



**2016-2017**

**SCHUYLER R-1  
JUNIOR/SENIOR HIGH**

**STUDENT-PARENT HANDBOOK**

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## **SCHUYLER R-1 MISSION STATEMENT**

**The mission of Schuyler R-1 School District in cooperation with family and community is to foster, nurture, and prepare each student to learn to their fullest potential and become life long learners equipped to take an active, productive, self-supporting role in the betterment of society.**

## **WELCOME**

It is my pleasure to once again welcome you to another exciting school year at Schuyler R-1. It is difficult to figure out where the “summer vacation” goes every year, as the time spent away from school seems to get shorter and shorter. It makes me realize just how important the time we do spend together really is, and how vital it is for us, as a learning community, to prepare our students for a successful life in the future. We are all responsible for your education, administration, teachers, students and parents alike.

The purpose of this handbook is to familiarize both the student and parents with some of the information and tools necessary for success while here. Please read this book carefully and sign and return the last page. Feel free to contact me anytime you have questions or concerns. I look forward to this being the best year yet at Schuyler R-1.

Mr. Windy, Principal

**2016-2017**  
**Schuyler R-1 School Calendar**

|                       |   |
|-----------------------|---|
| August 15, 16, and 17 | Teacher in Service Days                                       |
| August 18             | First Day of School-1 <sup>st</sup> Semester                  |
| September 2           | 1:05 Dismissal-Homecoming                                     |
| September 5           | Labor Day-No School   |
| September 14          | 1:05 Dismissal-PD   |
| September 29          | 7-12 Parent/Teacher Conferences 3:30-7:30                     |
| October 14            | End of First Quarter (41 days)                                |
| October 18 & 20       | Elementary Parent/Teacher Conferences 3:30-7:30               |
| October 21            | No School   |
| October 24            | Professional Development-No School                            |
| November 9            | 1:05 Dismissal-PD   |
| November 23-25        | Thanksgiving Break-No School                                  |
| November 29           | 7-12 Parent/Teacher Conferences 3:30-7:30                     |
| December 20           | 1:05 Dismissal-End of Second Quarter (42 days)                |
| December 21-January 1 | Christmas Break-No School                                     |
| January 2             | Professional Development-No School                            |
| January 3             | First Day of School-2 <sup>nd</sup> Semester                  |
| January 16            | Martin Luther King Day-No School/ 2 <sup>nd</sup> Make-up Day |
| February 9            | 7-12 Parent/Teacher Conferences 3:30-7:30                     |
| February 9            | Elementary Parent/Teacher Conferences 3:30-7:30               |
| February 15           | 1:05 Dismissal-PD   |
| February 20           | Presidents Day-No School                                      |
| March 9               | End of Third Quarter (46 days)                                |
| March 10              | Schuyler Ag Contest-No School                                 |
| March 13              | Professional Development-No School                            |
| March 22              | 1:05 Dismissal-PD   |
| April 14-April 17     | Easter Break-No School  |
| April 20              | 7-12 Parent/Teacher Conferences 3:30-7:30                     |
| April 20              | Elementary Parent/Teacher Conferences 3:30-7:30               |
| May 14                | Graduation  |
| May 18                | Last Day of School-1:05 Dismissal (46 days)                   |

Make-up Days: (in order of implementation) 175 day calendar

|       |            |       |        |
|-------|------------|-------|--------|
| Day 1 | May 18     | Day 4 | May 22 |
| Day 2 | January 16 | Day 5 | May 23 |
| Day 3 | May 19     | Day 6 | May 24 |

# ATTENDANCE, GRADES AND SCHOOL RECORDS

## ATTENDANCE

### Board of Education Policy 2310 – Student Attendance

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record; there is a direct relationship between school attendance and grades, citizenship and success in school. A frequent absence of students from regular classroom learning experience disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school and its staff cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, regular classroom participation, learning experience and study in order to reach the goal of maximum educational benefits for each individual student. Excessive absences may also be a factor considered in promotion/retention decisions. You cannot attend a school function the day your absent from school unless the students absent is considered to be exempt.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for accurate reporting of daily attendance in the classroom. Information will be supplied to parents/guardians in regard to student absences.

**All students returning to school after being absent must have an excuse to assist in any appeal process.** The cause of said absence may be verified by a written and signed note from the parents/guardians, a written Doctor's excuse, court dates, or funerals. **These excuses will all count towards the student's absence total.**

Students will be allowed 8 days each semester to be absent from school. If a student misses more than eight days of classes or more than eight individual periods of a class during a semester, the student will receive zeros for the class or classes in which the absences occurred past eight. Violating this policy will place the student's credits in jeopardy for that course or courses. (Mo. Rev. Stat. – Denial of Credit for Absenteeism – may include loss of credit provisions for excessive absenteeism)

Loss of Credit – If a student misses fifteen individual periods of a class during a semester, the student will not receive credit for the class. Violating this policy will place the student's credits in jeopardy for that course or courses. (Mo. Rev. Stat. – Denial of Credit for Absenteeism – may include loss of credit provision for excessive absenteeism)

If a student or parent feels that justifiable or extraordinary circumstances have contributed to exceeding the eight-day limit, the student and/or parent may appeal to the Attendance Review Committee. The committee will meet when necessary. An appeal form must be picked up from the high school office, completed fully, and turned in to the principal.

## MAKE-UP WORK FOR ABSENCES, DAILY WORK, HOMEWORK

The following policies are educational and academic. They are intended to promote the educational achievements of all Schuyler R-1 High School students. Because students derive intangible benefits from classroom instruction, discussion, interactions, and activities and because being responsible about work is one of the necessary skills, which all responsible citizens must achieve, the following assignment/homework policy will be in effect for **ALL STUDENTS** except as noted below:

**Assignments are due during the class period or at the next class session unless the teacher sets a different date. If the assignment is not turned in on the due date, the assignment will receive a zero unless teacher makes different arrangements.**

**Exceptions: Students with excused absences will have two school days for each absence (with a cap of six (6) days per absence period)** to make up the assignments, students with an IEP that specify a longer period of time to complete assignments, and students who receive an administrative waiver from the principal will be exempt. The principal will give a waiver only for extreme emergency situations; however, the school district recognizes that a policy cannot meet all contingencies and emergency situations will be considered on a case-by-case basis. Decisions of the principal are final.

It is the responsibility of the students to obtain the make-up work from the teacher unless make-up work forms are requested by the parents/guardians. Please call before 10:00 a.m. to allow the school time to gather homework.

*Make-up work example:* **If a student is absent on Monday (returning to school on Tuesday) – they have two (2) days (Tuesday and Wednesday) to finish the assignments. The finished work must be turned in to the teacher on Thursday morning to receive full credit. If the work is not made up within the designated time, a failing grade for that particular assignment(s) will be issued.**

If the student was absent the day of a test, they should take it when they return to school. If the student missed the test day and the review day, the student can arrange a tutoring session or sessions with the instructor and the instructor will arrange the test day. If the student does not ask for a tutoring session, they will take the test at the teacher's discretion.

If the student was absent the day a previously assigned project was due, they should have it ready to turn in when they return to school. A book report, essay, etc. are examples of previously assigned projects.

## **TRUANCY**

Any student absent from school without his/her parents or guardian's knowledge and permission will be considered truant. This policy does not apply to students who leave school without parent permission and/or without signing out. Students who leave school without parent permission and/or without signing out of school will be skipping a class or classes and will be disciplined according to the severe behavior discipline policy.

**Truancy Absences are defined as:**

1. Any absence from any part of the regular school day that would be considered skipping or absent from school without the parent/guardian's knowledge.
2. Falsifying a signature on a note from a parent/guardian.

**An "F" or "0" will be issued for all class work done the day of the truancy absence.**

Non-exempt or irregular student absences will be monitored daily. If a student accumulates more than ten (10) consecutive unexcused absences in a semester the proper legal authorities will be notified and the student will be dropped from the enrollment.

## **CLASS DUES**

Class dues will be \$20 per year for junior high students and \$25 per year for high school students. During their junior year, students will have a (fundraiser) to help pay for the senior trip. If the student does not wish to sell (fundraiser items), they can seek donations up to \$50 or pay a fine for each (fundraiser item) not sold of \$5 not to exceed a total of \$50 fine. The senior trip money will only come from the (fundraiser items) or extra fundraiser. A student can choose to skip the senior trip and not raise or pay the \$50 fee. Class dues cover athletic fee, physical education clothes, ACT test (once), prom, graduation, and senior t-shirts.

## CREDIT RECOVERY

Additional credits can be obtained through the Missouri Virtual Schools Program (MOVIP) or through Schuyler R-1 Summer School (if available). For more information on the MOVIP program you can visit [movip.org](http://movip.org).

## DIPLOMAS

Students attending the Schuyler R-1 Schools and completing the specified units or more credit for high school will be awarded a high school diploma provided the prescribed distribution of courses and attendance criteria are met. \*Students who do not obtain the required credits will not participate in any graduation ceremony. Diplomas may be picked up from the principal after the graduation ceremony.

## EIGHTH SEMESTER ALTERNATIVE

The Schuyler R-1 School offers an alternative to seniors who have completed the seventh semester and desire an early release from school providing: (1) the Board of Education grants approval and (2) the following requirements are met:

1. A student must have completed all graduation requirements by the end of the seventh semester.
2. The eighth semester alternative must be requested in writing, stating the student's future plan for the eighth semester by November 1 of the student's senior year.
3. Students will not be eligible to participate in any school activity after the seventh semester.
4. Students will be permitted to participate in graduation exercises.
5. Each eighth semester release must be approved by the Schuyler R-1 Board of Education upon recommendation of school administration.

## GRADING SCALE

| GRADES | NUMERICAL VALUE | GRADE POINTS |
|--------|-----------------|--------------|
| A      | 95-100          | 4.00         |
| A-     | 90-94           | 3.67         |
| B+     | 86-89           | 3.33         |
| B      | 83-85           | 3.00         |
| B-     | 80-82           | 2.67         |
| C+     | 76-79           | 2.33         |
| C      | 73-75           | 2.00         |
| C-     | 70-72           | 1.67         |
| D+     | 66-69           | 1.33         |
| D      | 63-65           | 1.00         |
| D-     | 60-62           | 0.67         |
| F      | 59 OR BELOW     | 0.00         |

I an incomplete is given only in those cases where an illness, an emergency, or by arrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student.

## GRADUATION REQUIREMENTS

The requirements for graduation from the Schuyler R-1 Schools are as follows:

|                             |   |       |
|-----------------------------|---|-------|
| <b>LANGUAGE ARTS</b> .....  | 4 | units |
| English 1.....              | 1 | unit  |
| English 2.....              | 1 | unit  |
| English 3.....              | 1 | unit  |
| English Elective.....       | 1 | unit  |
| <b>SOCIAL STUDIES</b> ..... | 3 | units |



|   |     |       |
|---|-----|-------|
| American History.....   | 1   | unit  |
| World History.....  | 1   | unit  |
| Am. Government.....   | 1   | unit  |
| <b>MATHEMATICS</b> .....  | 3   | units |
| (Must complete at least Algebra I)                                  |     |       |
| <b>SCIENCE</b> .....  | 3   | units |
| Physics First.....  | 1   | unit  |
| Biology I.....  | 1   | unit  |
| Science Elective.....   | 1   | unit  |
| <b>PRACTICAL ARTS</b> .....   | 1   | unit  |
| Example: Business, Home Economics, Agriculture, and Vo-Tech Program |     |       |
| <b>FINE ARTS</b> .....  | 1   | unit  |
| Example: Any Music or Art class.                                    |     |       |
| <b>PHYSICAL EDUCATION</b> .....                                     | 1   | unit  |
| <b>HEALTH</b> .....   | 1/2 | unit  |
| <b>PERSONAL FINANCE</b> .....                                       | 1/2 | unit  |
| <b>ELECTIVES</b> .....  | 12  | units |
|   | 29  | units |

The total units to be completed by any student beyond the State Requirements are the prerogative of any local school district. All students must pass a test over the United States Constitution and the Missouri Constitution. Students should be enrolled in a minimum of 8 units of credits in Grades 9 through 12 or its equivalent. Vo-Tech students can obtain embedded credit in Math or English.

The **Missouri Option Program** permits students who are at least 17 years of age and at risk of dropping out or not graduating with their cohort group the opportunity to earn a standard high school diploma. Students who enroll in this program will not be allowed to participate in any graduation activities.

## HONOR ROLL

An honor roll for each semester will be posted. For a student's name to appear on the honor roll a student must have a grade point average (GPA) of 3.00 or higher while not receiving an "F" grade in any subject.

## PARTICIPATION POINTS

Schuyler R-1 High School supports the belief that students should be rewarded for active participation and academic involvement in class. We believe that students should, during each class period, do more than fill a seat. Therefore, each student may earn participation points during each class session. Participation points will be earned by students attending that class session based on answering questions, taking part in discussions, labs, and required activities, working on cooperative projects, note taking, performing required reading assignments and homework assignments, etc. Students in ISS or OSS lose all participation points for that period of time. Participation points are not required by teachers but encouraged.

Each instructor will determine the percentage of participation points awarded per quarter in their classes and will notify the students thereof.

## PROCEDURES FOR SELECTING VALEDICTORIAN & SALUTATORIAN

The valedictorian is the student with the highest overall weighted G.P.A., and the salutatorian is the student with the 2<sup>nd</sup> highest overall weighted G.P.A. The G.P.A.'s are calculated by taking the students G.P.A.'s from every semester and averaging them. We will round to the nearest hundred thousandths place. These will be the honor recognition for graduation. Summa Cum Laude – Highest Honors 3.8-4.0 Magna Cum Laude – With Great Honors 3.65-3.79 Cum Laude – Honors 3.50-3.64

## REPORT CARDS

Report Cards will be issued at the end of each quarter if you're unable to view the parent portal, and mid-term reports in the middle of each quarter. Parents and or guardians can also view grades and progress via the parent portal. Please contact the office for parent portal access.

**PARENTAL RIGHTS TO REPORTS:** Schuyler R-1 High School sends all reports regarding students to both fathers and mothers unless a court order prohibits the school from doing so. If you are not receiving your student's reports, please contact the office secretary at 766-2424.

## SCHEDULE CHANGES AND/OR DROP

Students that drop a year course after the add/drop date will receive a failing grade unless the teacher recommends dropping the course. Students may not drop a full year class at the semester. Schedule changes or drops will be allowed during the first two (2) days of first semester but only with the consent of the teacher, counselor, principal, and the parents.

## SEMESTER GRADES AND SEMESTER/FINAL/ EOC EXAMS

All teachers in all classes will give semester and final exams. These exams will constitute 10% of the students overall semester grade. It should be noted that the semester exam grade has no affect on a students quarter grades but is applied to the semester grade. Students who scored **Advanced** on the *MAP* or *EOC* tests are **exempt** from **Final Examinations** during the first semester from **all** classes except ITV or college classes. There are **no exemptions** for second semester. Students that are exempt from first semester finals may choose to take the final examination for any class but it can only help their grade not drop their grade for the course.

## WITHDRAWAL AND TRANSFER/CHANGING SCHOOLS

When moving to another school district, the procedure for withdrawal or transferring is as follows:

1. Obtain appropriate forms from the office.
2. Secure authorization to withdraw or a transfer note from your parents and/or guardian.
3. Have the forms filled out by teachers, librarian, and return all school books and property and make sure all fees are paid including lunch bills.
4. Take completed forms to the principal's office for clearance.

## VO-TECH ATTENDANCE POLICY/EMBEDDED CREDIT

When Vo-Tech is not in session they must be at school by the start of 4<sup>th</sup> period. If the student does not attend school they will need a Doctor's note to attend Vo-Tech the next day. If the student does not have a Doctor's note they must stay at Schuyler R-1 and not attend Vo-Tech.

### Embedded/Technical Math Courses

- Construction Trades
- Auto Collision Repair
- Automotive Technology

- Digital Design and Graphics

**Credit is earned upon completion of a 2-year program.**

**Embedded English**

- Teaching Careers

**Credit is earned upon completion of a 2-year program.**

**CAFETERIA SERVICES AND REGULATIONS**

**(FOOD SERVICE) BREAKFAST AND LUNCH**

Beverages/drinks - No beverages may be brought into the school building except for bottle water and 100% juices (Refer to Wellness Policy). Students may bring food for their lunch. Students who bring lunches may purchase drinks in the cafeteria. Lunches must be kept in the lockers, not in the office. **Soda consumption is NOT permitted during regular lunch hours. If soda is present, student will be asked to dispose of it immediately.**

The cooks will start serving breakfast at 7:45 for high school students. The school will stop serving breakfast at 8:05 a.m. Breakfast is to be eaten in the Commons Area. **NO FOOD OR DRINK MAY BE TAKEN OUT OF THE COMMONS AREA UNLESS ATTENDING A MEETING (EXCEPT BOTTLED WATER AND GATORADE).** It will be the student's responsibility to get to class on time. Eating breakfast late will not be allowed as an excuse for tardiness. The high school operates on a closed lunch hour. This means all students will not be allowed to leave the school building for lunch, nor will students be allowed to go to their car to get their lunch.

If a student is bringing food to school for other students (parties) – the food must be store bought that includes a list of ingredients.

**LUNCH PRICES FOR 2015-16 SCHOOL YEAR**

|       |                              |        |
|-------|------------------------------|--------|
| K-6   | Lunch (regular or salad bar) | \$1.85 |
| 7-12  | Lunch (regular)              | \$1.95 |
| K-12  | REDUCED LUNCH                | \$ .40 |
| K-12  | Breakfast                    | \$1.45 |
| K-12  | REDUCED BREAKFAST            | \$ .30 |
| K-12  | EXTRA MILK/JUICE             | \$ .40 |
| ADULT | Breakfast                    | \$1.45 |
| ADULT | Lunch                        | \$2.70 |

**LUNCH ROOM RULES**

The following lunch charge regulations have been adopted by the Board of Education:

1. Lunches should be prepaid.
2. Second lunches and additional milk cannot be charged. It is the responsibility of the student to inform parents that they bought extra lunches, milk, etc.
3. If a student owes more than \$50.00 for food, the student will only be allowed peanut butter sandwiches.

The following lunch rules are for all students to follow:

1. Keep tables and floors clean. Push in chairs when you leave.
2. Pick up and clean up any food you drop or spill.
3. Empty all debris from trays into large containers provided.
4. Talk in a normal voice.
5. Students may use the restrooms briefly but should then return to the lunchroom.

6. Stay with your class through the lunch line and keep lunch lines orderly.
7. No pushing or running in the lunch line.
8. All food and drinks must be consumed in the lunchroom. **NO SODA ALLOWED!!**
9. All students are required to go to the lunchroom even if they do not eat lunch. They should sit with their class or friends.
10. Students are not to go to areas where classes are being held during their lunch hour.
11. No more than 10 students per table.
12. Cell phones can be used only in the commons during lunch. (unless noted on display case)
13. Parents can only bring in lunch for their child and not provide food for other students.

## GENERAL INFORMATION

### ASSEMBLIES

At various times throughout the school year students will attend assemblies sponsored by different school organizations. All students will attend assemblies and conduct themselves appropriately. Students whose behavior at assemblies is not appropriate will be sent to the office on an office referral; however, repeated offenses will result in the student being banned from all assemblies for a time determined by the principal. During all assemblies, students will sit by grade level, seventh, eighth, freshman, sophomore, junior, senior. Class sponsors must sit with the class that they are sponsoring.

### BULLETINS (DAILY)

**STUDENT BULLETINS:** Daily general and specific information for students is included in the daily bulletin. The classroom teacher will read the bulletin at the beginning of 1<sup>st</sup> and 5<sup>th</sup> period. Special announcements will be sent out from the office only when necessary. Information for student bulletins must be approved by a teacher and received in the office before 2:00 p.m. on the previous day.

### CLUBS

Students are encouraged to participate in at least one club. The following clubs are available:

- FBLA**-(Future Business Leaders of America)-Sharon Priebe & Kara Wolf
- FFA**-(Future Farmers of America)-Trenton Tallman
- FCCLA**-(Family, Career and Community Leaders of America)-Kristy Lyons
- NHS**-(National Honor Society)-Mike Gibson
- SC**-(Student Council)-Jamie Morlan, Tiffany Harris, Julie Blessing

### COLLEGE/CAREER VISITS

Five (5) prearranged college and/or career days for seniors and two (2) prearranged college and/or career days for juniors are allowed. The counselor must prearrange these and verification must be received by the college. A college day must be taken before April 30<sup>th</sup>. All arrangements must be made one week in advance of visit date. **\*Students must be considered eligible as stated in the Schuyler R-1 Eligibility Policy to go on a college/career visit.**

### COMPUTER TECHNOLOGY POLICY (INTERNET)

Form 6320

#### A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## **B. Access to Inappropriate Material**

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **C. Internet Safety Training**

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyber bullying awareness and response.

## **D. Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **E. Supervision and Monitoring**

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Tommy Roberts or designated representatives.

## **INTERNET POLICY - 6320 – Regulation**

### **Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### **Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users'

rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Internet Access**

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.

5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### **Services**

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

### **Security**

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

### **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

### **Consequences**

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

## **DANCES**

A school organization or club must sponsor all dances. Dances are basically for Schuyler R-1 students. Schuyler R-1 students may invite one guest to dances if the student follows these procedures:

1. Guests to the dance must be registered in the high school office at least 48 hours prior to dance. A Dance Request Form must be completed and approved by high school administration before out-of-school dates or students who do not attend Schuyler will be allowed to attend high school dances. **THE HIGH SCHOOL OFFICE IS NOT RESPONSIBLE FOR FAXING THIS INFORMATION.** No drop-out/home school/early graduates from Schuyler R-1 may attend a dance or prom until their class has graduated from Schuyler R-1. Students from other schools who have dropped out/home school/early graduates may not attend dances.
2. Accompany the guest to the dance.
3. Be responsible for actions and behavior of the guest during the dance.
4. No seventh or eighth grade students may attend high school dances. Likewise, no student in 9<sup>th</sup> grade or above will be allowed at any seventh or eighth grade dance.
5. You must pay any and all debts to the school before attending any dance.
6. All students, including guests, must be present at the dance (paid and inside the building) within 45 minutes of the start of the dance. After 45 minutes the doors will be locked and no one will be admitted unless prior arrangements through the principal's office have been approved. No student may leave the dance and then return to the dance.
7. Age Limit is 20 years of age.
8. Students must maintain at least 90% attendance standards in order to attend school sponsored



dances. Students with 7 or more tardies per semester will not be allowed to attend a school sponsored dance.

9. Any student with 5 or more office referrals in a semester will not be allowed to attend school sponsored dances. Any student with 7 detentions in a semester will not be allowed to attend school sponsored dances.
10. Students who fail 2 or more classes in a quarter will not be allowed to attend school sponsored dances the following quarter.
11. Students who have received multiple days of ISS or OSS in a semester will not be allowed to attend school sponsored dances during that semester.

**\*ALL DANCES ARE SUBJECT TO RANDOM BREATHALYZER TESTS GIVEN BY THE ADMINISTRATION.**

Student's guest whose behavior has been inappropriate at previous dances may be excluded from further dances as deemed necessary by the principal.

All dances and club or organizational activities will be chaperoned by faculty personnel at all times. Charges for all dances except prom will be \$4.00 per student.

**STUDENTS MUST BE IN ATTENDANCE THE FULL DAY OF A DANCE (OR IF THE DANCE IS ON SATURDAY THE STUDENT MUST BE IN ATTENDANCE ALL DAY ON FRIDAY). IF A STUDENT IS NOT AT SCHOOL THE ENTIRE DAY THEY CANNOT ATTEND THE DANCE (THIS POLICY INCLUDES PROM), UNLESS THEY HAVE PRIOR APPROVAL FROM THE PRINCIPAL OR A DOCTOR'S NOTE.**

## **DEFINITION OF BULLYING**

The Schuyler R-1 School District is committed to maintaining learning and working environment free from any form of bullying or intimidation by students on school grounds, or school time, at school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

1. Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional or mental suffering without legitimate purpose, or
2. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

## **DEFINITION OF HARASSMENT**

The Schuyler R-1 School District is committed to maintaining a learning and working environment free from any form of harassment in its programs, activities, and facilities. Harassment is a form of discrimination that occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the educational environment.

## **DEFINITION OF SEXUAL HARASSMENT**

The Schuyler R-1 School District is committed to maintaining a learning and working environment free from any form of sexual harassment in its programs, activities, and facilities. Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment is unwelcome conduct that occurs when

1. Benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or
2. The school environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

**Behaviors that could constitute sexual harassment include, but are not limited to:**

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

## **DEFINITION OF WEAPON**

The Schuyler R-1 School District recognizes the importance of preserving the safe educational environment for students, employees and patrons of the district. No student may possess a weapon on school property at anytime, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

A weapon is defined as any object that has the potential to do severe bodily harm. Weapons included are:

**CATEGORY I WEAPONS:** In addition to all firearms, this category includes other guns including pellet, BB, stun, look-alike, non-functioning guns, firearm silencer, gas gun, machine gun, rifle, shotgun, spring gun, projectile weapon, and explosive weapon that could be used to threaten others, etc. Switchblades, knives, or automatically opening blades, daggers, swords, razors, etc. artificial knuckles, or other objects designed to be worn over the knuckles, etc. blackjacks, numchucks, throwing stars, clubs, etc; explosives, poisons, chemicals, or substances capable of causing bodily harm; bows and arrows, sling shots, etc.; any other device or instrument used to intimidate, threaten or inflict harm as referenced to in board policy JFCJ and the Missouri Safe Schools Act.

**CATEGORY II WEAPONS:** Include small pocketknives; fireworks, firecrackers and smoke bombs; throwing darts; nuisance items and toys; unauthorized tools; and mace.

Pursuant to the Missouri Safe Schools Act and the Federal Gun-Free Schools Act of 1994, **any student who brings or possesses a weapon as defined above on school property could be suspended from school for one (1) calendar year or expelled and will be referred to the appropriate legal authorities.**

## **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Form 2400

### **FERPA Notice of Designation of Directory Information**

#### **Student Educational Records**

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Schuyler R-1 School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Schuyler R-1 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Schuyler R-1 School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Schuyler R-1 School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by five days of enrollment. Schuyler R-1 School District has designated the following information as directory information:

**Students in kindergarten through eighth grade** -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

**High school and vocational school students** -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

## DUE PROCESS

Parents may request they be contacted immediately by the teacher if the student is assigned detention or by the office if a student is referred to the principal.

All students at Schuyler R-1 High School have the right not only to an education, but also the rights guaranteed by the United States Constitution. In situations involving student infractions of district or building policies that may result in punishment, the following due process procedures apply:

1. Students will meet with the principal or the superintendent.
2. Students are always given oral or written notice of the charges against them.
3. Students denying the charges are given an explanation of the facts, which were considered in forming the basis for the proposed discipline. Students will be allowed to discuss the charges with the responsible teacher.
4. Students are always provided an opportunity to present their version of the incident in question.
5. *SHOULD A STUDENT BE SUSPENDED FOR MORE THAN 10 DAYS, THE STUDENT HAS THE RIGHT TO APPEAL THAT SUSPENSION TO THE BOARD OF EDUCATION. IF THEY CHOOSE TO APPEAL, THE SUSPENSION IS STAYED UNTIL THE BOARD HAS RENDERED ITS DECISION UNLESS IN THE JUDGMENT OF THE SCHOOL'S CHIEF EXECUTIVE OFFICER, THE STUDENT'S PRESENCE IN SCHOOL POSES A CONTINUING DANGER TO OTHER STUDENTS, FACULTY OR PROPERTY, OR THEY ARE DISRUPTING ACADEMIC PROGRESS BY THEIR ATTENDANCE AT SCHOOL. A HEARING BY THE BOARD OF EDUCATION WILL FOLLOW AS SOON AS IT IS PRACTICAL.*

*APPEALS TO THE SUPERINTENDENT OR BOARD OF EDUCATION MUST BE IN WRITING AND WITHIN 10 DAYS OF THE PREVIOUS DECISION.*

## Educational Records

Form 2400.1

### FERPA Educational Rights Annual Notification

Each year the Schuyler R-1 School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

**RIGHT TO INSPECT:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

**RIGHT TO COMPLAIN TO FERPA OFFICE:** You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Schuyler R-1 School District's failure to comply with FERPA.

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the written policy adopted by the Board of Education of the Schuyler R-1 School District in compliance with FERPA. A copy may be obtained in person or by mail from: (Name and address of the District's Custodian of Records).

## EQUAL EDUCATIONAL OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides equal educational opportunities for all students.

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed, color, sex, national origin, economic status, or handicap.

## HOMEBOUND INSTRUCTION

The Schuyler R-1 School District is committed to providing educational services in the form of homebound instruction to those students who qualify according to the guidelines established by the state of Missouri. Specific information regarding homebound procedures will be shared at the building level.

### **Procedures for homebound instruction are as follows:**

1. The special services director is responsible for initiating all paperwork and securing homebound teacher.
2. All applications are to be submitted to the special services director after all appropriate paperwork has been completed.
3. Special Education students require a revised IEP and change of placement notice.
4. Teachers instructing homebound students must possess a valid teaching certificate or a valid substitute's certificate.
5. Students identified as having a chronic communicable disease will be provided homebound instruction, as applicable in accordance with their IHP (individual health plan).
6. When a pregnant student is unable to attend regular classes, upon certification by a licensed physician/nurse practitioner, the student will be permitted to continue her education by homebound instruction.
7. Prior to beginning instruction, a conference with the parent, student, and homebound instructor will take place to outline the schedule and procedure.
8. Students who are on homebound may not attend extra-curricular activities.

## **LOCKERS**

Students are responsible for their own personal belongings. Padlocks are available in the office to students who wish to put a lock on their locker. If the lock is not returned to the office, the student will pay a current market value for its replacement. To protect yourself from theft and vandalism your locker should be locked in your absence. The lockers are the property of the school and loaned to the students. The school reserves the right to inspect the lockers at any time. The principal without prior notice will conduct periodic locker checks/searches.

Students may be asked to share his or her locker with another student. All students' lockers and vehicles located on school property may be periodically search by authorized school and law enforcement personnel.

Students are reminded that the school's lockers are provided to students for their use and convenience. Students who abuse the locker assigned to them or another locker may have their locker privilege removed; offensive pictures and inappropriate writing on lockers will be considered locker abuse. Only recognized student organizations may place items on the outsides of lockers, and those must be done with scotch tape. Any unauthorized pictures or items placed on the outsides of any lockers without prior approval of the administration will be removed.

Since no drinks may be brought into the school building, **NO LIQUIDS OF ANY KIND ARE TO BE STORED IN HALLWAY LOCKERS.** Students in P.E. class will also be provided with a combination lock to secure valuables.

## **MORNING PROCEDURES**

No students should be wandering the hallways or at their lockers until the 8:04 bell rings for 7<sup>th</sup> & 8<sup>th</sup> grade and 8:06 for 9<sup>th</sup> – 12<sup>th</sup> grade.

## **PERSONAL ITEMS**

Stereos, radios, beepers, walkie-talkies, laser pointers, I-Pods, PDA's, cameras, hand-held games etc. are not to be in school. Personal items are not to be seen or used during regular school hours from 8:10 a.m. to 3:00 p.m.

## **POSITIVE ATTENDANCE INCENTIVES**

The school will provide attendance incentives to students with perfect attendance.

A high school student with perfect attendance for the year will receive \$100 scholarship.

A junior high student with perfect attendance for the year may receive scholarship money if available.

## **PUBLIC NOTICE – SPECIAL SERVICES**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Schuyler R-1 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 Schuyler R-1 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Schuyler R-1 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the 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 Schuyler R-1 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the 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 Schuyler R-1 School District from 8:00 am – 4:00 pm, Monday through Friday. This notice will be provided in native languages as appropriate.

## **SCHOOL CLOSING OR EARLY DISMISSAL**

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. School closing, delayed starting time, or early dismissal will be announced over T.V. Channel 3, and radio stations KIRX, KRXL, KTUF, and KMEM and the **ALERT-NOW System**. If you are not signed up for the system, please see a building secretary. Reports in the morning will be between 6:30 and 7:30 a.m. If no report is heard, it can be assumed that school will be in session.

## **SCHOOL COUNSELING SERVICE (GENERAL INFORMATION)**

The Schuyler R-1 School District believes that the school program is an important and integral part of the overall education process. The high school counseling program involves all students and not just the gifted or those in extreme need. All students have a better chance to develop emotionally, socially, psychologically, and educationally through planned assistance. The counseling program's aim is to help each student grow to his or her full potential. Areas included are:

- Educational Planning
- Vocational/Occupational Planning
- Career Information
- College Information
- Testing & Interpretation of Tests
- Group & Individual Counseling

The counselor is available to help students with any questions or concerns.

## SCHOOL HOURS

1. Classes begin at 8:10 A.M. and end at 3:00 P.M.
2. The school building is open to the students at 7:30 A.M. All teachers will be available to tutor students beginning at 7:45 AM.
3. STUDENTS WHO DRIVE CARS should plan on being at school before the second bell at 8:06 A.M.

### BELL SCHEDULE:

|                        |              |   |
|------------------------|--------------|---|
|                        | 7:45 a.m. -  | Breakfast begins  |
| 1 <sup>st</sup> Bell - | 8:04 a.m. -  | 7 <sup>th</sup> & 8 <sup>th</sup> grade students proceed to Period 1  |
| 2 <sup>nd</sup> Bell-  | 8:06 a.m. -  | 9 <sup>th</sup> – 12 <sup>th</sup> grade students proceed to Period 1 |
| Period 1-              | 8:10 a.m. –  | 8:55 a.m.   |
| Period 2-              | 8:59 a.m. –  | 9:44 a.m.   |
| Period 3-              | 9:48 a.m. –  | 10:33 a.m.  |
| Period 4-              | 10:37 a.m. – | 11:22 a.m.  |
| Period 5-              | 11:26 a.m. – | 12:33 p.m.  |
| Period 6-              | 12:37 p.m. – | 1:22 p.m.   |
| Period 7-              | 1:26 p.m. –  | 2:11 p.m.   |
| Period 8-              | 2:15 p.m. –  | 3:00 p.m.   |

### Early Out Schedule

|                        |  |
|------------------------|--|
| 1 <sup>st</sup> Bell - | 8:04 a.m. (7 <sup>th</sup> & 8 <sup>th</sup> Report to Class)  |
| 2 <sup>nd</sup> Bell - | 8:06 a.m. (9 <sup>th</sup> – 12 <sup>th</sup> Report to Class) |
| Period 1-              | 8:10 a.m. – 8:40 a.m.  |
| Period 2-              | 8:44 a.m. – 9:14 a.m.  |
| Period 3-              | 9:18 a.m. – 9:48 a.m.  |
| Period 4-              | 9:52 a.m. – 10:22 a.m.   |
| Period 5-              | 10:26 a.m. – 10:56 p.m.  |
| Period 6-              | 11:00 p.m. – 11:30 p.m.  |
| Period 7-              | 11:34 p.m. – 12:26 p.m.  |
| Period 8-              | 12:30 p.m. – 1:00 p.m.   |

### Two Hour Delay Schedule

|                        |                                       |
|------------------------|---------------------------------------|
| 1 <sup>st</sup> Bell - | 10:06 a.m. (Students Report to Class) |
| Period 1-              | 10:11 a.m. – 10:41 a.m.               |
| Period 2-              | 10:45 a.m. – 11:15 a.m.               |
| Period 3-              | 11:19 a.m. – 11:49 a.m.               |
| Period 4-              | 11:53 a.m. – 12:23 a.m.               |
| Period 5-              | 12:27 a.m. – 1:18 p.m.                |
| Period 6-              | 1:22 p.m. – 1:52 p.m.                 |
| Period 7-              | 1:56 p.m. – 2:26 p.m.                 |
| Period 8-              | 2:30 p.m. – 3:00 p.m.                 |

## SCHOOL SPONSORED ACTIVITIES AND FIELD TRIPS

School sponsored activities and field trips will not count as an absence. Teachers will submit a roster of students to be excused from classes to the office at least one week prior to the scheduled activity, which has been previously approved and placed on the activity calendar. Students scheduled for an activity but not attending will be counted absent from class or classes.

Students attending school sponsored or sanctioned activities which occur during the school days will not be given additional time to complete assignments or take tests. To receive full credit, the assignment is due before the student leaves for the activity unless prior arrangements are made with the instructor. It is the student's responsibility to give the work to the teacher. (See Eligibility Policy) Unless they have a doctor's excuse, the student must be at school the day before and the day after the trip.

## **SKIP DAYS**

As an educational institution, the Schuyler R-1 Schools neither sanctions nor condones "skip days." STUDENTS PARTICIPATING IN SUCH WILL BE COUNTED AS UNEXCUSED, REGARDLESS OF EXCUSE PRESENTED TO THE OFFICE, AND NOT GAIN CREDIT IN ALL CLASSES. The Senior Trip will be cancelled if students have an organized skip day regardless of class.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Alleged acts of unfairness and any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

1. The principal shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
2. If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
3. If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

## **STUDENT WORKERS**

Please refer to Student-Worker Experience Program Handbook.

## **TEXTBOOKS**

The school furnishes books to all students. As textbooks are assigned they become the responsibility of the individual student. The student will remain responsible for the book until it is turned in to the instructor at the end of the semester or school year. Damage to textbooks will result in fines. The office will assess fines. Dual Credit textbooks will be purchased by students.

## **TRIP POLICIES**

The Schuyler R-1 High School Trip Committee has suggested the following rules:

### **I. FOR ALL OVERNIGHT TRIPS**

A group meeting with all parents will be held at a designated time. The parents must attend for students to go on the trip. All rules will be read and discussed and all questions answered. Parents who miss the meeting must meet with the teacher at another time.



## **II. DISCIPLINE ON TRIPS - REFERRAL TO PRINCIPAL (SEVERE CLAUSE):**

The following types of behavior will be considered "severe discipline problems" and will result in disciplinary action, which will include out of school suspension of 1 to 10 days. The principal will determine the length of the suspension.

### **SEVERE BEHAVIOR PROBLEMS:**

1. If a student has in his/her possession any of the following items:
  - A) A weapon/weapons including, but not limited to a knife, gun, brass knuckles, chains, etc.
  - B) Tobacco products.
  - C) Illegal drugs (the sponsor should be aware of all prescription medicines the students have and they should have directions as to their use).
  - D) Alcohol/alcoholic beverages of any kind.
2. Harassment of another student/students or of other personnel.
3. Destruction of property.
4. Theft including shoplifting.
5. Repeated use of profanity or of language which may not be profane but is vulgarly inappropriate.
6. Leaving the assigned area or hotel without prior knowledge and consent of the sponsor(s).
7. Failure to obey a reasonable request by sponsors or chaperons.
8. Inappropriate displays of affection.

**FIRST VIOLATION OF SEVERE CLAUSE:** The student upon first violation of the severe clause shall be suspended from participating in the next two organizational extracurricular activities sponsored by any club, organization, or group. This will include dances including prom, skating parties, and athletic events sponsored by organizations such as trap shoot, Special Olympics, etc. In addition, the students will be suspended from school for the number of days determined by the principal. In determining the number of days the student is suspended from school, the principal will review the student's discipline record. Students with prior discipline violations will receive longer suspensions.

**SECOND VIOLATION OF SEVERE CLAUSE WITHIN ONE CALENDAR YEAR:** On second violation of the severe clause, the student will be suspended from all organizations and organizational extracurricular activities for one year.

**VIOLATIONS OF STATE/FEDERAL LAWS:** If the student's behavior is a violation of law, the sponsor has the right to call in the proper authorities to handle the situation. The parents will be contacted as soon as it is feasible.

## **III. PERMISSION SLIPS**

The parent and the student must sign permission slips after all rules are discussed at the parent meeting. The permission slip will include:

1. Parents' names, address, and phone number.
2. Cell numbers and emergency numbers for parents.
3. Insurance policy number and release so the sponsor can have students medically treated.
4. Any medication student is taking and why and when they are to take it.
5. Permission for ambulance to be called if needed and statement saying that parents will be responsible for the cost of the ambulance.

## **IV. TRIP STOPS**

Students will be riding the bus to and from the event with the only bus stop at the High School in Queen City. Parents will not be allowed to come and get the students from the event unless a family emergency arises, the student is seriously ill, or proper authorities have custody of the student.

## **V. OTHER POLICIES**

(See Eligibility Policy) Unless they have a doctor's excuse, the student must be at school the day before and the day after the trip. If a violation occurs, the students will not be allowed to go on the next trip with any group. At the discretion of the sponsor, food and drinks may be taken on the bus with drink

containers sealed before boarding the bus. The advisor will search all food and drink items as students are boarding.

**VI. SUPERVISION OF STUDENTS ON TRIPS:** At the advisor's discretion, students may be assigned to groups of two or more. A sponsor or advisor will be with the students at all times except when students are in their hotel/motel rooms. Students will be closely supervised. The number of sponsors/chaperons supervising the students will be determined by the principal and the sponsor/sponsors. The number of supervisors will be related to the length of the trip, the activities needing supervision on the trip, the number of students participating, and other relevant factors.

## ***ILLNESS, IMMUNIZATION and MEDICATION POLICY***

### **STUDENT HEALTH SERVICES AND REQUIREMENTS**

The Board of Education will provide for the health and physical well-being of students by establishing a district-wide coordinated student health services program. The district nursing staff has oversight of the coordinated student health services program and will work with the School Health Advisory Council (SHAC). The SHAC shall be composed of a school nurse, a counselor and appropriate members of the community. Meetings, records and votes of the SHAC will adhere to the requirements of the Missouri Sunshine Law.

Nurses employed to staff the health services program shall serve under the direction of the school principal and, if necessary, under the supervision of qualified medical personnel. The nurse or designee will be responsible for all notifications to parents/guardians regarding health services. The services provided by the nursing staff will include:

1. Administration of laws that protect the health of children attending public schools in Missouri, including:
  - a. Ensuring compliance with immunization requirements.
  - b. Excluding students who have contagious diseases from attendance when authorized by law.
  - c. Reporting the presence or suspected presence of diseases mandated for reporting by law.
2. Emergency first aid treatment for injury or illness occurring during the school day.
3. The administration of medication, pursuant to Board policy, including training unlicensed personnel in the administration of medications. A qualified member of the nursing staff is responsible for developing procedures for the training of unlicensed personnel as well as devising protocols for the administration of medications by unlicensed personnel. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering medication, medical services or lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication according to standard medical practice.
4. Assistance in carrying out the district's responsibilities outlined in Section 504 plans, Individualized Health Plans (IHPs) or Individualized Education Programs (IEPs).
5. Guidance and counseling concerning health problems of students.
6. Maintenance of student health records, including the maintenance of emergency information forms for each student. The nurse will ensure that the school principal has access to all student health records. The nurse will store health records in a secure location, and any health information provided orally will be reduced to writing and stored appropriately. District employees shall not share information regarding a student's health in front of other students or staff members who do not have a need to know the information. Student records will be stored and disclosed in accordance with Board policy.

7. Age-appropriate health education in the district's instructional program, in accordance with Missouri School Improvement Program (MSIP) Standards and Missouri Grade-Level Expectations (GLEs), including information about the prevention and control of communicable diseases, the use of universal precautions, allergy prevention and response, blood-borne pathogens, and handling of bodily fluids. The nurse will maintain information developed by the Missouri Department of Health and Senior Services (DHSS) relating to human papillomavirus (HPV) and may provide this information directly to parents/guardians, but not to students.
8. Screening for health conditions in accordance with Board policy and administrative procedures.
9. Notification of the school principal if informed of a condition that could require accommodation under federal law.
10. Maintenance of copies of the Material Safety Data Sheet (MSDS) for all pesticides used in the district.
11. Development and annual review of a Health Services Plan.
12. Training staff as necessary to implement the district's health and safety program.
13. Such other services as assigned by the supervising principal or superintendent.

### **Contraceptives**

The district and its agents may not provide contraceptive devices or contraceptive drugs. Referral to the family practitioner for such devices or drugs will only be in accordance with the parental notification checklist requirements of state law.

### **Physical Examinations and Screenings**

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's progress or health.

In general, the school district will not conduct physical examinations of a student without parental consent to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.
3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.

Parents or eligible students will be given the opportunity to opt out of the above-described non-emergency, invasive physical examination or screening.

Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Missouri State High School Activities Association (MSHSAA) will be required to follow the rules of that organization.

All parents will be notified at least at the beginning of the school year of the district's policy on physical examinations and screening of students. Parents will also be notified within a reasonable period of time after any substantive change in the policy.

## **COMMUNICABLE DISEASES POLICY/PROCEDURE**

The Schuyler R-I School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner.

### **Immunization**

In accordance with law, students cannot attend school without providing satisfactory evidence of immunization, unless they are exempted from immunization.

### **Universal Precautions**

The district requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms. The district will provide the necessary equipment and supplies to implement universal precautions.

### **Categories of Potential Risk**

Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

Students or employees infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

### **Exceptional Situations**

There are certain specific types of conditions, such as frequent bleeding episodes or uncoverable, oozing, skin lesions that could potentially be associated with transmission of both blood borne and nonbloodborne pathogens. In the case of students, certain types of behaviors, such as biting or scratching, may also be associated with transmission of pathogens.

Students who exhibit such behaviors or conditions may be educated in an alternative educational setting or, if appropriate, disciplined in accordance with the discipline code. In the case of a student with a disability, the Individualized Education Program (IEP) team or 504 team will make any change of placement decisions.

Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

### **Confidentiality**

The superintendent or designee shall ensure that confidential student and employee information is protected in accordance with law. Medical information about an individual, including an individual with HIV, will only be shared with district employees who have a reasonable need to know the identity of the individual in order to provide proper health care or educational services. Examples of people who may need to know a student's medical information are the school nurse and the IEP or 504 team if applicable. An example of an

individual who may need to know an employee's medical information is the employee's immediate supervisor, if accommodations are necessary.

All medical records will be maintained in accordance with law and Board policy. Breach of confidentiality may result in disciplinary action, including termination.

### **Reporting and Disease Outbreak Control**

Reporting and disease outbreak control measures will be implemented in accordance with state and local law, DHSS rules governing the control of communicable diseases and other diseases dangerous to public health, and any applicable rules distributed by the appropriate county or city health department.

### **Notification**

**Missouri state law provides that superintendents who supply a copy of this policy, adopted by the district Board of Education, to DHSS shall be entitled to confidential notice of the identity of any district student reported to DHSS as HIV-infected and known to be enrolled in the district. Missouri law also requires the parent or guardian to provide such notice to the superintendent.**

## **Prevention and control of communicable diseases**

The school nurse and teachers observe children for deviation from the normal and assist in detection of health problems in the child. Emotional and physical abnormalities should be recognized and dealt with as early as possible.

Signs of contagious conditions are recognized and the exclusion of pupils from school will be done based on the following symptoms.

1. 100 degrees of temperature or above
2. Unidentified rash or skin eruption
3. Red, inflamed eyes with thick mucous discharge
4. Excessive sore throat
5. Excessive stuffy or running nose sneezing, tearing
6. Persistent cough
7. Unrelieved headache
8. Nausea, vomiting
9. Diarrhea, complaints of abdominal pain
10. Unusual behavior, sleepiness, irritability, listlessness

Return to the classroom is determined by the disappearance of these symptoms and/or the family physicians recommendations (diagnosis and treatment began). Any child brought to the principal or school nurse with complaints of illness or injury is recorded in the Daily Office Log.

It shall be unlawful for any child to attend school while afflicted with any contagious or infectious condition or disease. These conditions and diseases, which are spread by contact with infected persons shall include:

### **Prevention and Control of Communicable Diseases and School Attendance**

- |                  |   |
|------------------|---|
| Chicken Pox..... | May return when all lesions are crusted, generally day 6 after onset of rash  |
| Common Cold..... | Exclude if fever is greater than 100 degrees or if excessive coughing is present, need not be excluded if symptoms are mild/moderate and child is able to participate in routine activities |
| Pink Eye.....    | Child may not attend school until examined by a physician and approved for re-admission or proof of treatment and permission given by the nurses of the school district.                    |

|                                  |  |
|----------------------------------|--|
| Fever Blister.....               | If lesions are abundant on face or in the mouth or the child had difficulty chewing or swallowing, a physician should evaluate them.   |
| Fifth Disease.....               | May exclude for elevated temperature.  |
| Impetigo.....                    | Exclude until lesions are healed, or treatment has been initiated.   |
| Rubeola.....                     | Exclusion for at least 4 days after appearance of rash.  |
| Rubella (German Measles).....    | Exclusion for 7 days after appearance of rash.   |
| Mumps.....                       | Exclusion for 9 days after swelling begins-less if swelling subsided.  |
| Ringworm.....                    | Exclude until treatment has started. Usually treated with antifungal topical creams or ointments. In severe cases, may require oral prescription medications.  |
| Scabies.....                     | Exclude until day after adequate treatment is completed.   |
| Shingles.....                    | Exclusion only if lesions cannot be covered and only until lesions are crusted. No exclusion necessary if environment is controlled and no else is susceptible to chicken pox.   |
| Streptococcal (sore throat)..... | Should not return until at least 24 hours after beginning antibiotic treatment, and until they are without temperature for 24 hours without the use of Tylenol, ibuprofen, or any other medication to lower temperature. |

Schuyler R-1 School Nurses follow the Prevention and Control of Communicable Diseases, A Guide for School Administrators, Teachers, and Child Care Providers.

## HEAD LICE

In keeping with the Schuyler R-1 School District's policy of avoiding the unnecessary exclusion of students from school, the district will not exclude otherwise healthy students from school due to nit infestations. Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. To avoid the unnecessary exclusion of students from school, the administration provides the following procedure:

1. Schools will not perform routine school-wide head lice screening. However, should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined.
2. If the school nurse or teacher discovers head lice or nits on a student, the parent/guardian of that student will be notified, and other students who reside with the infected student will also be checked.
3. The school nurse will instruct the parent/guardian concerning various shampoos, sprays and other appropriate treatments that can be purchased to eliminate head lice or nits and will also give information concerning necessary procedures to be taken in the home to ensure that the head lice are eliminated.
4. If the student was infected with live head lice, the student should not return to school for 24 hours after the discovery of the head lice to allow for treatment.
5. When a student who had a live head lice infestation returns to school, the student will be examined by the school nurse. If live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment. The student will be excluded from school for 24 hours to allow for additional treatment. This process will continue until the student is free of head lice.
6. A student who was identified as having nits but not a live head lice infestation will be re-examined within five (5) calendar days of the initial identification. If this examination reveals nits are still present, the

parent/guardian will again be instructed on treatment options. This process will repeat until the student is free of nits.

7. The school nurse will keep accurate and confidential records of students infected with head lice or nits.
8. If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the nurse will notify the school principal, who may report the matter to the Children's Division (CD) of the Department of Social Services.

The school nurse will develop education programs regarding the diagnosis, treatment and prevention of head lice for staff, students, parents and the community.

## **IMMUNIZATION OF STUDENTS**

It is the policy of the Schuyler County R-I School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

A student is exempted from obtaining immunizations if the district has on file the completed forms necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one (1) parent or guardian that immunization of the student violates his or her religious beliefs.

Homeless students who cannot provide proof of immunization will be immediately enrolled, and the district's homeless coordinator will work with the students to obtain the necessary immunizations as soon as possible. Students who are in the household of an active duty member of the military and who cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to obtain the required immunizations or, if the immunization is a series, to begin the series.

The district will exclude from school all students who are not immunized or exempted as required by law. When immunization is in progress, failure to meet the next scheduled appointment constitutes noncompliance with the immunization law, and the student should be excluded from school immediately.

The district must report to the Department of Health and Senior Services (DHSS) the name of any parent or guardian who neglects or refuses to permit a nonexempt student to be immunized. The district will also report to the Children's Division (CD) of the Department of Social Services any instance of educational or medical neglect.

The superintendent or designee 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 DHSS.

## **EMERGENCY CARE FOR ILLNESS AND INJURY**

The school nurse has the responsibility for the emergency handling of accidents and sudden illness occurring on school property during school hours. This includes giving first aid and notifying parents/guardians. The school is not responsible for subsequent treatment or medical expense incurred after the administration of first aid. As a guideline, the nurse will follow the recommended procedures in the flip chart provided by the Department of Health and the Department of Elementary and Secondary Education, titled RECOMMENDED PROCEDURES FOR EMERGENCY CARE OF ILLNESS AND INJURIES.

1. The district will be responsible for providing adequate facilities, or at least one person in each building who is trained in first aid and CPR.
2. The district will give immediate and temporary first aid care to sick and injured students in the absence of the school health nurse.
3. Students who become ill at school should be evaluated by:
  - History of symptoms with particular notice of signs and symptoms of communicable disease.
  - Presence of an elevated temperature
  - Physical assessment indicated by symptoms
4. Students should be isolated until judgment has been made regarding their exclusion from school. Parents /guardians will be notified if the symptoms persist and it is believed the child should be seen by a physician or problem chronic.
5. In an emergency the parents/guardians will be notified immediately for an appropriate instruction since the district's responsibility is only for first aid. The right to give treatment goes no further than treatment that is necessary to protect life and to comfort the individual(s) until additional treatment can be secured by the parents/guardians.
6. The district will have on file an emergency card for each child designating an adult to contact, with two alternate names and current information, name of the physician and other significant information (allergies, religious beliefs, etc.) The school nurse will utilize this information to contact parents/guardians. It is the parent's/guardian's responsibility to update this *very important information*.
7. For the child's safety, school personnel, including a school nurse, will not transfer an injured student. If the parents/guardians cannot provide transportation for a seriously injured student, an ambulance will be called at the expense of the parents/guardians. A responsible adult will accompany the child in the ambulance in absence of a parent. The superintendent will be notified at the time the ambulance is requested.
8. If an injury occurs that requires further medical treatment, (doctor's office or emergency room) or results in absence of more than one-half day, an accident report will be generated. A copy of the accident report should be retained in the student's permanent record and a copy submitted to the school administrator for review.
9. The district reserves the right to act as necessary, in its opinion, in a life or death situation. School personal will notify the office of superintendent when such an emergency services are needed.

School nurses are to follow the Prevention and Control of Communicable Diseases, which states that students with live lice and viable nits are excluded from school attendance and that schools should implement a "NO NIT" policy. Locally, proof of treatment and a thorough examination by a school nurse are required before a student shall be readmitted to school. The Guidelines for Child Abuse and Neglect indicates that a student absent more than five consecutive days for head lice/nits may be hot-lined for neglect. (\*Refer to section of the Policy/Procedure of Communicable Diseases on Lice.)

## FOOD ALLERGIES

It will be required that physicians note/order be filed with the nursing department **before the first day of school**. If your child has a food allergy, the order shall state what your child has an allergy to and what precautions must be taken by the school to protect your child.

If you list a food allergy and do not have a physicians order to the nurses by the first day of school, then we will assume that there is no food/drink allergy that might be life threatening to your child and he/she will be allowed to have all foods/drinks that are served at school.

## HEALTH RECORDS

The school nurses for each student in the school district will maintain a comprehensive health history. This history will be up-dated yearly through school screenings and information provided by the parent/guardian and student. Included in the screenings:

- |              |                             |
|--------------|-----------------------------|
| 1. Vision    | Yearly K, 1, 3, 5, 7, 9, 11 |
| 2. Scoliosis | Females 6-8, males 8        |



- |                   |                     |
|-------------------|---------------------|
| 3. Height         | Yearly K through 12 |
| 4. Weight         | Yearly K through 12 |
| 5. Blood Pressure | Yearly K through 12 |

A teacher, parent, or nurse for these screenings may refer any student. Records will be kept concerning referral for further testing.

A request for un-dated medical, dental, and overall health history may be made before the beginning of each school year. It is the parent/guardian's responsibility to notify the school and/or school nurse of a student's change in health status.

Review and up-date of immunization records will be done periodically throughout the year to insure compliance. State mandate of immunizations or exemptions will be followed, including the "no grace period" cause for the 1994-1995 year.

All school health records will be confidential. Results of school screening will be available to parents/guardians. As always, the school nurses will be available to teachers, parents/guardians, and students if health issues should arise.

A definition of the word "Health" for the purpose of the School Health Program at Schuyler R-1 School District is as follows:

1. The condition of the body and the mind.
2. Is all-inclusive – one's general well being.
3. Includes physical, mental, and dental.

## **ADMINISTERING MEDICINES TO STUDENTS**

### **Board of Education Policy 2870**

#### **Prescription Medication**

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

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

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

#### **Over-the-Counter Medication**

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

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

#### **Emergency Medication**

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

## **Storage and Administration of Medication**

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication. Qualified employees will be held harmless and immune from civil liability for administering medication or medical services in good faith and according to standard medical practices.

School employees who are not qualified according to standard medical practices will not be required to administer medications or medical services. Such unqualified employees who refuse to administer medications or medical services will not be subject to disciplinary action for such refusal.

### **Pre-filled Auto Syringes**

A school nurse or other school employee trained and supervised by the nurse may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of pre-filled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurses training in recognizing an acute episode of an anaphylactic reaction. Trained employees administering life-saving methods will be immune from civil liability for administering life-saving methods for administering a pre-filled auto syringe in good faith consistent with standard medical practices.

### **Self-Administration of Medication**

Students with asthma, anaphylaxis, or any chronic health condition may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees will incur no liability as a result of any injury arising from self-administration of medication by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization

will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurses office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

### **Cardiopulmonary Resuscitation Training**

Upon Board of Education authorization, the District will provide instruction in cardiopulmonary resuscitation to District students in grade 12. The instruction will be part of a health educational course and will include hands-on practice and skill testing to support cognitive learning. However, the District may elect to develop an agreement with a first responder to provide the required practice and testing. Students with disabilities may participate to the extent appropriate as determined by the student's IEP or 504 Plan.

### **Administration of Asthma Rescue Medication**

The Board of Education, by a majority vote, may authorize a licensed registered nurse to maintain a supply of asthma related rescue medication at each District school. The nurse will recommend the quantity of such medication to be maintained. The asthma rescue medication will be obtained by prescription written by a licensed physician, a physician's assistant, or nurse practitioner. Such prescription shall list the District as the patient, will contain the nurse's name, and will be filled at a licensed pharmacy. A school nurse or other school employees trained by and supervised by the nurse shall have the discretion to use asthma related rescue medications on any student the school nurse or trained employee believes is having a life-threatening asthma episode based upon their training in recognizing an acute asthma episode. Immunity, under §167.624, from civil liability for trained employees administering life saving methods shall apply to trained employees administering an asthma related rescue medication under this policy.

### **Parent/Guardian Administration**

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

### **Exception for Potentially Harmful Administration**

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

## **TEMPERATURES**

If your child runs a fever, he/she must be fever free for 24 hours without the aid of Tylenol, Ibuprofen, or another medication before returning to school. Students may return to school if they have been seen by a physician and have a written excuse stating that they have been treated and are safe to return to school. A fever usually signals an illness that is contagious. This precaution reduces the number of other students and faculty that are exposed to contagious illness. If your child will be absent, remember to call the school the day of the absence and send a note when they return.

While it is our belief that in general circumstances that a fever of 100 degrees is an acceptable screening number, in outbreak situations of respiratory illness, a more restrictive view may occur. Since people are most infectious during the 24 hour period before obvious symptoms, the rapid removal of the suspect ill, the greater likelihood of decreasing the spread of disease. Parents will be notified of any outbreak situations.

## OFFICE POLICIES

### EARLY DISMISSAL REQUESTS BY PARENTS

Students may be dismissed from school before regular dismissal times only for valid reasons. Phone calls requesting an early dismissal must be made to the office. All students must sign out in the office before leaving as attendance is counted by minutes in school. If a student should sign-out at any time prior to the end of the school day, it will count against the student's attendance.

### SIGN-IN & SIGN-OUT

Any student arriving at school after the attendance has been taken first period must sign-in at the main office and the student will be considered tardy to school. Any student arriving between classes must also sign-in. Students need to sign-in as soon as they arrive at school. Once a student is on school grounds, the student may not leave school grounds without permission from administrative personnel or at the end of the school day. To avoid any legal conflict or responsibility for student, all students leaving school grounds for any reason must sign-out after receiving permission from administrative personnel.

### VISITORS

All guests and visitors must report to the office upon arrival. **PARENTS** are **WELCOME** and are **ENCOURAGED** to visit classes. **STUDENT GUESTS ARE NOT ALLOWED**. Guests invited by a teacher must report to the office prior to going to the classroom. **ALL FORMER STUDENTS MUST REPORT TO THE OFFICE.**

## RULES AND REGULATIONS

### ARTICLES PROHIBITED AT SCHOOL

It is recommended that students bring only those articles that are needed for school purposes. Items prohibited on school property include: Cards , Board games, Radios, Water pistols or other water devices

These items will be taken from the student and will not be returned.

### BUS REGULATIONS

Bus transportation is a school service. Students are responsible to obey the driver at all times and are expected to be courteous and considerate to other students as well.

In the morning, students need to be at their designated bus stop five minutes **before** the scheduled pick up time. Students need to form a line & wait for the driver to direct them to board to ensure an orderly and sure boarding process. In an attempt to stay on the published time schedule, buses cannot wait for students who are at the bus pick up location.

After school students need to go directly to their bus with all needed personal items. Students are **not** allowed to leave the bus once the buses are loaded. *Students who miss their regular bus must be picked up by a parent or guardian. **Buses will not return to school.***

Elementary students desiring to ride a bus other than their assigned bus must bring a note or request from home and have it signed by the principal. High school students wishing to ride a bus other than their assigned bus must pre-arrange (24 hours in advance preferred) this request with the transportation director. Failure to follow bus rules may result in withdrawal of the privilege of riding the bus.

The local school has a measure of responsibility in training pupils to be good passengers and to observe certain rules for good discipline and safety on the bus. The following regulations for pupil safety will serve as a guide.

1. The driver is in charge of the pupils and the bus. Pupils must obey the driver promptly and cheerfully.
2. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
5. Pupils must not at any time extend arms, hands, or head out of the bus windows.
6. Pupils must not try at any time to get on or off the bus, or move about within the bus, while it is in motion.
7. No smoking, lighting of matches, or use of any tobacco products on the bus by anyone at any time while students are on the bus.
8. Roughhousing on the bus is prohibited.
9. Pupils must observe directions of the driver when leaving the bus.
10. Pupils shall keep the bus clean and refrain from damaging it. Any damage to the bus should be reported to the driver at once.
11. Pupils must keep their feet off the seats.
12. Pupils must keep sharp objects off the upholstery.
13. Pupils must not throw objects about in the bus or out the bus windows.
14. Pupils who must cross the road must walk around to the front of the bus and stand about ten feet in front of the bus in line with the right front fender and wait for a signal from the driver to cross the road.
15. When pupils must cross the road to board the bus, the driver should signal when it is safe to do so, and children should proceed to cross the highway in front of the bus.
16. Any problems that the driver cannot solve are to be reported to the transportation director.
17. Destruction to the bus by the student is to be reported to the transportation director. Any student caught damaging the bus is expected to pay for the damages. There is also the possibility of a bus suspension.
18. Profanity is not to be used on the bus.
19. Cooperation is expected between administration, drivers, students, and parents.
20. At no time are balloons, water guns, or water in any container to be permitted or used on the bus, including the last day of school.
21. Pupils riding the bus to somewhere other than the normal destination must have written permission from parents. The driver will not discharge riders at places other than the regular bus stop near the home, or at school, unless by proper authorization from parent, the superintendent, or principal of the school.
22. Bus riders should never tamper with the controls or the equipment on the bus.
23. When a pupil is suspended from the bus for an infraction of rules and regulations listed above, he or she is not suspended or excused from attending school when so designated by the principal.
24. Students should not ride buses other than the one to which they are assigned. If there is a need to change, the transportation director will notify the parent and elementary office.
25. Food and drink are prohibited, except bottled water.

NOTE: Failure to follow these regulations may result in suspension from the school bus.

The bus driver is strictly in charge of the bus and is expected to report to the Superintendent or Transportation Director any failure of cooperation on the part of the students. Inquires about routes should be referred directly to the Transportation Director.

Should further questions arise, please call the Superintendent, at 766-2204.

- 1<sup>st</sup> disciplinary action – Shall be in the form of a written warning, and the student shall be allowed to ride the bus on a probationary basis. The parents/guardians will be notified by school letter.
- 2<sup>nd</sup> disciplinary action – Will result in a suspension from the bus for 1 day. The principal shall notify the parents.
- 3<sup>rd</sup> disciplinary action – Will result in a suspension from the bus for maximum of (5) school days, after a conference is held with the student, principal, and transportation director. The

- principal shall notify the parents.
- 4<sup>th</sup> disciplinary action – Will result in a suspension from riding the bus not to exceed 10 days after a conference with the student, bus driver, parent, principal, and transportation director.
- 5<sup>th</sup> disciplinary action – Will be automatically suspended from riding the bus for the remainder of the school year.

## Cell Phone Policy

Students can use their cell phone until 8:06 a.m. and during their lunch hour. The phones then should be turned off in-between and until 3:00. If the phone vibrates, rings, is caught texting, playing games, taking pictures, etc. (The following will happen.) Phone usage during lunch will be revoked for 1 week for school grades 7<sup>th</sup> and 8<sup>th</sup> or 9<sup>th</sup> -12<sup>th</sup> depending on the student's grade.

### INDIVIDUAL STUDENT (per class period)

1<sup>st</sup> Offense— Detention, teacher will collect phone and turn into office (student can pick up after school).

2<sup>nd</sup> Offense—Detention, teacher will collect phone and turn into office (student can pick up after school).

3<sup>rd</sup> Offense— Office referral – ISS will be assigned and parent must pick up phone

4<sup>th</sup> Offense and Subsequent Offenses-Multiple days of ISS or OSS

## DETENTION PROCEDURE

Any student who receives a teacher assigned detention will serve the detention according to the teacher's classroom rules in that classroom before or after school. The student will have two days to complete the detention unless prior arrangements have been made. All office detentions will be served in the ISS room before or after school. Any detention that is not served will be sent to the office as a referral. (See below) Parents may request they be contacted immediately by the principal if the student is assigned ISS due to skipping detention. Otherwise, it's the student's responsibility.

|                      |                 |
|----------------------|-----------------|
| 1st consequence:     | ½ day ISS       |
| 2nd consequence:     | ½ day ISS       |
| 3rd consequence etc: | Full day of ISS |

## DISCIPLINE POLICY

### NON-SEVERE BEHAVIORS

Parents may request they be contacted immediately by the teacher if the student is assigned detention or by the office if a student is referred to the principal.

EVERY TEACHER IN SCHUYLER R-1 HIGH SCHOOL FOLLOWS THE FOLLOWING CLASSROOM MANAGEMENT PLAN.

If a rule is broken:

|                       |  |
|-----------------------|--|
| Non-Severe Behaviors: |  |
| 1st consequence:      | Verbal warning.                                |
| 2nd consequence:      | Detention to be served with classroom teacher. |
| 3rd consequence:      | Referral to the principal.                     |

AFTER A STUDENT HAS BEEN GIVEN DETENTION BY THE TEACHER AND CONTINUES TO MISBEHAVE A REFERRAL TO THE PRINCIPAL IS MADE.

**WHEN A STUDENT IS SENT TO THE PRINCIPAL FOR NON-SEVERE BEHAVIORS, THE FOLLOWING ARE POTENTIAL CONSEQUENCES FOR VIOLATIONS:**

|                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Referral | Warning, student will remain in the office for the remainder of the period, detention with teacher |
|--------------------------|--|

|                          |  |
|--------------------------|--|
| 2 <sup>nd</sup> Referral | Principal/counselor/student conference, student will remain in the office for the remainder of the period, detention with teacher, student's parents will be notified by phone or written report by principal or counselor           |
| 3 <sup>rd</sup> Referral | Principal/counselor/student conference, student will remain in the office for the remainder of the period, detention with teacher, ISS, student's parents will be notified by phone or written report by principal or counselor      |
| 4 <sup>th</sup> Referral | Principal/counselor/student conference, student will remain in the office for the remainder of the period, detention with teacher, ISS, student's parents will be notified by phone or written report by principal or counselor,     |
| Further Referrals        | Principal/counselor/student conference, student will remain in the office for the remainder of the period, detention with teacher, ISS, OSS, student's parents will be notified by phone or written report by principal or counselor |

**If a student has ISS, the student will also be ineligible to participate in any school activity that day. All OSS suspensions will be completed before the student may participate in any school activities.**

### **SEVERE BEHAVIORS**

Parents may request they be contacted immediately by the teacher if the student is assigned detention or by the office if a student is referred to the principal.

The following types of behavior will be considered "severe discipline problems" and will result in disciplinary action, which may include out-of-school suspension (1 to 10 days). The principal will determine the length of suspension.

1. Fighting, including roughhousing, pushing, shoving, tripping, etc. Students should not be touching another even in "fun." We were just "joking," etc. will NOT BE CONSIDERED A LEGITIMATE EXCUSE if a student is in any way roughhousing with another student. PARENTS AND STUDENTS SHOULD BE AWARE THAT UNDER THE SAFE SCHOOLS ACT, A FEDERAL LAW, ALL FIGHTS ON SCHOOL PROPERTY MUST BE REPORTED TO THE JUVENILE OFFICE AND/OR THE SHERIFF'S OFFICE.
2. Vandalism/attempted destruction of property/destruction of property.
3. Theft or attempted theft.
4. PROFANITY/USE OF WRITTEN OR SPOKEN LANGUAGE AND/OR GESTURES, WHICH ARE DISPARAGING, DEMEANING, OR OBSCENE. ALL OFFENSES INVOLVING DISRESPECT TO ANY ADULT STAFF MEMBER WILL HAVE MORE SERIOUS CONSEQUENCES.
5. Harassment, either verbal or physical, of another student or staff member.
6. Failure to obey a reasonable request by a school employee/arguing with a school employee. Rude behavior or remarks to a staff member or bus driver will have more serious consequences. Respect for school personnel is required.
7. Possession of tobacco, drugs, or alcohol.
8. Inappropriate displays of affection
9. Possession of prohibited articles on school grounds.
10. Skipping classes, skipping a class or part of a class. Students who have been in school part of the day and who are more than 5 minutes late to a class will be considered to be skipping.
11. Safe Schools Act Violations: Students who bring a weapon to school may be expelled for a period of one year. Students who are expelled from one public school for a weapons violation may not attend any public school for a year.

Students who want to discuss a situation with a bus driver, teacher, or school employee may schedule a private conference with the bus driver, teacher, or employee at the adult's convenience. Students should remain after class to schedule a private conference with their teachers. Students should wait until they are getting off the bus to ask the driver for a conference.

Bus drivers, teachers, and staff members should arrange the conference within a 24-hour period if possible. The principal, at the request of the student or school employee, will attend the conference.

## DRESS FOR STUDENTS

Students need to use good judgment in deciding their attire for the school day or activities. An article of clothing that may be deemed as proper in your own private setting may not be appropriate for school or school functions. If any staff member feels that the mode of dress by a student is disruptive to the educational process and/or against the school dress code, the student will be asked to change, or reverse unsuitable clothing. Parent(s) may be asked to bring alternative clothing to school or will remain in the office and not be permitted to attend class. The student will receive her/his homework and will be allowed to turn it in. If you have any doubts that an outfit is appropriate for school, don't wear it. Cleanliness and neatness of dress and hair are important to all students and should be encouraged and supervised by parents. (If it makes you feel self-conscious, don't wear it.)

### **Upper Body: The following should not be seen:**

- (1) Top of the shoulders-any part of the top of a person's shoulder
- (2) Arm pits
- (3) Cleavage – Top and side
- (4) Midribs/Lower Back – Even while sitting.
- (5) Top of the buttocks
- (6) Bare back
- (7) Undergarments

### **Lower Body: The following apply**

- (1) All coverings need to be clearly past 6 inches above the knee
- (2) Holes in pants the sizes of a quarter are only permissible from the top of the knee cap. Scuffed and scraped jeans above the knee cap that do not have holes are permissible.
- (3) Pajamas are only allowed by approval for special theme days.
- (4) The only exceptions to these requirements are school board approved team uniforms.
- (5) Undergarments are not to be seen.
- (6) Pants need to be pulled up.

### **Additional comments:**

- (1) Any of the following items of clothing are not acceptable: clothing with obscene, suggestive, or profane words, clothing with pictures or advertisements for liquor or tobacco; clothing with symbols and/or words across the groin or bottom area; or clothing that is insensitive to age, race, religion, gender, or ethnicity.
- (2) Hats must be removed immediately when walking into the building and will not be worn between the hours from 7:30-3:00. Students can wear them when the 3:00 bell rings.
- (3) Sunglasses/Chains – are not to be worn in school, exceptions to this rule must be cleared through the office
- (4) Gum Boots and/or chore boots are allowed only if soil free. A student wearing soiled boots must have shoes to change into.
- (5) During the months of November, December, January, and February. No shorts will be worn to school. Skirts can be worn to school if they have leggings, spandex, or tights underneath. If students are riding a bus to an away activity they must still follow the above policy. Any night home activity is up to the discretion of the supervisor or coach.

**It is important to note that the rule of good tastes overrides the specifics of all aspects of the dress code. Just because a piece of clothing meets the specific requirements of the dress policy, it may still be deemed inappropriate if it disrupts the educational process, adversely impacts the learning environment, or endangers the health or safety of students, staff members, and community members.**

## DRUG AND ALCOHOL ABUSE

### STUDENT USE OF TOBACCO, ALCOHOL AND DRUGS Policy 2640

#### Smoking

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.



## Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct as well as the possession of drug paraphernalia are prohibited and are subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20(c)(iv), disabled students protected under Section 504 of the Rehabilitation Act, who are currently engaging in the illegal use of controlled substances, including alcohol, may negate his/her eligibility or disciplinary protections under Section 504 and the Americans with Disabilities Act regardless of whether his/her disability is related to the alcohol or drug abuse. Disabled students protected under the IDEA, who engage in the illegal use of controlled substances, including alcohol, may be placed in an Interim Alternate Educational Setting pursuant to 20 USC §1415(k).

## ELIGIBILITY POLICY

### Participation in School Sponsored Activities

In addition to the eligibility rules and regulations established by the MSHSAA, The Schuyler R-1 Board of Education has established the following:

In order for students to be eligible to participate in all extra-curricular activities, the student must have passed all classes as detailed below. Eligibility shall be determined eight times per school year, on the 22<sup>nd</sup> day of each quarter and at the end of each quarter.

Students with a failing grade may remain eligible on a probationary status if they obtain and actively participate in an approved tutoring program for the subject(s), in which they are receiving failing grade(s). Tutoring programs shall be approved by the Administration.

Students who receive a failing grade two consecutive grading periods will be ineligible until the next grading period, if they are passing all classes.

**Any student** who has a failing grade as of Friday or Monday grade checks cannot miss any part of the school day to attend a school sponsored activity.

IEP students who are mainstreamed will follow Option Two of the MSHSAA handbook: "The second option is for the IEP Committee to determine that a modification of the academic requirements or grading policies is necessary to reflect the needs of the Handicapped student. In this situation, the modifications may include alterations in the type of assessments to be given to the student, the number of such assessments given a student, the amount of time the student will be allowed to take the assessment, etc. The IEP Committee may also determine that grades will be determined on the basis of the student's progress towards achieving specific goals and objectives from the IEP rather than standard assessments given other students. If this type of modification is made, the IEP Committee is responsible to specify the amount of progress which will be necessary to document that standard progress is being made by the student."

### Activities and Athletics

Participation in extra curricular activities is encouraged. This policy covers those groups, organizations, and activities, which do not receive academic credit. Such participation is an additional form of education and individual growth and development opportunity for the individual student.

While extra-curricular activities do offer educational experiences, they are a privilege. As such, extra-curricular activities may be withheld from any student as a condition of discipline. Furthermore, all policies, which apply to the regular school day, apply also to extra-curricular activities. In addition, coaches and sponsors may establish policies for their groups in addition to those stated herein.

MSHSAA requires students to be enrolled 8 periods and pass at least 6 periods the previous semester to be eligible to participate in extracurricular activities.

In regards to attendance, **a student must be in attendance for at least 4 of the 8 periods on days of extra-curricular participation.** Prior to participating in an extra-curricular activity on the weekend, a student must meet attendance requirements on the last day that school was in session for the week. Exceptions may be granted in special cases.

The following schedule for determination of eligibility and imposition of suspension will be implemented.

1. If activity is a MSHSAA event, students must meet all eligibility requirements set forth by MSHSAA.
2. Any student failing a class may be required to attend study sessions after school.
3. Any student receiving an incomplete grade because of failure to promptly complete work will be placed on the ineligibility list. Incomplete grades resulting from illness or other special circumstances during the last week or two a grade period may be exempted.
4. Students displaying unacceptable citizenship behaviors may be suspended from participation in extra-curricular activities.
5. Each coach or sponsor shall establish written guidelines for their groups. These guidelines shall be presented orally and in written format. A copy of such guidelines shall be on file with the Athletic Director.

No student will take part in any school activity if absent from school the day of the activity unless prior arrangements have been made with the administration. Also, students serving in-school suspension or out-of-school suspension will not be allowed to participate in school activities.

## **IN SCHOOL SUSPENSION (ISS) RULES**

ISS room is located in the high school building.

1. Bring all books, pencils, pens, and paper that you will need for the day to the ISS room. Bring a sweater or sweatshirt.
2. You should have at least one (1) library book. If you do not have a library book, use your time prior to 8:10 a.m. to go to the media center and get one.
3. You will remain in the ISS room at all times. Passes to other parts of the building will not be given.
4. You will be allowed one bathroom break in the morning as a group and one in the afternoon. You will be supervised during these breaks.
5. Students will eat lunch in the ISS room.
6. Sit with feet on the floor. Sleeping will not be allowed.  
First Offense – Warning  
Second Offense – Repeat ISS  
Third Offense - OSS.
7. Conversations with other students in or out of ISS while in ISS are not allowed.  
First Offense – Warning  
Second Offense – Repeat ISS  
Third Offense - OSS.
8. Assignments will be provided by your regular classroom teachers. You are expected to work on these assignments while in ISS. Only work turned in to the office will be graded. Work not completed by 3:00 p.m. will be a zero. On all assignments, put your name, date, the teacher's name, and period #.
9. **NO FOOD OR DRINKS OF ANY KIND. (ONLY LUNCH)**
10. Rudeness to ISS students, principal, or staff member(s) or repeated violations of rules will not be tolerated. Students dismissed from ISS will be placed on OSS and will lose all credit for assignments & tests. **BUT** you will return to ISS on the next ISS day until you have completed the ISS successfully.

## **LEAVING SCHOOL DURING THE LUNCH PERIOD**

The Schuyler R-1 Board of Education has mandated a closed lunch shift. Students will not be allowed to sign out for lunch.

## OUT OF SCHOOL SUSPENSION (OSS) POLICY (conditions of discipline pg. 45)

1. Students will receive zeros on all work done during the time they spend on OSS.

## STUDENT SEARCHES

The Schuyler R-1 School District may/will search student lockers, and other school property used by students. Such searches may include the use of a drug dog to search lockers, backpacks, purses, and cars parked on the school grounds. Searches are used to maintain the welfare of our student body or prevent discipline problems and interference with the educational process.

## TARDY POLICY

Punctuality to school and class are important to the student and the school. It is the student's responsibility to get to school and class on time. A late arrival to school will be considered a tardy. The school will not call home concerning a tardy situation. Excuses like oversleeping; sleeping in after a ball game, stopping to get gas for the car, etc. will be unexcused.

A tardy to class means a student was not in the classroom by the second bell. Students have four (4) minutes between classes to get to lockers, restrooms, etc. If a teacher detains a student, it is the student's responsibility to get a slip from that teacher for his/her next class.

Tardy students disrupt the learning environment and steal classroom time from the teachers and other students. Students have enough time during passing periods to arrive on time to class. In order to facilitate this, students should organize their lockers, keep them clean, and plan ahead for what materials and books they need for class.

**Before School** - All students will be allowed three tardies before the start of 1<sup>st</sup> period each semester. When the student has reached that limit, a tardy will be issued for all tardies after three. (Unless it is an excused tardy from list below) Parent phone call or notes, flat tire, etc. will not be excused.

**Excused Tardies** -A tardy will be kept just like our school's attendance, hourly. The office will track tardiness by semester. At the end of a semester a student will begin anew. In general, excused tardies are given for:

1. Illness when documented by a physician
2. Death of family member or close friend/funeral/performance at a funeral as community service
3. Serious illness or immediate family member
4. Professional and/or court appearance
5. Periodic medical or dental appointments
6. Bad weather
7. Required religious observances

### Tardy Consequences each semester

1<sup>st</sup> Period – First, Second, and Third tardy is free

1. 4<sup>th</sup> thru 6<sup>th</sup> Tardy – Student will be assigned a 15 minute detention with teacher
2. 7<sup>th</sup> – 9<sup>th</sup> Tardy – Student will be assigned a 30 minute detention with teacher
3. 10<sup>th</sup> Tardy - Referral to the principal and an hour office detention will be assigned.
4. 11<sup>th</sup> tardy etc. – Possible ISS, OSS, loss of grades for that period, lunch in office, and lose the privilege of attending dances or extra-curricular activities.

2<sup>nd</sup> thru 8<sup>th</sup> period – First tardy is free

5. 2<sup>nd</sup> thru 4<sup>th</sup> Tardy – Student will be assigned a 15 minute detention with teacher
6. 5<sup>th</sup> thru 7<sup>th</sup> Tardy – Student will be assigned a 30 minute detention with teacher
7. 8<sup>th</sup> tardy – Referral to the principal and an hour office detention will be assigned.

8. 9<sup>th</sup> tardy etc. – Possible ISS, OSS, loss of grades for that period, lunch in office, and lose the privilege of attending dances or extra-curricular activities.

## **STUDENTS' CONDUCT AND BEHAVIOR OFFENSES AND PENALTIES**

### **DISCIPLINE CHART**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

#### **Reporting to Law Enforcement**

It is the policy of the Schuyler County R-I School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also 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.

#### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

#### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this 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 law and Board policy.

**Academic Dishonesty** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

|                     |  |
|---------------------|--|
| First Offense:      | No credit for the work, grade reduction, or replacement assignment.                                  |
| Subsequent Offense: | No credit for the work, grade reduction, course failure, or removal from extracurricular activities. |

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

|                     |   |
|---------------------|---|
| First Offense:      | Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate. |
| Subsequent Offense: | 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.                                   |

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion.  |

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

|                |            |
|----------------|------------|
| First Offense: | Expulsion. |
|----------------|------------|

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

|                     |   |
|---------------------|---|
| First Offense:      | Suspension or revocation of parking privileges, detention, or in-school suspension.                       |
| Subsequent Offense: | Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Bullying and Cyber bullying (see Board policy JFCF)** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

**Bus or Transportation Misconduct (see Board policy JFCC)** – 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.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

|                     |  |
|---------------------|--|
| First Offense:      | Nullification of forged document. Principal/Student conference, detention, or in-school suspension.        |
| Subsequent Offense: | Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension. |

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, 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.                   |

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

|                     |  |
|---------------------|--|
| First Offense:      | In-school suspension or 1-180 days out-of-school suspension. |
| Subsequent Offense: | 11-180 days out-of-school suspension or expulsion.           |

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

|                     |  |
|---------------------|--|
| First Offense:      | 1-180 days out-of-school suspension or expulsion.  |
| Subsequent Offense: | 11-180 days out-of-school suspension or expulsion. |

**Extortion** – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, 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.                              |

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

|                     |  |
|---------------------|--|
| First Offense:      | Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |
| Subsequent Offense: | Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

|                     |  |
|---------------------|--|
| First Offense:      | Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.  |

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

|                     |  |
|---------------------|--|
| First Offense:      | Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion.                               |

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, loss of privileges, detention, or in-school suspension.                                     |
| Subsequent Offense: | Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Harassment, including Sexual Harassment (see Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion.  |



2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

|                     |  |
|---------------------|--|
| 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.                        |

**Hazing (see Board policy JFCF)** – 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 district-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.            |

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

|                     |   |
|---------------------|---|
| First Offense:      | Confiscation. Warning, principal/student conference, detention, or in-school suspension.                            |
| Subsequent Offense: | Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Nuisance Items** – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

|                     |   |
|---------------------|---|
| First Offense:      | Confiscation. Warning, principal/student conference, detention, or in-school suspension.                            |
| Subsequent Offense: | Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, or in-school suspension.       |
| Subsequent Offense: | Detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

|                     |   |
|---------------------|---|
| First Offense:      | Confiscation. Principal/Student conference, detention, or in-school suspension.                   |
| Subsequent Offense: | Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

|                     |  |
|---------------------|--|
| First Offense:      | Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. |
| Subsequent Offense: | Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.                    |

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

|                     |   |
|---------------------|---|
| First Offense:      | Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension. |
| Subsequent Offense: | Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.                |

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

|                     |   |
|---------------------|---|
| First Offense:      | Confiscation, principal/student conference, detention, or in-school suspension.   |
| Subsequent Offense: | Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in (1) or (2) above.

|                     |  |
|---------------------|--|
| First Offense:      | Restitution. Principal/Student conference, detention, or in-school suspension.           |
| Subsequent Offense: | Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion. |

4. Use of audio or visual recording equipment in violation of Board policy KKB.

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

**Theft** – Theft, attempted theft or knowing possession of stolen property.

|                     |   |
|---------------------|---|
| First Offense:      | Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. |
| Subsequent Offense: | Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.  |

**Threats or Verbal Assault** – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion.  |

**Tobacco**

1. Possession of any tobacco products on district property, district transportation or at any district activity.

|                     |  |
|---------------------|--|
| First Offense:      | Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.       |
| Subsequent Offense: | Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension. |

2. Use of any tobacco products on district property, district transportation or at any district activity.

|                     |   |
|---------------------|---|
| First Offense:      | Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. |
| Subsequent Offense: | Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.  |

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

|                     |   |
|---------------------|---|
| First Offense:      | Principal/Student conference, detention, or 1-3 days in-school suspension.                |
| Subsequent Offense: | Detention or 3-10 days in-school suspension, and removal from extracurricular activities. |

**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

|                     |  |
|---------------------|--|
| First Offense:      | Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. |
| Subsequent Offense: | 1-180 days out-of-school suspension or expulsion.  |

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

|                     |  |
|---------------------|--|
| First Offense:      | Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.  |

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

|                     |  |
|---------------------|--|
| 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.                        |

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

|                     |  |
|---------------------|--|
| First Offense:      | One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. |
| Subsequent Offense: | Expulsion.   |

3. Possession or use of ammunition or a component of a weapon.

|                     |  |
|---------------------|--|
| 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.                        |

**THIS HANDBOOK HAS BEEN WRITTEN AS A GUIDELINE TO ENCOMPASS MOST ISSUES; HOWEVER EXCEPTIONS CAN AND DO OCCUR AND WILL BE HANDLED ON A CASE-BY-CASE BASIS BY THE BUILDING PRINCIPAL.**

**Receipt of  
Student Handbook and Internet and Computer Usage Policy**

This is to acknowledge that my parents and I received the 2016-2017 Student-Parent Handbook and Internet and Computer Usage Policy for the Schuyler R-1 High School. We understand that we are responsible for knowing and adhering to the rules and procedures contained in the handbook and the Internet and Computer Usage Policy as well as any other rules and procedures established by the Schuyler R-1 School District. Prior to receiving authorization to use the Internet, students and parents/guardians must sign the receipt of student handbook and Internet and computer usage policy form.

Student (Print Name): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Please sign and return to the office prior to Friday, September 2, 2016.

**Schuyler R-1 School District**  
**Activity Permission Form**  
(Senior Trip, Reward Trip, Attendance Trip, Club Trips, Field Trips)

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Student's Name

has my permission to participate in any school sponsored activity for the 2016-17 year. I understand that my child will be chaperoned by a responsible adult(s) and or faculty member(s) while away from school and that the sponsor(s) will take all necessary precautions to protect my child from harm and injury. In the event my child is injured or becomes ill while away from school during the activity, I as a parent/guardian, grant permission for the sponsor(s) to provide emergency medical attention if needed. I further hereby agree to hold Schuyler R-1 School District, its employees, and agents harmless of any injury or sickness directly caused by the negligence of persons other than employees or agents of the Schuyler R-1 School District when such injury or sickness occurs during the said activity.

My child agrees to abide by all rules and regulations set forth by the Schuyler R-1 School District and adults(s), sponsor(s), and faculty member(s) in charge of said activity. In order for students to be eligible to participate in activities, the student must have met the eligibility requirements. Eligibility shall be determined eight times per school year, on the 22<sup>nd</sup> day of each quarter and at the end of each quarter. Students who receive a failing grade two consecutive grading periods will be ineligible until the next grading period, if they are passing all classes.

Any student who has a failing grade as of Friday grade checks cannot miss any part of the school day the following week to attend a school sponsored activity unless they leave between 2:45-3:00.

If the student is receiving a grade for the activity, the eligibility criterion does not apply. All students are eligible to attend the activity.

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Parent's Signature

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Date

---

Student's Signature

---

Date

Please sign and return to the office prior to Friday, September 2, 2016.

**STUDENT DRUG TESTING**

**CONSENT FORM**

I, \_\_\_\_\_, [student’s name] have received, read, understand and agree to abide by the Schuyler R-I School District’s drug testing policy and procedures. As a condition of participating in activities in the Schuyler R-I School District, I agree to provide urine specimens when directed and authorize the district to have the specimens tested for drugs and alcohol. I also authorize the release of information concerning the results of such a test to the Schuyler R-I School District and to my parents/guardians.

\_\_\_\_\_  
Student Signature Date

I, \_\_\_\_\_, [name of parent/guardian] have received, read, understand and agree to abide by the Schuyler R-I School District’s drug testing policy and procedures. As a condition of my student’s participation in activities in the Schuyler R-I School District, I authorize the district to collect urine specimens from my student and authorize the district to have the specimens tested for illegal drugs, synthetic drugs, prescription drugs without a valid prescription, and alcohol. I also authorize the release of information concerning the results of such a test to the Schuyler R-I School District.

\_\_\_\_\_  
Signature of Parent/Guardian Date

This consent form will remain in effect for the duration of the student’s enrollment within the Schuyler R-I School District, unless revoked in writing by the parent/guardian.

**Bullying Law Changes – HB1583** – In 2007 a bullying law was signed. This spring HB1583 changed the student safety law to include a new definition of bullying and a framework that includes a timeline and how reports are to be handled. The law goes into effect August 28, 2016. Listed below are a few critical areas of concern and some suggestions to be compliant for the 2016-17 school year. **MOASSP Notes** are paraphrased from the law to keep this update short.

- **MOASSP Suggestion** - Your school district should contact the policy writer for your district for a “Board Policy” that is voted into place prior to the beginning of school.
- **MOASSP Note** - The definition of bullying must be in the student handbook. Many districts either have already printed the handbooks or had them approved prior the law being signed. Have the new elements to the handbook typed and copied to insert into the handbook at the start of school.
- **Copied directly from the law (bold is additions to the 2007 law)** - Definition: ***"Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of, but is not limited to, physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying by students is prohibited on school property, at any school function, or on a school bus. "Cyberbullying" means bullying as defined in this subsection through the transmission of a communication including, but not***



*limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager."*

- **MOASSP Note** - Any employee who witnesses an act of bullying must report the act to the principal or his or her designee within two school days and the principal or designee will begin the process of investigating the incident. The investigation must be completed within 10 school days. (Lines 35-40) It can only be extended for good cause and that cannot be the principal was busy.
- **MOASSP Note** A word of caution regarding off campus bullying that comes into the school (Lines 70-75). Cyberbullying that occurs off the school grounds, but makes its way to the school community and causes a substantial disruption, must be an 8 or more on a scale of 1 to 10. It is suggested that if this problem occurs, work closely with your district attorney. (The minimum of 8 came as a strong suggestion from a Scott Kimble, a former school attorney.)
- **MOASSP Note** - The counselors must be educated to help victims of bullying (lines 58-66).
- **MOASSP Note** - Teachers and staff must be provided information and trained in the requirements of the district policy (Lines 45-47).

**SB638 – The Omnibus Bill** – This catch-all bill has laws that will impact all public schools in Missouri and several that will impact high schools in particular. A few take effect in the 2016-17 school year and others in later school years.

- **PLEDGE OF ALLEGIANCE IN SCHOOLS, ONCE EACH DAY** - This act requires that all public schools shall ensure that the Pledge of Allegiance is recited in at least one scheduled class of every pupil at least once per school day rather than once per school week. This act also allows flags for display in classrooms to be provided by voluntary donation.
- **A+ SCHOOLS PROGRAM** - This act allows a qualifying student of a nonpublic school to be eligible for reimbursement of post-secondary education through the A+ program, as described in the act.
- **GIFTED EDUCATION** - This act prohibits school districts from determining whether a child is gifted based on the child's participation in an advanced placement course or international baccalaureate course. Whether a child is gifted must be determined using the statutory definition of "gifted children". Beginning with the 2017-2018 school year, this act also reduces a district's funding as described in the act when it experiences a decrease in its gifted program enrollment of 20% or more from the previous school year. This provision shall not apply to school districts with an average daily attendance of three hundred fifty or less.
- **REMEDIAL EDUCATION AND PERSONAL PLANS OF STUDY** - This act requires that by July 1, 2018, each school district shall implement a system for identifying students in their ninth grade year who are at risk of not being ready for college-level work or for entry-level career positions, as described in the act. This act allows each student entering his or her ninth grade year to develop a personal plan of study. The plan of study shall include graduation requirements, career or postsecondary goals, coursework related to career or postsecondary goals, grade-appropriate and career-related experiences, and student assessments, interest inventories, or academic results. (Section 167.903)
- **DYSLEXIA** – the bill requires a task force to make recommendations to DESE by December 2017. MOASSP will monitor the task force and their recommendations.
- **CPR INSTRUCTION IN SCHOOLS** - Beginning with the 2017-18 school year, this act requires high school pupils in public schools and charter schools to have received thirty minutes of CPR instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking prior to graduation. The act also requires the training to be included in the district's existing health or physical education curriculum.
- **CIVICS EDUCATION** - This act creates the "Missouri Civics Education Initiative." This act requires the subject of American civics to be included in the exam required for graduation from any public or private school, other than proprietary schools. Any student entering ninth grade after July 1, 2017, who is attending a public, charter, or private school, except for private trade schools, shall pass an examination on the provisions and principles of American civics. The test will consist of one hundred questions

similar to the one hundred questions used by the United States Citizenship and Immigration Services. Each district must adopt a policy permitting a student with a disability to receive a waiver from the basic civics test requirement if the student's IEP committee recommends it. This act also allows a school district to recognize a student's participation in the Constitution Project of the Missouri Supreme Court, as described in the act.

**Suicide Prevention** - SCS/SB 646 - Beginning in the 2017-2018 school year, any licensed educator may annually complete up to two hours of training or professional development in youth suicide awareness and prevention as part of the professional development hours required for State Board of Education certification.

The Department of Elementary and Secondary Education shall develop guidelines for training or professional development in youth suicide awareness and prevention. The Department shall also develop materials that may be used for such training or professional development.

Each district shall adopt a policy for youth suicide awareness and prevention by July 1, 2018. The Department will develop a model policy by July 1, 2017, that districts may adopt. The Department shall cooperate, consult with, and seek input from organizations that have expertise in youth suicide awareness and prevention.