in their schedule. A three day grace period, at the beginning of a new semester, is available for dropping classes. Classes dropped after the grace period will require approval of the principal. Should students transfer classes, he/she will be responsible for making up all assignments missed in the added class. Students who pay tuition to attend SCC **MUST** pay each quarter's tuition (\$1000) prior to its start. Students who do not comply will not be allowed to enroll until the payment is made. The total tuition is \$4000 per school year.

INTERNET USER POLICY

Each student must have a parent/student signed Internet Agreement form on file in the office. If a student does not have the signed agreement, access to the Internet will be denied. (See the Secretary for the signed copy.)

STUDENT SUPPORT SERVICES

COUNSELING SERVICES:

Students may wish to consult with the counselor concerning educational, personal matters and problems. Counselors are available to assist students in these areas. The counseling staff also helps students: (a) make positive adjustments to high school; (b) to recognize their educational and career interests, aptitudes, and weaknesses; and (c) make arrangements for attending college or other post-secondary institutions. Students must have a pass from a counselor to present to the teacher(s) prior any conference.

NURSING SERVICES:

Students wanting to see the nurse must have a pass from a teacher unless extreme emergency. Students must go to the office to have their pass signed by the Principal or secretary before going to the nurse's office. The nurse does not write P.E. excuses. The nurse has educational literature available for student use on a variety of health related subjects.

LIBRARY MEDIA SERVICES: The Library Media Center is the information hub of Scott County Central. Reflecting the philosophy of developing independent learning, the LMC staff emphasizes skills that allow students not only to obtain information from books and media that support their class work, but also to develop the lifelong skills needed for reading for enrichment and recreation. The goal of the LMC's flexibly accessed program, which allows students and faculty the opportunity to explore a wide range of research materials, is to provide a quality learning experience.

Faculty is encouraged to work with the Library Media Specialist to weave the LMC's information resources into their lesson plans. The LMC staff provides assistance in learning to use the card catalog, multimedia encyclopedias, periodical data bases, and Internet research.

SCHOOL SPONSORED TRIPS

The school schedules all buses to games or field trips and each bus is under the direction of a faculty member. Students are not to leave sponsored groups outings, such as field trips, tours of industry, athletic trips, band trips, etc., unless they have previously presented in writing parental permission to do so, and do actually leave with their parents. All trips are to be approved by the building principal. All school rules apply while on school-sponsored trips. This includes, but is not limited to, dress, behavior, alcohol, tobacco and drug usage, etc.

EXTRA-CURRICULAR ACTIVITIES

The value of extra-curricular activities in the school programs is recognized and student's participation is encouraged. Activities shall be opened to all students of SCC, except in cases where a student might be on disciplinary probation or under suspension. Students participating in or attending any activity shall be expected to be in attendance during the school day on which that activity is scheduled at least 4 consecutive periods. Students sent home by the nurse will be deemed ineligible to participate in or attend extra-curricular activities. The only exception would be an emergency situation that might arise in the family and would be approved with the administration. **PARTICIPATION IN OR ATTENDING EXTRA CURRICULAR ACTIVITIES IS A PRIVILEGE, NOT A RIGHT, AND A STUDENT MAY LOSE THIS PRIVILEGE IF CIRCUMSTANCES WARRANT.** The principal may deem a student ineligible to participate in or attend an activity if the student is seen as a "poor representation of the school". This may be academically or behaviorally. Any students serving an in-school or out of school suspension or an expulsion **will not** be allowed to participate in activities during the school day or attend extra-curricular activities on the day(s) of his/her suspension/expulsion, home or away. They will become eligible to participate in school activities upon their first day in school after their

suspension/expulsion period. Any student who has violated the attendance policy and/or owes fines/fees is ineligible for extra-curricular activities.

CRITERIA FOR ELIGIBILITY AND PARTICIPATION IN INTERSCHOLASTIC ATHLETIC ACTIVITIES

In order to be eligible for interscholastic activities, a student must: (1) be presently enrolled in and regularly attending courses that offer a minimum of 3.00 units of credit; (2) must have passed 3.00 units of credit during the previous semester; (3) must be making satisfactory progress towards graduation; and (4) must be judged by the high school principal to be a good school citizen.

SCC participates in 6 interscholastic activities. Students are encouraged to take part in some form of interscholastic competition. SCC interscholastic activities include:

Boys' Basketball	Girls' Basketball	Softball
Cheerleading	Baseball	Track

GRADING CLASSIFICATION FOR STUDENTS

Classification for High School Students:

A **freshman** is a student that has successfully completed the eighth grade. A **sophomore** is defined as a student that has completed 6 units of approved coursework before the beginning of their third semester. A **junior** is defined as a student that has completed 12 units of approved courses before the beginning of their fifth semester. A **senior** is defined as a student who has attended at least six semesters of high school (18 units) and can schedule, as part of the normal seven periods, the courses required to receive a high school diploma.

GRADING SCALE

96-100	A
90-95	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C

70-72	C-
67-69	D+
63-66	D
60-62	D-
59-0	F

CARE OF SCHOOL PROPERTY

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. PLEASE BE SURE YOUR NAME IS WRITTEN in the book in case it is misplaced. Sorry, but we DO charge a fine based on the Principal's or teacher's judgment for abuse, misuse, or lost books.

Books are not to be left in the hallway, lounge, or gym at any time. If a book is found the student will be issued a tardy by the office. When not in use, books are to be stored in one's desk or locker.

Students who disfigure property or do other damage to school property will be subject to disciplinary action and be required to pay for the damage.

SEXUAL HARASSMENT OF STUDENTS

The School District strictly prohibits sexual harassment of student by employees or other students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.
- b Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- c Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation.

The appropriate administrator shall conduct an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or

expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may use the normal grievance procedure.

Publications disseminated to employees and students will inform them of this policy.

NO CHILD LEFT BEHIND

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

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

Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.

Whether your child is provided services by paraprofessionals and, if so, their qualifications.

What Baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, this district must provide to each individual parent the following:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

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

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel. Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with any program, activity, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: Any such complaints must be submitted to Mr. Alvin McFerren, Scott County Central Superintendent. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may

require the parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Federal Programs- Parent/Guardian Notification

No child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district receiving Federal funds.

- 1 Districts must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials representatives.
- 2 At the beginning of each school year, a participating school district must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child.
- 3 A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not properly certified.
- 4 When a school is identified for School Improvement, the district must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement.
- 5 Within thirty days after the beginning of the school year, a district must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction education program.
- 6 Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous.

(From the Missouri *Consolidated Federal Programs Administrative Manual*, January 2005)

Random Drug Testing

The Board of Education is committed to providing a school environment that is safe, free from substance use or abuse, and conducive to learning. Participation in school sponsored and/or co-sponsored MSHSAA activities, as well as parking on campus, is a privilege. Accordingly, students in school sponsored and/or co-sponsored MSHSAA activities and/or parking on campus, carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Covered activities for drug testing include, but is not limited to, band, cheerleading, student parking permits, MSHSAA athletics, school clubs and organizations. Students who park on district property must be registered with the principal. **NOTE: Any student suspected of being under the influence of alcohol or drugs will be “tested” by the principal. Any student refusing to be tested will be consequenced according to district policy.**

Drug Testing Procedure

Each student participating in covered activities shall receive copies of the district “Drug Testing Policy” and “Drug Testing Consent” form which shall be read, signed, and dated by the student and legal guardian.

Students in grades 7 through 12 must turn in the “Drug Testing Consent” form to the high school office by the deadline set for the school year before the student will be allowed to continue or begin practice or participation in any covered activities. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required. Any student in grade 7-12 who does not turn in the required forms by the deadline will not be able to participate in any covered activities as defined in the district’s policy or obtain a student parking permit during the remainder of the school year.

To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities include parking on district property, all school sponsored extracurricular activities, including band and cheerleading. District employees shall not have the authority to waive testing of any student selected using the random selection process.

Students who test positive through the random testing program will be excluded from participation in covered activities as follows:

First Offense: Exclusion from all covered activities for a minimum of 30 school days and must pass a drug test administered by the district prior to participating in covered activities again. The penalty will be lessened to 15 days if the student participates in an approved drug treatment program.

Second Offense: Exclusion from all covered activities for a minimum of 90 school days and must pass a drug test administered by the district prior to participating in covered activities again.

Third Offense: Excluded from all covered activities for the rest of the student’s enrollment in the district.

**SCOTT COUNTY CENTRAL SCHOOL DISTRICT
RANDOM DRUG TESTING CONSENT FORM
2020-2021**

I have read and completely understand the district's policy and procedures regarding the Scott County Central School District student drug testing program.

I hereby give consent for my student to participate in the drug testing program at Scott County Central School District. I understand that my student will be placed in the pool for random drug testing and that the Scott County Central School District will pay for all random drug tests if my student is selected.

I understand that students who wish to drop out of the pool must first have their parent/guardian come to the school and meet with the Principal. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on their own, he/she still needs to meet with the Principal to leave the pool. Once a student is in the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in co-curricular and/or extra-curricular activities as well as student parking privileges.

Student Name (please print) _____

Student Signature _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Today's Date _____

*******This form must be completed before a student can participate in any co-curricular and/or extra-curricular activity as well as student parking privileges. This consent form is good for one school year and must be renewed annually.**