

# SCOTT COUNTY CENTRAL HIGH SCHOOL

*"Attaining Educational Excellence"*

20794 US HWY. 61

Sikeston, MO 63801-7260

573-471-2001 (phone)

573-471-2004 (fax)



**HOME OF THE BRAVES & BRAVETTES**

**Principal: John-Mark Jones**

**314-566-9766 (cell)**

**[jjones@scottcentral.k12.mo.us](mailto:jjones@scottcentral.k12.mo.us)**

# **Policy of Non-Discrimination**

The Scott County Central School District does not discriminate on the basis of race, color, natural origin, sex, age, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to applicants for admission and employment, students and parents of elementary and secondary students.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact:

Brian Hukel  
Superintendent of Schools  
20794 U. S. Highway 61  
Sikeston, MO 63801  
573-471-2686

This notice has been designated to coordinate the Scott County Central School District's effort to comply with the regulations implementing Title VI, Title IX and Section 504.

## **JH/HS Bell Schedule**

Breakfast: 7:25-7:45

1<sup>st</sup> Period 7:50-8:50

2<sup>nd</sup> Period 8:54-9:44

3<sup>rd</sup> Period 9:48-10:38

4<sup>th</sup> Period 10:42-11:32

5<sup>th</sup> Period 11:32-12:54

**Jr. High Lunch** 11:32-12:00

**Jr. High Class** 12:04-12:54

**Sr. High Class** 11:36-12:26

**Sr. High Lunch** 12:26-12:54

6<sup>th</sup> Period 12:58-1:48

7<sup>th</sup> Period 1:52-2:42

8<sup>th</sup> Period 2:45-3:15

**Students have 4 minutes between each class.**

**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  
High School Counselor-----Debra Knight  
Curriculum Coordinator-----Stacey Pullen

**High School Phone----- (573) 471-2001**

Elementary Principal-----Stacey Pullen  
Elementary Secretary-----Mary Blissett  
Director of Special Education-----Barbara Soemo  
Special Education Secretary-----Gennell Casey

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

**MISSION STATEMENT**

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

**GOALS**

In order to accomplish our philosophy of education, the following goals have been set.

- To provide for the uniqueness of each student.
- To instill a feeling of self-esteem within each student.
- To develop positive attitudes and values toward all segments of society.
- To provide a challenging curriculum that meets the needs of all students.
- To develop the student academically, physically, vocationally, emotionally, and socially.
- To promote independent and critical thinking.
- To maintain open lines of communication among all staff members, parents and the 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.

## POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

Scott County Central High School is implementing PBIS as an effective and proactive process for improving social competency and academic achievement for all students. PBIS is dynamic problem-solving process involving goal identification, information gathering, hypothesis, development, support plan design, implementation and monitoring.

### PBIS MISSION

The SCC staff and students will build a respectful, responsible and safe community. We will facilitate positive behavior change in students and staff.

### PBIS VISION

SCC staff and students will view respectful, responsible and safe actions as the norm for the school environment as well as all other social environments. As a result, staff and students will excel in all endeavors.

# SCOTT COUNTY CENTRAL BEHAVIORS MATRIX

	All Settings	Classroom	Cafeteria	Hallway	Sporting Events	Bathroom	Bus	Before/After School
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Keep Hands, feet, and all other objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>Listen to Directions</li> <li>Follow class rules</li> <li>Use correct language</li> </ul>	<ul style="list-style-type: none"> <li>Clean up mess</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Keep voice low</li> <li>Listen to all Adults</li> </ul>	<ul style="list-style-type: none"> <li>Follow Directions</li> <li>Show respect to all</li> </ul>	<ul style="list-style-type: none"> <li>Flush after use</li> <li>Honor privacy</li> <li>Conserve supplies</li> </ul>	<ul style="list-style-type: none"> <li>Keep voice low</li> <li>Listen to all adults</li> </ul>	<ul style="list-style-type: none"> <li>Listen to all adults</li> <li>Turn in found items</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Use polite language</li> </ul>	<ul style="list-style-type: none"> <li>Be on Time</li> <li>Have materials ready</li> <li>Complete work on time</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line patiently and quietly</li> </ul>	<ul style="list-style-type: none"> <li>Always use a pass</li> <li>Walk to the Right</li> <li>Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>Report problems</li> <li>Take care of facilities</li> <li>Arrive/Leave on time</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap</li> <li>Use and then leave</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Report problems</li> <li>Be a positive role model</li> <li>Follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>Be in correct areas</li> <li>Arrive on time</li> <li>Report problems</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Accept consequences without arguing or complaining</li> <li>Keep track of personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>Keep materials neat</li> <li>Keep books with you</li> </ul>	<ul style="list-style-type: none"> <li>Keep tables and floors free of trash</li> <li>Use conversational voice</li> </ul>	<ul style="list-style-type: none"> <li>Keep locker clean</li> <li>Report problems</li> <li>Walk to class</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep toilet clean</li> <li>Use for correct reasons</li> </ul>	<ul style="list-style-type: none"> <li>Have things ready</li> <li>Keep aisle clear</li> <li>Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> </ul>

**All people entering Scott County Central will be respectful, responsible and safe.**

## **DISCIPLINARY ACTIONS (Listed in Order of Severity)**

**GENERAL DISCIPLINARY MEASURES** – May include the following: (1) Corporal Punishment (1-3 swats); (2) In-School Suspension/ISS; (3) loss of credit; (4) loss of extra-curricular privileges (5) inform/formal conference; (6) conference with student/parent, (7) lunch/after-school detentions.

**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 serving an out of school suspension. Only partial credit, up to 90%, will be given for work completed during the suspension.**

**LONG TERM SUSPENSION (11 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 serving an out of school suspension. Only partial credit, up to 90%, will be given for work completed during the suspension.**

**NOTE:** Those serving in ISS/OSS will not be allowed to participate in activities until the 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 8 periods. **Out of School suspension days DO NOT count toward the attendance policy.**

**Credit Policy:** Students are encouraged to keep up with course work during suspensions. Completed work is due two school days upon returning to school. If not, the late work policy is to be used.

**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. Expelled students are not allowed on district property during their expulsion.

## 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:

### **\*\*/\*\* mandatory report to police**

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.

## PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violations. The Principal is authorized to more narrowly tailor potential consequences as appropriate. All consequences must be within the ranges of established in the regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file. Pursuant to the law and school board policy.

Parents and students should understand that repeated violations of the school discipline code will not be tolerated. Students who have repeated behavior problems will be subject to more severe discipline consequences which may include out-of-school suspension or expulsion, referral to the Superintendent or Board of Education or referral to law enforcement.

## EXPLANATION OF PROBLEM AREAS

**ALCOHOL\*\*** - Possession of, sale, distribution, or attendance while under the influence of or soon after consuming any alcohol regardless of whether the student is on school premises.

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

**Subsequent Offenses:** 11-180 days out-of-school suspension

**ACADEMIC DISHONESTY** - Any attempt to give or obtain assistance in a formal academic exercise whether verbal or written without due acknowledgment.

**First Offense:** Grade reduction (per late policy), replacement assignment and parent contact.

**ARSON\*\*** - Intentional or negligent setting of a fire, explosion or burning of school property.

**First Offense:** 1-180 days out-of-school suspension, Restitution if appropriate.

**Subsequent Offense:** Expulsion. Restitution if deemed appropriate.

**ASSAULT\*\*/\*\*- School Board Policy and Regulation 2673.** Physical attack on another individual who does not wish to engage in the conflict. 1-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.

**First Offense:** Loss of privileges, classroom detention, conference with teacher, parent conference, In-school suspension, 1-180 days out-of-school suspension.

**Subsequent Offense:** 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 one week, one month or 1 year.

**CELL PHONE USAGE** – Students may have cell phones on campus, but **usage** is strictly prohibited during instructional time. 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):** Phone confiscated and held for 8 hours of school. Student may pick up. **Subsequent Offense:** Phone confiscated. Parent must pick up phone. Failure by the student to give the staff member the phone will result in 1 Day of ISS in addition to the consequence for usage/distraction.



**COMPUTER VIOLATION**-Any behavior deemed inappropriate while using a computer, will result in the student losing their computer privilege for 1 week for the 1<sup>st</sup> offense, 1 month for the second offense and 1 year for the third offense. **See Technology Infraction Guide**

**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:** 1-10 days in-school suspension.  
**Subsequent Offense:** 1-180 days in-school school suspension

**DISHONESTY**-Any act of lying, whether verbal or written, including forgery.  
**First Offense:** Nullification of forged document. Contact Parent. Detention  
**Subsequent Offense:** Detention, ASD, ISD, OSS

**DISRUPTIVE BEHAVIOR** – Conduct which has the effect of disturbing education or the safe transportation of a student.  
**First Offense:** Detention, in-school suspension, or 1-10 days out-of-school suspension.  
**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**DISRUPTIVE OR DEMEANING LANGUAGE/CONDUCT** – The use of profanity, hate language, 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.  
**First Offense:** In-school suspension, or 1-10 days out-of-school suspension.  
**Subsequent Offense:** Detention, 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  
**Subsequent Offense:** Lunch Detention, ASD, ALC

**DRUGS/CONTROLLED SUBSTANCE/PRESCRIPTION MEDICATION\*\*** - Possession or under the influence while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.  
**First Offense:** 1-180 days out-of-school suspension.  
**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

#### **Prescription Medication**

Possession of a prescription medication without a valid prescription for such medication on school premises, on a school bus or while attending any school activity.  
**First Offense:** 1-180days out-of-school suspension  
**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion

**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:** Lunch Detention

**Subsequent Offense:** Lunch Detention, ASD, ALC

**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:** Report to Law Enforcement

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

**FIGHTING\*\*\*** – Physically striking another in a mutual contact as differentiated from an assault with no injury.

**First Offense:** 1-5 days out-of-school suspension.

**Subsequent Offense:** 10-180 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 school, between classes and after school. **FOOD AND DRINK ARE PROHIBITED ON SCHOOL BUSES**

**First Offense:** Lunch Detention

**Subsequent Offense:** Lunch Detention

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

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

**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. These actions include badgering a student/staff member after being asked to stop.

**First Offense:** 1-10 days in-school suspension

**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:** 1-10 days in-school suspension

**Subsequent Offense:** 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 or social media.

**First Offense:** Loss of usage. Students may be charge the cost of repairs if needed.

**Subsequent Offense:** Loss of usage.

**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.

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

**Subsequent Offense:** Detention, in-school suspension, 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.

**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:** 3 day out of school suspension.

**Subsequent Offense:** 5-10 day out of school and referral to Superintendent

**THREATENING:** It is considered a threat if a student, verbally or non-verbally, 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, referral to the 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. Tardies are re-set at each quarter.

**First Offense:** 4th Tardy-After School Detention,

**Subsequent Offense:** 5<sup>th</sup> tardy (Silent Lunch), 6<sup>th</sup> Tardy (Silent Lunch x 2), 7<sup>th</sup> Tardy (ASD), if ASD is not served, student will go to ALC the next day.

**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 In-school suspension

**Subsequent Offense:** 6-10 days 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:** Lunch Detention

**Subsequent Offense:** After School Detention

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

**First Offense:** 1-10 days In School suspension and restitution

**Subsequent Offense:** 11-180 days and restitution

**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.

**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**

Barbara Soemo  
20794 US Hwy 61  
Sikeston, MO 63801  
573-471-2001  
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.)**

### 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.

### Withdrawal Procedures

When withdrawing from school, the student should do the following: obtain withdrawal form from high school office, return all school materials, and pick up his /her personal belongings and return completed withdrawal form to high school office. All outstanding debts, charges, and book fines, must be paid before report card 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 High School policy states that students shall not miss more than 12 absences (excused or unexcused) each year or 6 days per semester. Subsequent absences will result in students being given no credit for assignments missed or assigned during their absence. **Graduating seniors will not be allowed to participate in graduation ceremonies if they have violated the attendance policy. Additionally, no student will be allowed to participate in extra-curricular activities if he/she has violated the attendance policy.**

### Absences

- a. Each student is allowed a total of 12 unexcused absences per year.
- b. Third party documentation is required for an absence to be deemed excused (Doctor, Funeral, Dentist, Nurse referral, etc.).
- c. **Students will have two days, upon return, to complete assignments missed during absence.**
- d. The building secretary will contact parents when students are not in attendance.
- e. **Students may receive partial credit, per late policy, for work missed after the 12 unexcused absence.**
- f. **NOTE: Out of School suspension days DO NOT count toward the attendance policy.**

### Five Consecutive Absences Without Notification

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

### 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.

### **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 when the bell rings with the proper materials.

Students are deemed tardy if they miss less than ½ of the class period. If they miss more than ½ of the period, they are marked as absent.

Each quarter a student is allowed three tardies. A fourth tardy will result in one lunch detention being assigned. Failure to appear the lunch detention will result in a more severe consequence. **Students in the hallway without a pass will be issued a tardy.** All students who arrive late for school **must** sign in the high school office. No student should be allowed to enter class without a pass from the office.

### **Total Tardies Per Quarter**

1-3= Warning, 4-6= LD, 7-9=ASD, 10-15=ALC, 16 or more=OSS, All consequences with parent contact

### **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 2:00pm in the office, thus giving teachers ample time to prepare the homework.

✓ Students suspended out-of-school, 10 days or less, **will** be allowed to make up missed work while serving suspension. The work can be picked up and completed, but the highest grade given is (D-).

### **Turning In Late Work**

SCC has a “**zero tolerance for zeros**” policy. Simply put, all assigned work is to be completed and turned in on time. In the event a deadline is missed, the following consequences will be given.

1 day late: loss of 15% of points

2 days late: loss of 30% of points

3 days late: Loss of 50% of points & office referral

### **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 6:00 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 with parent permission.

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.

Improperly 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. This includes knowledge of potential fights, physical or verbal. Students who withhold this information could be consequence along with the perpetrators.

### **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. Also, students diagnosed with a fever may not return to school for 24 hours prior to the diagnosis. **This includes having proper immunizations as required by DESE and the Department of Health.**

### **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 7 through 12. Students are not allowed to change lockers without the consent of the principal. The student is responsible for the condition of the locker. 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 responsible for all items found/housed in their locker.**

### **PERSONAL COMPUTERS**

A computer will be assigned to each student in grades 7 through 12. Students are not allowed to share computers. The student assigned is responsible for the condition of the computer. Any school personnel may conduct a periodic check on student computers. Students are prohibited from visiting inappropriate websites while on/off school grounds. **Students are responsible for all items found on their computer. Students will lose the privilege of using their computer if they are found out of compliance with school rules and policies.**

### **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.

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 a parent needs to leave a message for their 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 phone call or written request signed by a parent/guardian.

**Student Breakfast: FREE**

**Student Lunch: 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 pants.
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.
15. LEGGINGS/YOGA PANTS are prohibited without a shirt covering the buttocks.

Tattoos, body piercing, unusual hairstyles and inappropriate dress are examples of appearance that 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.**

## STUDENT VEHICLES

Students who drive to school must register their vehicle in the Principal's office and show proof of insurance. Parking will be allowed in designated spaces only. Students are not to park in front of the high school building or in such a way as to block other vehicles.

### **WITHDRAWAL FROM SCHOOL**

A student who withdraws from school must see the counselor and principal. The student must return his/her books, complete the checkout procedure, and clear all fees with the office. The administration advises that withdrawing students have parents or guardians telephone the principal or counselor or present a written note stating the time and reason for withdrawal. Transcripts will not be sent until all school debts are paid.

### **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.

### **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. Students who violate the attendance policy are ineligible to participate in 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



## SCHOOL DANCES

The following rules apply to all dances at Scott County Central:

- 1 High school students will be permitted to invite one guest. Junior high students may not attend high school dances.
- 2 Once you leave a school dance, you do not return.
- 3 NO alcohol or smoking will be permitted in the building or on the school grounds.
- 4 All students who invite out-of-town guests to dances must sign up in the high school office.
- 5 Students at Scott County Central School and their guests whose actions are not considered creditable will not be allowed to attend social functions later in the school year.
- 6 No one 21 years of age or older will be allowed to attend high school dances (unless he/she is a student at Scott County Central School).

## 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.

## HIGH SCHOOL GRADUATION REQUIREMENTS

English	4 units
Math	3 units
Science	3 units
Social Studies	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	2 units
Health	½ unit
Personal Finance	½ unit
Electives	6 units
<b>TOTAL</b>	<b>24 units</b>

No student will participate in graduation ceremonies unless all graduation requirements have been met, including the minimum 24 units of graduation credits.

## COLLEGE BOUND CURRICULUM

**English/Language Arts 4 units** -English I, II, III, College Preparatory English IV

**Mathematics 4 units**-Algebra I/II, Geometry, Adv. Math, Pre-Calculus

**Science 3 units**-Chemistry, Anat./Phys., Biology I, Biology II, Phy. Sci.

**Social Studies 3 units**-Government, World History, American History, Geography

Fine Arts	1 unit	Art I, II, III, Band I, II, III, IV
Foreign Language	2 unit	Spanish I, II, Advanced Spanish
Physical Education	1 units	
Health	½ unit	
Personal Finance	½ unit	
<u>Electives</u>	<u>5 units</u>	Core Subjects or Foreign Language
<b>TOTAL</b>	<b>24 units</b>	

### HONOR ROLL POLICY

Honor roll recognition will be awarded to students in grades 7-12. Each quarter, students must have a 3.0 grade point average or higher, with no failing grades, to be considered an honor student.

### SENIOR VALEDICTORIAN POLICY

**Valedictorian** - The honor of senior class Valedictorian is granted to the senior(s) with the highest cumulative grade point average in grades 9-12. To be eligible for the Valedictorian, a senior must be enrolled in the college preparatory program of study and also must have attended Scott County Central High School for a minimum of four consecutive semesters, including the entire junior and senior years.

**Salutatorian** – The student whose rank (based on a 4.0 grading scale) is directly below that of the valedictorian(s). To be eligible for the Salutatorian, a senior must be enrolled in the college preparatory program of study and also must have attended Scott County Central High School for a minimum of four consecutive semesters, including the entire junior and senior years.

### HIGH SCHOOL CREDIT

LEAs may grant credit for courses offered free of charge, providing the instructional time meets state standards. High school pupils in grades 9-12 may earn one unit of high school credit for courses which meet at least 120 clock hours, 1/2 unit for courses which meet at least 60 clock hours, or ¼ unit of credit for courses which meet at least 30 Clock hours(excludes lunch time). Students are not allowed to miss any time during the 60 clock hours to receive credit.

SCC will accept all credits, weighted or unweighted, from fully accredited high schools (traditional or online), technical schools, colleges or universities. Weighted credits from college prep courses will be weighted on a 4.33 scale. Weighted credits from a college or university, including but not limited to dual credit, will be weighted on a 5.00 scale.

## Weighted/Non Weighted Grade Scale

	<u>Traditional</u>	<u>College Prep</u>	<u>Dual Credit</u>	<u>Percent</u>
A	4.00	4.33	5.00	96-100
A-	3.67	4.00	4.67	90-95
B+	3.33	3.67	4.33	87-89
B	3.00	3.33	4.00	83-86
B-	2.67	3.00	3.67	80-82
C+	2.33	2.67	3.33	77-79
C	2.00	2.33	3.00	73-76
C-	1.67	2.00	2.67	70-72
D+	1.33	1.67	2.33	67-69
D	1.00	1.33	2.00	63-66
D-	0.67	1.00	1.67	60-62
F	0.00	0.67	1.33	00-59

### Credit Recovery

Credit Recovery provides an opportunity for high school students (grades 9-12), who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by independent study. Independent study is to be used only when a student has a reasonable chance to complete the unfulfilled requirements of a course within the school session. Otherwise, the complete course must be repeated. Independent study classes occur between the approved start and finish dates of a semester. Students who successfully complete their assignments before the end of the semester may be awarded the deficient credit(s).

Students must have earned a 50% or higher in the class to be eligible for credit recovery. Failure to abide by these guidelines will lead to removal from credit recovery and the student must repeat the entire course.

### 7-8 PROMOTION AND RETENTION

#### Promotion of Students to the Next Grade

The goal of this policy is to establish and implement regulations for promotion and retention that will best meet the needs of the students of Scott County Central Elementary. The regulations describe the standards students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next.

The purposes of these regulations are to:

- Communicate the district's standards and expectations for academic performance to the community;
- Provide reasonable guidelines for teachers, counselors, and administrators for determining the promotion or retention of a student; and
- To stipulate the procedures to be followed for those students who have not met the promotion criteria.

This policy will be applicable to all students who are in the regular school program. Students functioning in special education programs will be governed by their Individual Educational Plans (IEP). The district will administer this policy fairly, equitably, and consistently in the schools.

### **PROMOTION: 7th-8th Grade**

Promotion/retention decisions for all students will be determined by the student's ability to perform at the current grade level based on assessment results, the student's class performance, and/or teacher judgment.

Students may be retained if they fail at least fifty percent of the core subjects, where a grade is given during the current school year." The term "core subject" refers to Math, Science, Social Studies, and English.

### **RETENTION**

The District will distribute the promotion/retention policy to every parent. The district will also make every effort to educate and inform parents and students through newsletters, student handbooks, and Parent-Teacher meetings.

As soon as school officials make a recommendation for retention, the principal or his/her designee will communicate this decision in writing to parent/legal guardian. This notification will be made no later than the last working day for teachers.

### **APPEAL PROCESS**

The parent/legal guardian may appeal the retention decision to the principal. Parents who choose to appeal must do so in writing within seven days after the last day of the school year and must specify the reasons for disagreement with the recommendation. The principal will render a decision on the matter within ten (10) working days after receipt of the appeal. The decision and the reasons will be in writing and copies sent to the appellant and placed in the permanent record of the child.

### **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.

### **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 to 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.**

## Jr./Sr. High Staff Members

<u>Teacher</u>	<u>Department</u>	<u>Email</u>
Laura Bray	7-9 Science	<a href="mailto:lbray@scottcentral.k12.mo.us">lbray@scottcentral.k12.mo.us</a>
Gary Mize	7-9 English	<a href="mailto:gmize@scottcentral.k12.mo.us">gmize@scottcentral.k12.mo.us</a>
Rachel Schlotzhauer	7-9 Math	<a href="mailto:rschlotzhauer@scottcentral.k12.mo.us">rschlotzhauer@scottcentral.k12.mo.us</a>
Susan Bohnert	7-9 Social Studies	<a href="mailto:sbohnert@scottcentral.k12.mo.us">sbohnert@scottcentral.k12.mo.us</a>
Laura Wells	10-12 Math	<a href="mailto:lwells@scottcentral.k12.mo.us">lwells@scottcentral.k12.mo.us</a>
Sarah Cline	10-12 Social Studies	<a href="mailto:scline@scottcentral.k12.mo.us">scline@scottcentral.k12.mo.us</a>
John Snodgrass	10-12 English	<a href="mailto:jsnodgrass@scottcentral.k12.mo.us">jsnodgrass@scottcentral.k12.mo.us</a>
Heather Knuth	10-12 Science	<a href="mailto:hknuth@scottcentral.k12.mo.us">hknuth@scottcentral.k12.mo.us</a>
Andrea Heuring	8-12 FACS	<a href="mailto:ahasuring@scottcentral.k12.mo.us">ahasuring@scottcentral.k12.mo.us</a>
Pamela Glasener	9-12 Computers	<a href="mailto:pglasener@scottcentral.k12.mo.us">pglasener@scottcentral.k12.mo.us</a>
Barbara Soemo	SPED Director	<a href="mailto:bsoemo@scottcentral.k12.mo.us">bsoemo@scottcentral.k12.mo.us</a>
Cristy Crites	7-12 Art	<a href="mailto:ccrites@scottcentral.k12.mo.us">ccrites@scottcentral.k12.mo.us</a>
Mark Kiehne	PE	<a href="mailto:mkiehne@scottcentral.k12.mo.us">mkiehne@scottcentral.k12.mo.us</a>
Caroline Williams	Band	<a href="mailto:cwilliams@scottcentral.k12.mo.us">cwilliams@scottcentral.k12.mo.us</a>
Matthew Blissett	PE	<a href="mailto:mattblissett@scottcentral.k12.mo.us">mattblissett@scottcentral.k12.mo.us</a>
Debra Knight	Counselor	<a href="mailto:dknight@scottcentral.k12.mo.us">dknight@scottcentral.k12.mo.us</a>
Tim Carlisle	Resource Officer	<a href="mailto:tcarlisle@scottcentral.k12.mo.us">tcarlisle@scottcentral.k12.mo.us</a>
Debbie Miller	Secretary	<a href="mailto:dmiller@scottcentral.k12.mo.us">dmiller@scottcentral.k12.mo.us</a>
Amber Gill	Librarian	<a href="mailto:agill@scottcentral.k12.mo.us">agill@scottcentral.k12.mo.us</a>
Tasha Griffin	Nurse	<a href="mailto:tgriffin@scottcentral.k12.mo.us">tgriffin@scottcentral.k12.mo.us</a>