

**3000 Main Street  
Scott City, Missouri 63780  
Phone: (573) 264-2138**



**Graduating Leaders by inspiring  
One Student at a time.**

**Students and Parents:**

**Welcome to Scott City High School!! Our community has worked hard to provide students with excellent facilities and the necessary materials for learning. Please utilize these educational opportunities to build a strong foundation for your future.**

**The information found in this handbook is made available to you to help assist and guide you through your high school years. Read the information carefully. If you have questions, feel free to ask. Students will be responsible for the information on the following pages.**

**The educators at Scott City High School believe that high expectations are the key to everything!! The educators at Scott City High School are proud to be a part of your child's education!!**

**Lance Amick  
High School Principal**

## **ACTIVITIES (INTERSCHOLASTIC)**

No student will be allowed participation in interscholastic contests if he/she is ineligible because of low scholastic achievement. To maintain academic eligibility, a student must have been promoted to a higher grade or to a higher level in special education at the close of the previous year. Students must be currently enrolled in and regularly attending courses that offer a minimum of 3 units of credit and must have earned a minimum of 3 units of credit the preceding semester. A beginning ninth grade student must have met promotion requirements for the 8th grade. No students may participate in interscholastic competition while under suspension.

A student may be removed from the team or suspended from an interscholastic activity when, in the opinion of the coach (or director) and the administration, his/her participation creates a needless risk to health, to scholastic standing, or to the character welfare of the team.

Any student desiring to participate in interscholastic sports or cheerleading must have a yearly physical on file in the athletic director's office before the first day of practice. The school will schedule a day during the summer each year for all students to take a physical examination. Anyone failing to receive a physical at this time will have to make their own arrangements for a physical. Physicals are not required for participation in intramural sports.

## **ADMINISTRATION**

The Board of Education makes the policies governing your school. Your school administrators see that these policies are enforced. Administrative personnel consist of the following:

Superintendent of Schools – Mr. Lee  
High School Principal – Mr. Amick  
Middle School Principal – Mr. Umfleet

Elementary Principal - Dr. Panagos

All problems dealing with student personnel should be brought first to the attention of the principal concerned. He/She, in turn, will consult the superintendent if necessary.

### **Communication**

Communication between school and home is an integral part of student success. Listed below are the email addresses for high school educators. Please add [@scschools.k12.mo.us](mailto:scschools.k12.mo.us) after the educator's name.

Mr. Amick – amickl	Mr. Bradshaw – bradshawc
Mrs. Conaway – conawayd	Mr. Conaway- conaway
Mr. Dannenmueller-Dannenmuellerm	
Mrs. Essner – essnerj	Mr. Estes – estest
Mrs. Helderma – helderma	Mr. Hendricks – hendrickss
Mrs. Lee – leej	Mrs. Lenaburg - lenaburgd
Mrs. Villanueva - villanuevac	Mr. May-mayj
Mrs. Mastin – mastinj	Mr. Miller – millerm
Mr. Nanney – nanneyj	Mr. O'Brien – Obrienst
Mrs. Ort - ortl	Mrs. Pletcher – pletcherb
Mrs. Poole – poolej	Mrs. Pratt – prattl
Mr. Shinn – shinnr	Mrs. Tapley – tapleyb
Mrs. Perkins - perkinse	Mrs. Weber – Webern
Mr. Tucker – tuckerj	Mr. Vasquez – vasquezr
Mrs. Wilcoxon - wilcoxeno	

### **ANNOUNCEMENTS**

Student and faculty announcements are to be made during Fourth Period. Announcements should be turned in to the office by 8:00 a.m. of the morning the announcement is to be made and should bear the signature of the class/organization sponsor and be approved by the appropriate administrator.

## **ASSEMBLIES**

Assemblies at Scott City are a regularly scheduled part of the curriculum and are designed to be educational and entertaining experiences.

Scott City students should display courtesy at all assemblies. Talking, whistling and booing are discourteous. Yelling is appropriate only at pep assemblies.

## **ATTENDANCE PROCEDURES**

The total process of education requires a continuity of instruction, classroom participation, learning experiences, and study in order to obtain the maximum educational benefit for each individual student. The regular contact of pupils with each other in the classroom and their participation in a well-planned instructional program under the direction of the teacher are vital to the purpose. High achievement and good grades are compatible with regular attendance. The frequent absence of pupils from school disrupts the continuity of the learning process. The benefits of regular daily classroom instruction are lost and cannot be regained.

Habits of punctuality and regular attendance must be developed during the school years because they have a controlling influence upon one's life after school in business, industrial and professional pursuits.

The following policy adopted by the Board of Education has been established to insure good school attendance.

## **ATTENDANCE AND DISCIPLINE POLICIES**

Students shall not miss more than 5 unexcused days per semester (35 hours). Students not meeting this requirement will be referred to the Scott County Juvenile System.

Students are allowed to make up all worked missed during any absence with the exception of suspensions

When students are absent from school parents are asked to call the high school office by 10:00 a.m. All students are expected to be in regular attendance.

## **ATTENDANCE (EXCUSED ABSENCES)**

An excused absence is any absence with third party documentation (example: doctor, funeral, dentist, court, prior administrative approval).

The student is to be prepared to take any previously scheduled test and to turn in any previously scheduled assignments on his/her return to school. Previously scheduled work or pre-scheduled deadlines remain in effect even though a student has an excused absence. It is the student's responsibility to make arrangement for make-up work. These arrangements should be made the first day the student returns to school and definitely no later than the second day after returning. Tests for make-up should be scheduled before school from 7:30-8:00 a.m., unless special arrangements have been made with the teacher. One day for each day of absence will be allowed to complete make-up work, up to five (5) days with principal's approval. Ex-ceptions will be made for periods of prolonged illness. In the case of an incomplete grade for any quarter, two (2) weeks will be allowed for make-up work unless the student and the parent have made arrangements with the principal for an extension of time. Failure to complete the make-up work on time will result in the work not completed being recorded as a zero (0).

Signing out during school hours will be permitted ONLY when arranged by a *note or phone call to the principal by the parent.*

### **ATTENDANCE (UNEXCUSED ABSENCES)**

An unexcused absence is any absence without third party documentation (example: doctor, funeral, dentist, court, prior administrative approval).

### **ATTENDANCE (TRUANCY)**

Truancy will be defined as being absent from school without permission. A truancy for any portion of a day will be considered one incident. A student will not be allowed to make up work he/she misses while truant from school.

You will be considered truant if you:

1. Leave school without signing out in the proper office.
2. Are absent from school without prior permission from your parent or guardian.
3. Obtain a permit to go to a certain place in school and do not report there.
4. Go home for lunch, become ill, and remain there without having a parent call.
5. Come to school but not attend classes.
6. Are tardy to class for more than 10 minutes.

The penalties for truancy will be:

1. First incident: Conference with the student and one day of in-school suspension and the parent will be notified.
2. Second incident: Notification to parent and three days of in-school suspension.
3. Third incident: Notification to the parent and five days of in-school suspension.
4. Fourth incident: Parent notification and a five-day suspension from school. Parent conference will be required before the student will be permitted to return to school that semester.
5. Fifth incident: Parent notification and a ten-day suspension from school, with final determination as to whether or not the student will be permitted to return to school that semester.

### **ATTENDANCE (SUSPENSION)**

Any suspension resulting from attendance problems will require a conference with at least one parent, the student and principal before the student is allowed to return to school. (Any organized skip day will be treated as an individual incident and appropriate penalties assessed.) Parents are advised that there are no school-approved skip days. Students under suspension may have access to homework assignments if they desire, but they will not receive credit for any work missed, including tests.

## ATTENDANCE (TARDINESS)

All students are expected to be punctual in class attendance.

1. Students are expected to be in the classroom before the last bell rings. Failure to do this will be considered a tardy.
2. Each quarter a new tally will be kept. Tardies of the previous quarter will not be counted.

Third Tardy -  
Notification to student and disciplinary referral to the office. One detention will be issued for the third tardy and for each additional tardy. Consistent violation of the tardy policy may result in more severe disciplinary action.

The student will not be sent to the office. Administrative personnel will issue detentions after receipt of the disciplinary referral.

3. For a late arrival to school to be excused, the student must present a written statement of explanation from the parent or guardian to the attendance office. Repeated tardiness to first or fifth hour classes will result in assignment to the



SCORE program for a period of time to be determined by the principal.

### **ATTENDANCE (DETENTION)**

Detention will be held Monday through Friday from 3:10 until 4:00 in room #8. The student or parents may be allowed to reschedule one after-school detention per quarter for reasons such as work, family emergencies or other school activities.

A student who has been assigned to detention should report by 3:10 with the necessary materials to work constructively during the full detention time. Students serving the detentions must provide their own transportation.

**Failure to serve an assigned detention will result in the following disciplinary action:**

**1<sup>st</sup> – student will receive one day of ISS along with the original detention to be served that same day.**

**2<sup>nd</sup> – student will be suspended from school until the student serves the assigned detention.**

Example: A student misses detention on Tuesday and the absence is unexcused. The student will be in ISS on Wednesday. The student will serve the detention Wednesday afternoon.

A student who is absent on the day a detention is assigned will serve the detention the first day the student returns to school.

A student who has been assigned an excessive number of detentions (eight or more per quarter) may be given a Provisional Enrollment Contract.

### **ATTENDANCE (ACTIVITY PARTICIPATION)**

Students who are absent from school for more than half a day for reasons other than school business on the day of (or day before, if the activity occurs on a weekend or holiday) a dance, sports practice, athletic contest or any other school activity that comes under the jurisdiction of the Missouri State High School Activities Association will not be allowed to participate in that activity during the day or evening unless arrangements have been made beforehand with the principal.

## **BUS RULES**

The school district provides transportation services to the students who live more than one mile from campus; students who are scheduled to participate in a field trip; and students who participate in extra-curricular activities.

The privilege of riding a school bus is dependent upon good behavior. All who use this service are subject to the supervision of the bus operator. Any students using the bus service are expected to observe the following regulations:

1. Remain seated until the bus stops.
2. No smoking or use of tobacco-related products is allowed on the bus at any time.
3. Noise must be kept to a minimum to allow the driver's concentration.
4. Bus roster must be signed if a student plans to ride the bus to an extra-curricular activity to be held in a school district other than our own.
5. Students who ride a bus to a school-sponsored activity must return on the same bus. Parents must notify, in person, the sponsor of the group in order to excuse the student from the obligation

of returning to school on the bus that he/she rode to the activity.

6. No student enrolled in grades 9-12 is to ride a bus when it is scheduled to make an elementary run, unless prior approval is obtained from the high school principal.
7. Students and school personnel are the only people permitted to ride the bus.

## **COMPUTER/INTERNET USAGE RULES & REGULATIONS**

Access to the Internet is an unparalleled opportunity to interact with the world at large. It has the potential to be a tremendous resource for students and teachers at all levels. The use of an assigned account must be in support of educational research and within the objectives and goals of the Scott City School District. The use of this information system is a privilege, not a right; the opportunity brings with it a number of responsibilities. In order to use the school network and Internet service available at Scott City School, you and your parents must read the following information and return a signed agreement.

1. Access to the Scott City School District network is a privilege that may be revoked by the administrators of the network at any time for abusive or inappropriate conduct. Such conduct includes, but is not limited to, the placing of unlawful information on or through the computer system; downloading files without express permission of the faculty; accessing another person's files or e-mail; the use of obscene, abusive or otherwise objectionable language or images in either public or private files or messages; and use of chat rooms, USENET newsgroups, and

other areas of cyberspace that would be offensive to any student, teacher or parent.

2. The district Internet service is provided primarily for educational purposes under the direction of district staff. Non-educational use may be limited at any time by staff. Because of the potentially large number of individuals who need to use the computer, student access may be limited.
3. Rules and regulations of the system may be added and will be posted from time to time by the administrators of the district and/or the network. Users of the network are subject to these rules and regulations.
4. Use of obscene, harassing, or abusive language on-line is prohibited. Good manners and good taste are the rule, no matter what environment the student may find himself/herself in. Adhere to the same standards on-line that are expected in the classroom. Be ethical. Do not do or say anything that your parents or teachers would not approve of. When in doubt, ASK.
5. Security on any computer system is high priority, especially when the system involves many users. Attempts to log in a system administrator or any other user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
6. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agencies of other networks that are connected to the Internet backbone. This includes, but is not limited to, the

uploading/downloading of files and/or creation of computer viruses.

7. Any violation of the rules concerning computer/Internet use WILL lose you your school-sponsored Internet access and result in two (2) noon detentions. Additional violations will result in after-school detentions, suspension, and/or revocation of use privileges.

### **CORRIDOR PASS**

*No students are to be allowed to leave a class (this includes study halls) to go to the gym, shop, kitchen or band room.* The only exception to this is if a student has a signed note from the principal allowing them to do so.

### **COURTESY**

Common courtesy by the student toward the staff and fellow classmates is necessary to good school atmosphere.

Any school employee of the Scott City School District has authority and jurisdiction of students at any school function and deserves the respect accorded to any other member of the staff.

### **DANCES**

The following rules apply to dances at Scott City High School:

1. Students may be permitted to invite one guest. Guests 21 years of age or older will not be allowed to attend.

2. All persons who invite out-of-school guests to dances must obtain an invitation slip at the office. Proof of age of the invited guest may be required.
3. Middle school students may not be invited to senior high dances and vice-versa.
4. Once you leave the dance you may not return.
5. No drugs or alcohol will be permitted in the building or on the school grounds.
6. Students of Scott City School and guests whose actions are not considered credible will not be allowed to attend social functions at the school.
7. All students should understand that parents are welcome to all dances and school activities.
8. Each organization will determine the type of dress desired at their dance. The sponsor and the administration must approve this.
9. The members and sponsor of the appropriate club, with the approval of the administration, will determine the cost of admission to each dance.
10. Students who are absent any part of the day on the day of a dance (or day before if the dance occurs on a weekend or holiday) will not be permitted to participate in that activity unless prior arrangements have been made with the principal.

## **DISMISSAL OF SCHOOL BECAUSE OF INCLEMENT WEATHER**

Should it be necessary to dismiss school for inclement weather or other perils, the announcement will be carried over KFVS-TV or KGMO radio. ***DO NOT CALL THE SCHOOL***, the administrators or TV and radio stations--they need telephone lines open. If the announcement is not made over KFVS or KGMO, school will be in session.

In addition to these outlets, the school will use a text message alert system through the School messenger system.

## **DRESS CODE**

As a student at Scott City School, you should take pride in your dress and grooming so as to reflect favorably upon yourself, your parents, the school and the community. ***Clothing should in no way distract from regular class work or school activities.***

The Scott City R-I School District recognizes that a student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board of Education expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide

an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure, and orderly educational environment for all students.

The following dress code will govern student dress for the Scott City R-I School District.

### **Shirts/Tops**

#### **Single layer styles -- (see additional requirements below)**

- Shirts must be a solid color, collared and have sleeves (i.e., long sleeve or short sleeve).
- District approved SC spirit wear: club/activity and sports clothing and jerseys.

#### **Other layer(s) styles -- (see additional requirements below)**

- Solid color vests, v-neck sweaters and v-neck sweatshirts are permitted but must have a solid shirt worn underneath them.
- Solid color turtleneck sweaters are permitted.
- Solid color crew neck sweatshirts or sweaters are permitted with a solid color shirt worn underneath.
- Pullovers and zippered jackets are permitted but must be a solid color and must have a solid color shirt worn underneath them.
- Solid color crew neck t-shirts are permitted only under collared shirts.

#### **Additional requirements for all shirts/tops:**

- Logos or other graphics should be located only on the front of tops and appropriately sized.



- Shirts that are excessively large, baggy, or skintight are prohibited. Shirts must be of a length and fit that are suitable to the build and stature of the student.
- Shirts must be tucked in if excessive in length or shirt is non-tailored. Excessive length is described as being longer than wrist when hands are down at sides.
- Shirts shall be clean, in good repair, and shall have no holes worn through, slashes or rips.
- Sheer or see-through material is not permitted.
- Shirts must be appropriately buttoned.
- Shirt tops and pant bottoms must overlap at all times, including when arms are raised.

## **Pants/Bottoms**

### **Style(s) -- (see additional requirements below)**

- Solid color pants and capris are permitted.
- Solid color shorts(non-athletic), skirts, jumpers, dresses, and “skorts” (i.e., skirt shorts) are permitted must be at least knee length.
- Tights or leggings are permitted under dress code approved shorts, skirts, and dresses.
- Denim is permitted with no holes.
- Sweatpants, wind pants, and pajama pants are not permitted.

### **Additional requirements for pants/bottoms:**

- Pants/bottoms that are excessively large, baggy, or skintight are prohibited. Pants should be sized to fit,

neither skintight, oversized, sagging, nor dragging the ground.

- Pants/bottoms shall be clean, in good repair, and shall have no holes worn through, slashes, rips, tears, or shredded hemlines.
- Pants/bottoms should be at the waist-line and undergarments must not be visible.

### **Shoes**

- Shoes may be slip-on or lace up. For safety reasons, if equipped, shoes must be laced, tied, strapped, or hooked.
- House slippers, shower shoes, and flip-flops are not permitted.
- In Elementary school sandals, open toed shoes, or shoes with heels are not permitted. These are not appropriate for P.E. or playground activities.

### **Head Coverings/Sunglasses**

- Hoods, Caps, hats or other similar head coverings shall not be worn to class or within the school building unless prescribed by a physician or previously approved by the school's administration for religious reasons.
- Sunglasses (unless proscribed by a physician) shall not be worn to class or within the school building.

### **Athletic Attire**

- Athletic attire is acceptable only during physical education class time.

### **Spirit Wear**

- The building administration may designate days as “School Spirit Days.” During these days, allowances for standard dress may be amended. However, the guidelines regarding neatness, safety, modesty, and modes of apparel will be adhered to on these days.

### **Career Wear**

- If the student is enrolled in an off-campus program, they must change out of their career wear prior to returning to campus.

Where a bona fide religious belief or health need of a student conflicts with the District’s dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student’s bona fide religious practices or beliefs shall not be prohibited under this policy. Individuals who believe the dress code poses a financial hardship should contact the principal.

All dress code procedures will adhere to health and safety codes and comply with applicable law. No dress code procedure will impose dress and grooming rules based on gender in violation of Title IX.

Students who elect not to conform to the dress and grooming rules set forth by this policy will be subjected to disciplinary actions as defined by the district’s Code of Student Conduct.

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the building administrator shall have the authority to rule on the appropriateness of the attire. Additionally, any dress not specifically mentioned above that materially disrupts the educational environment is prohibited.

#### **DRIVING/PARKING LOT REGULATIONS**

The School Board has provided an adequate bus transportation system. However, the privilege of driving to and from school may be given to students upon written application by parents and after the following information has been supplied to the principal's office:

- a. make of car
- b. model (year)
- c. color
- d. license number
- e. driver's license number

Students will be required to purchase a parking tag that must be displayed hanging from the rear-view mirror on the vehicle that is driven to school. Students will purchase the parking tag for \$2.00 after turning in their permit form. All vehicles driven to school on this tag number must be registered in the front office. Students will be given two (2) weeks from the start of school to purchase a parking permit. After that period of time noon detentions and/or loss of driving privileges for a specified time will be assessed.

**Front row and second row parking, directly in front of the school building, is reserved for the faculty and/or visitors.** Students are not to park in the designated bus loading zones and “No Parking” and reserved areas at any time of the day or night, or outside the marked parking spaces. This includes weekends. Violations of this regulation may result in vehicles being towed away at the owner’s expense. The elementary parking lot is off limits to all students during the normal school hours, unless circumstances dictate otherwise. No car may be driven from the school grounds during the day without permission from the principal. (Does not apply to seniors at lunch.) No sitting in cars or loitering in the parking lot will be permitted during school hours. Prudent and safe driving habits are required of all students. Students leaving school between 3:05-3:30 p.m. are to exit the parking lot at the far west entrance ONLY. Students that are turned in for not letting buses out will lose their driving privileges for two (2) days on the first offense. Any future referrals will result in further disciplinary action. Violation of any of the above rules will result in a suspension of the student's driving privilege. Subsequent violations may result in the permanent loss of the privilege.

Vehicles driven to school by students are expected to be in good mechanical condition. **No excused absences/tardies can be issued for being tardy or missing school because of mechanical or other vehicle-related problems.**

The school parking lot is the property of the Board of Education and parking is provided for the convenience of the students. Therefore, vehicles on the parking lot are subject to periodic inspection without notice.

## **Drug Testing Policy**

### **Background and Purpose**

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that

students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

**Definitions**

*Consent Form* — The Student Drug Testing Consent Form, which is adopted by the district's administration.

*Extracurricular Activities* — Any school-sponsored extracurricular activity, co-curricular activity and/or a performance- in which a student represents the district, in the opinion of the district's administration.

When an activity or performance is part of a co-curricular course offered by the school, such as band or choir, the student's grade or enrollment in the course will not be conditioned upon consenting to drug testing. However, the student will be given an alternative assignment in lieu of the activities or performances if the student and his/her parents do not consent to drug testing. The students who are enrolled in these co-curricular courses will be notified at the beginning of each semester, if possible, which activities and performances they will be precluded from participating in and the available alternative assignments.

*Performances* — The scheduled games, matches, contests, concerts or other performances for the activities listed above.

**Random Drug Testing**

Participation in extracurricular activities and using the school parking lot is a privilege and carries with it the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs and alcohol. The educational program and drug-testing program described in this policy is part of the overall program in the Scott City School District. The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him or herself as well as other students. All students in the Scott City School District who choose to participate in extracurricular activities are entitled to do so in a drug-free environment. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 9-12 as a condition of participation in covered activities. Covered activities are activities regulated by MSHSAA, and extracurricular activities as defined by this policy.

District employees shall not have the authority to waive the testing of any student selected using the random selection process. Refusal by a student to be tested when randomly selected will be considered by the district to be a positive test result and will subject the student to consequences as outlined within this policy.

As a condition of participating in covered extracurricular activities, students in grades 9-12 and their parents must consent to random drug testing of the students as further defined in this policy. This random drug testing program does not affect other policies and practices of the Scott City School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the random sampling discussed in this policy.

All students who will participate in covered extracurricular activities during the school year and who complete and return the consent form within the deadlines set by school administration will be included in the testing pool and may be randomly selected for testing as soon as the student is officially enrolled in the random drug testing program, even if the covered extracurricular activity has not yet begun.

If a student is 18 years of age and living with his or her parent/guardian, he or she must have both the student and parent/guardian signature on the drug testing consent form. If the student is 18 years of age and has established a residence on his or her own, then only the student's signature is required.

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

*First Offense* —Can practice and study but not compete in performances or use the school parking lot for 15 calendar days.

*Second Offense* —Can practice and study, but not compete in performances or use the school parking lot for 90 calendar days.

*Third Offense* — Excluded from all covered activities for 365 calendar days and will not be allowed to use the school parking lot, or participate in practices or competition during the suspension.

A positive test through this random testing program will qualify a student for being tested in the future as directed by the administration.

A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

When an activity or performance is part of a co-curricular course offered by the school, such as band or choir, the student's grade or enrollment in the course will not be negatively impacted by a positive random drug test result. In the event of a positive drug test result, the student will be given alternative assignments in lieu of participation in any activities or performances scheduled during time the student is excluded from covered activities. During the period of exclusion, outlined above, the excluded student may attend practice sessions, continue to attend team functions and may sit with fellow participants during activities, but may not participate in any activity or performance.

### **Suspicion-Based Drug Testing**

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that



the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

**Privacy and Confidentiality**

The testing method to be administered will be a urinalysis test. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until his or her turn to be tested. A representative of the Scott City school administration or school nurse will be present during the testing procedure.

The test results will remain confidential and will only be released to the student, his or her parent(s)/guardian(s) and approved school officials. Regardless of a positive test result or not, parent(s)/guardian(s) will be notified through a letter or phone call that their child was tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in covered extracurricular activities as defined in this policy. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party unless the district is subpoenaed.

**Verification of Sample**

Verification of sample will vary with the company or official hired to do random testing with the school district.

**Disclosure of Other Medications**

Upon confirmation of a positive specimen, the parents/guardians of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the administrator's company representative) as to the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not a legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

**DRUG ABUSE**

Possession, sale or use of drugs will not be tolerated on school grounds. This includes the regular school day and school functions. Students involved in drug use will be suspended and/or expelled from school. Such students will be referred to appropriate police personnel. Students abusing drugs will be expected to successfully complete approved rehabilitation programs before reentering school.

The provisions set forth in the Safe Schools Act (HB 1301 & 1298) will be followed in dealing with problems in this area.

Refer to page 38 in the student handbook for a summary of these regulations.

## **ELECTIONS**

Voting, conducted by secret ballot, shall be supervised by the sponsor of those students involved. The ballots, sealed in an envelope, shall be presented to the principal for counting.

### **ELECTIONS (CLASS OFFICERS)**

Qualifications for office:

1. Students must have at least a "C" average
2. Students must be of reputable character:
  - a. students must be certified to be in good standing by the principal
3. Students running for office must have a petition signed by 20 students
4. Pre-printed ballots will be used to elect candidates for office

## **EMERGENCIES**

In case of civil, national or natural disruptions, every effort will be made to give announcements as to the welfare of the students during the day. Plans for their care will be released over KGMO or KFVS, if possible. Under such conditions, parents may come to school to get their children if they so desire.

## **FAILURE**

Students encountering academic difficulty are advised to consult their instructors immediately to find out the cause of their problem. Required high school courses must be made up as soon as possible following failure.

While the school tries to inform parents of their child's failing grade, as in the case of mid-quarter progress slips in grades 9-12, variances in type of work, in testing procedures and in student work habits may bring a failing grade without warning. Parents should therefore ask their children about their progress from time to time and contact instructors regarding any problem areas.

## **FEES TO BE COLLECTED FROM STUDENTS**

By October 1, each student will be expected to pay those fees listed below for which he/she might be responsible:

1. Class dues: 9th Grade--\$3.00; 10th Grade--\$4.00; 11th grade--\$5.00; 12th Grade--\$3.00.
2. Textbook Fees: No fees are to be charged for textbooks. ***Fees will be assessed for lost or damaged texts.***
3. Pep Club Fees: (Optional) \$5.00 per member, grades 9-12.
4. Industrial Arts Fees: Students are responsible for the cost of their projects. The student must pay the teacher before the project is taken from the school.

5. School Insurance Fees: (Optional) Type of insurance is determined annually.
6. Athletic Fees: Students, along with the general public, will pay admission to the athletic events and any other event requiring paid admission.
7. Lunch Fees: Prices will be announced at the start of school. Students will receive a lunch card. If a student loses his/her lunch card, a new one will be issued for \$1.00 on the first loss, \$5.00 for each loss thereafter. Students may receive up to five-(5) days credit only on the regular lunch line. No credits will be issued after May 10. Further restrictions may be announced after the beginning of the new school year.
9. FACS Lab Fee: \$10.00 per student.
10. Parking Tag: \$2.00 per student.

## **FIRE, TORNADO AND EARTHQUAKE DRILLS**

Regulations concerning safety drills such as fire, tornado and earthquake will be posted in each classroom so that students may have an opportunity to acquaint themselves with correct procedure on leaving the building in emergency situations.

Drill signals:

1. Tornado Drill--Series of short blasts from the air horn.
2. Fire Drill--Three (3) rings on the electric bell.
3. Earthquake Procedures--Due to the time factor, there will be no central warning

signal. Each teacher must assume the responsibility for the students under his/her command at the time.

#### During the shaking--Indoors

1. Try to remain calm and be aware of what's happening. The roaring and rolling can be terrifying, but you probably won't be hurt unless you are hit by falling debris.
2. If you are indoors, stay there. Get under a table or desk and protect yourself from falling debris. Hold on to the legs of the desk or table and move with the shaking movement of the desk or table. Stay away from glass; the rocking motion will shatter the glass.
3. Do not get under the heavy beams in the older section of the building.
4. Do not get directly against a wall.
5. If you are in the multi-purpose room or the gym, go to the hallway.

#### Immediately after the earthquake--Indoors

Students are to listen to their teacher or the person in authority. You will be moved to a point of safety. A point of safety would be outside away from downed electrical lines. First choice would be directly in front of the school. Another choice would be the area in back of the building. Be aware of downed electrical lines.

#### During the earthquake--Outdoors

1. Stay in the open. Get away from the building and stay away from electrical lines.
2. Do not go inside the building.

Immediately after the earthquake--Outdoor

1. Stay with your supervisor.
2. Do not go inside the building.
3. Avoid downed electrical lines.
4. Try to calm any injured parties and help prevent any panic.

Other Emergency Drills (Intruder, Bomb Threat, Chemical Spill, Bus Evacuation, etc.)

Teachers will be instructed as to procedures to follow during workshops before the start of school.

**FOOD AND DRINK**

Students may bring a sack lunch from home before school and keep this in their locker along with drinks in plastic containers with sealable lids. During noon no food may be brought on campus unless by a parent/guardian or prior approval from the principal. No drinks of any kind are permitted inside the classroom unless the principal grants prior approval for special occasions. Noon detentions will be issued for any violation.

## GENERAL RULES TO COVER SPORTS ACTIVITIES

1. All boys and girls must have a physical examination given by a doctor before participating in sports and cheerleading.
  - a. It shall be at the discretion of the Board of Education as to whether or not the school will pay for the physicals. This will be decided on a yearly basis.
  - b. The student will be responsible for the cost of the physical and must pay at the time of the physical. A doctor will be available at the school on a date determined prior to school starting to give physicals for those wishing to take it at this time. The announcements will be in the Chaffee Signal newspaper, including the amount of the fee. You still may contact the coach in the event you miss the announcement.
2. Discipline for students in sports as well as the cheerleaders will come under the guidelines of the Missouri State High School Athletic Association. The emphasis will be on good citizenship and good sportsmanship as well as school rules and regulations.



3. The principal and coaches will draw up rules and regulations to govern students of sports and cheerleaders. A signed copy (by both student and parent) of the guidelines must be on file with the athletic director.
4. Practice for any particular sports activity will not start until date established by Missouri State High School Athletic Association.

## **GRADE REPORTS**

Grade report forms will be distributed to students at the end of each quarter.

Progress Reports will be sent at mid-quarter, and will be issued each quarter. Conferences with parents and teachers can be arranged at a time of mutual convenience.

The quarterly grade is not a grade of record--it is a preliminary indication of progress being made by the student. The semester grades (which become a part of the official transcript) shall represent an evaluation of the total semester work. It is usually possible for a failing quarterly grade to be brought up to a passing grade. It is also usually possible for a passing quarterly grade to become a failing semester grade.

Report cards are issued every nine (9) weeks. On the report card will be a list of all courses in which the student is enrolled and the grade given for the work completed during the quarter. Grade reports should be presented to the parent or guardian and do not need to be returned to school. If a report card is lost, this should be reported to the office by a note from the parent. Any questions concerning computer grade reports should be directed to the office of the principal.

## GRADING POLICY

All written reports or class activities will be graded for correct spelling, punctuation and content. All classroom activities will have point values and activities should have educational purpose. Students should be allowed some in-class study time for activities that must be completed beyond school time.

Teachers should assume that some objectives they wanted students to understand were not conveyed to the students or that other environmental circumstances existed. This being the case, the grading scale used by each teacher will begin with the highest points scored on a test, or highest points scored for a quarter, provided the point total on each is not less than 95%, then 95% of the total points possible will be used as the highest-points-possible for the test or quarter grades. The highest points made in the class, or 95% of the total points possible, will be divided into the points a student received. The answer after dividing will be a percent. Compare the percent with the grade points that follow to determine the letter grade. Semester grades will be determined by adding the 1<sup>st</sup> and 2<sup>nd</sup> quarter percent grade for the 1<sup>st</sup> semester, and the 3<sup>rd</sup> and 4<sup>th</sup> quarter percent grade for the 2<sup>nd</sup> semester. This total will be divided by two (2) in order to determine the semester average. Uneven grades of .5 and above should be rounded to the next higher percent; averages of .1 through .4 should remain at that percent score (i.e.: 94.5% = 95% or 94.2% = 94%).

<u>Grade</u>	<u>Percent</u>
A	95-100
A-	90-94
B+	87-89
B	83-86

B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59- 0

### **Weighted Grades**

The following is a list of classes approved by the Scott City School board in which students grades will be weighted. Students taking these classes will receive an increase of two grade points, on the eleven point scale, to their final quarter and semester grades.

Spanish II	College Alg./Trig
Formal Geometry	
Chemistry	Spanish III
Anatomy/Physiology	Advanced Biology
	All dual credit classes offered on campus
Calculus	
Physics	

**\*GRADUATION REQUIREMENTS**

English/Language Arts. . . . .	4
Social Studies. . . . .	3
Mathematics . . . . .	3
Science . . . . .	3
Fine Arts . . . . .	1
Practical Arts. . . . .	1
Physical Education. . . . .	1
Health	.5
ACT preparation	.5
Electives . . . . .	<u>7</u>
TOTAL	24

All students who have successfully completed the graduation requirements for a senior high school diploma and are in good standing may participate in graduation exercises. Students who fall short of the graduation requirements will not be allowed to participate in the ceremonies. **Correspondence courses taken to meet graduation requirements must be completed by May 1.**

**\*These requirements begin with the class of 2019.**

**Early College Credit**

The Early College Credit (ECC) allows Scott City High School students to enroll in courses at any approved college or university during their Junior or Senior year. To participate, students must first consult with the school counselor. The following will serve as guidelines:

- 1.) Approval must be obtained in advance and is subject to approval by the counselor and principal.
- 2.) Students are required to have a B average (3.0), or higher, in their high school program.
- 3.) Approval will also be based on the student meeting early college admissions requirements outlined by the College offering the class.

- 4.) Enrollment in university classes must not interfere with the high school education of the student. (class schedule, progress toward graduation, etc.)
- 5.) ECC will be limited to two periods per semester during the Junior year, and three per semester of the Senior year.
- 6.) Students will earn one unit of high school credit per semester for a three hour college class. The grade earned at the university will be accepted at SCHS and will be included (without weight) in the high school GPA class rank.
- 7.) Course selection is limited to university classes not available on SCHS campus.
- 8.) These courses will be taken during the school day, on campus, and in a classroom designated by the counselor and principal such as: study hall, credit recovery, study skills, etc.

## **GRADUATION POLICY FOR EARLY GRADUATION**

Although students may accumulate 24 credits prior to their 8<sup>th</sup> semester it is strongly recommended that all students complete four (4) full years of attendance.

During the senior year students complete courses that provide skills to be used both in college and the world of work. The senior year is also important in the socialization process of each student. It is a time to prepare for future goals and aspirations by working closely with the counseling department.

The Board of Education and administration view the 8<sup>th</sup> semester to be extremely important to all students. Early graduation is highly discouraged and those students who request it must re-

ceive board approval. All school functions will be closed to early graduates except as guests. This includes the prom.

1. Requests for early graduation must be submitted to the principal prior to August 15.
2. All requirements, including twenty four (24) units of credit, must be completed by the end of the 7<sup>th</sup> semester;
3. After the principal has received the written application, consulted with the student's teachers and the high school counselor, a conference will be held. The conference will involve the student, the student's guardians, and the principal. The purpose of the conference is to evaluate the intent of all involved, review the student's transcript, and agree on the terms of early graduation.
4. Students allowed to leave school early will forfeit their eligibility for scholastic recognition. They will not be included in the top ten percent of the class or any other scholastic recognition.
5. Students must have been enrolled in Scott City High School one (1) full semester before submitting application for early graduation.

## **GUIDANCE AND COUNSELING**

Philosophy:

Guidance is a helping relationship primarily concerned with the individual. The counseling staff strives to assist students in their personal, educational, vocational, emotional, physical and social development. Guidance is for all pupils and is viewed as a continuous process, ideally more proactive than reactive.

Guidance is an integral part of the total educational program involving students, parents, teachers, administrators and counselors. The counseling staff is responsible to both the individual and society.

### **GUN FREE - DRUG FREE**

In 1993 the Scott City Board of Education in cooperation with the U.S. Attorney's office designated Scott City School as a Gun Free - Drug Free Zone.

We feel that the signs are a deterrent to anyone bringing guns or drugs within this zone, but we want to have a higher level of assurance that we have compliance with our Gun Free - Drug Free Zone.

To assure that we truly maintain a Drug Free Zone at school, anytime after January 5, 1994 we will be using a law enforcement agency with special trained dogs to check for drugs within the building and the parking lot. Randomly selected classrooms will be checked.

We will not reveal the date or dates that we plan to use the trained dogs. This will be the only notice that will be given.

In maintaining a Gun Free - Drug Free Zone at school anyone bringing a gun or weapon to school or use, or have possession of, drugs on school property will be dealt with in the following manner:

1. The police will be notified and we will proceed with criminal charges. This will include calling the federal law enforcement agencies for having violated

the federal Gun Free - Drug Free School Zone.

2. In addition, students will be subject to permanent expulsion from school.

The Board of Education and Administration is very much aware that maintaining a Gun Free - Drug Free Zone at school is essential to the well being of our students. We feel that these additional steps will be reassuring to parents, faculty, and students that we are truly maintaining a Gun Free - Drug Free School.

### **HOMECOMING (FOOTBALL AND BASKETBALL)**

Queen candidates for Football and Basketball Homecoming are to be selected by vote of the paid-up Pep Club members. Candidates must meet all student eligibility requirements before being voted on. The determination of Football Homecoming queen is by vote of paid-up Pep Club members and members of the volleyball, cross country, cheerleading, and football teams. The determination of Basketball Homecoming queen is by vote of paid-up members of Pep Club and members of the basketball teams.

### **HONOR ROLL, VALEDICTORIAN AND SALUTATORIAN**

There will be an honor roll to provide recognition and incentive for those who excel in the total academic program. Any student who attains an "A" average (10.50 or higher on an 11. scale) with no grades lower than a "B" will be placed on the "High Honors" roll. Students who attain a "B" average (8.00 or higher on an 11. scale) with no grades lower than a "C-" will be placed on the "Honor" roll. All non-credit grades for excessive absenteeism will be averaged as "F" grades in determining honor roll and class rank; all courses will count in determining honor roll. Music courses repeated during the junior and senior year and P.E. will not count in determining valedictorian and salutatorian, but will count in figuring honor roll and credit will be given.



The selection of valedictorian and salutatorian will be based on eight (8) semesters of high school work in a regular course of study offered by an accredited secondary school.

Scott City Schools provide a fully trained nurse to treat students when assistance is needed. Students are always to report to class, get a corridor pass, and then go to see the nurse--unless an emergency arises.

## **SCHOOL NURSE**

**Students are not to leave school because of sickness unless sent home by the nurse, principal or other authorized personnel. Students must sign out in the high school office**

## **IMMUNIZATIONS (REQUIREMENTS)**

Regulations governing the minimum standards of required immunizations for attending school in the State of Missouri are:

### DTap/DTP/DT/Tdap/TD -

At least four (4) doses of vaccine. The last dose must have been received after age four (4), unless the student has already received six (6) or more doses. Tdap is required for students entering the ninth and tenth grade who have completed the recommended childhood DTap/DTP vaccination series and have not received a Td booster within the past two years. For 11-12 grades, a Tdap or Td booster is required 10 years after the last dose of DTap, DTP or DT.

### Poliomyelitis -

Three (3) doses of Trivalent Oral Polio Vaccine. The last dose must have been received after age four (4), unless the student has already received four or more doses.

Measles-Rubeola -

Two (2) doses of live measles vaccine received after twelve (12) months of age. Measles vaccine can be given alone or in combination with other vaccines.

Mumps -

One (1) dose of live mumps vaccine received after twelve (12) months of age for grades 10-12. For 9<sup>th</sup> grade, students must have two (2) MMRs which include Measles, Mumps and Rubella.

Rubella -

One (1) dose of live rubella vaccine after twelve (12) months of age. For 9<sup>th</sup> grade, students must have two (2) MMRs which include Measles, Mumps and Rubella.

Hepatitis B (also called Hep B or HBV) -Three (3)-dose series is required for all 9<sup>th</sup> - 12<sup>th</sup> grade students.

Missouri Law prohibits school attendance without proof of immunization as required by the Bureau of Immunization, (month/day/year). Children in non-compliance will be excluded from school.

## **SCORE RULES & REGULATIONS**

Students are to report to the SCORE classroom at the sounding of the first period bell. Being prompt is essential.

1. The regular classroom teachers will provide students' classroom assignments. Students will be required to work in a quiet, diligent manner throughout the day and demonstrate a satisfactory effort toward completing all assignments. The SCORE instructor and/or the respective administrator will make this determination.

2. Students will be required to bring textbooks, paper, pen or pencil, resource materials, and other classroom-related materials to the SCORE classroom each day in order to work on assignments and/or assignments provided by the SCORE instructor.
3. Assignments will be collected each day during the 7<sup>th</sup> hour along with the assignment sheet. The assignments will then be sent to the teachers to be graded. The student will receive full credit for the assignment(s).
4. A student loses privileges while in the SCORE program. This includes all extra-curricular events that occur during or after the school day.
5. Students are to raise their hand in order to be recognized by the SCORE instructor.
6. Students are responsible for their SCORE assigned area. This includes your desk, walls, and all surrounding area that you are assigned to.
7. Students may not leave their assigned seat without permission from the SCORE instructor.
8. Absolutely no talking unless authorized by the SCORE instructor.
9. Students may not bring any type of food or drink unless it is to be used at lunch, in which case it must be left with the

SCORE instructor upon arrival in the SCORE classroom.

10. Students will eat lunch in the SCORE center with the SCORE instructor at 11:15. No ala carte items will be allowed to be purchased at this time. No talking will be allowed during lunch.
11. Students will be allowed to go to the restroom and get a drink at times designated by the SCORE instructor.
12. No sleeping allowed. Students will keep their heads up and remain busy.
13. Violation of any of the above rules may result in additional time assigned in SCORE or out-of-school suspension.

### **JUNIOR-SENIOR PROM POLICIES**

1. The Prom shall be open to all juniors and seniors currently attending Scott City High School. Each junior and senior attending may invite one (1) guest provided the guest meets one of the following requirements:
  - a. Is a student in good standing in grades 9 or 10 at Scott City High School.
  - b. Is a former student at Scott City High School.
  - c. Is a student in good standing, or attended an

approved senior high school.

- d. Guests 21 years of age or older will not be allowed to attend. Proof of age may be required to receive an invitation.
- 2. Each student and guest attending shall be registered on a guest list and shall present for collection the formal invitation.
- 3. No student shall be allowed to leave the building and return. Special requests shall be referred to the principal or the designated sponsor.
- 4. The Junior Class sponsor and Senior Class sponsor are designated as chaperones for the Prom.
- 5. No drugs or alcohol will be permitted.

## **LIBRARY REGULATIONS**

- 1. The following materials are used in the library, may be charged out to the classroom, or may circulate overnight, and are due before school the next morning:
  - a. current magazines
  - b. information file materials

- c. reserve books (parts of these materials may be copied if the information is necessary for class assignments).
2. All other library books--fiction and non-fiction--are loaned for a period of two (2) weeks. Any book not returned to the library will be charged to the student and the office will be notified.

## **LIBRARY SERVICES AND LIBRARY PASS**

It may be desirable for a student to visit the library during class time or during a conference study period. In such cases, a corridor pass must be filled out, initialed with leaving time indicated by the teacher, presented to the librarian upon entrance and when leaving, and returned to the issuing teacher before the end of the class period.

The library computers are available for student use for classroom assignments. Any misuse of computers will result in suspension of that student's privileges.

## **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the students' responsibility to see that their lockers are kept in order at all times and it is recommended that they keep their locker locked. If you use a key lock, keep one key in the front office in case you leave yours at home. ***Students are not to change lockers without permission from the front office.*** Students should never leave money, sale items, or other valuables in their lockers. ***The school does not assume responsibil-***

*ity for anything left in a locker.* School lockers are the property of the Board of Education and are provided for the convenience of the students, and as such, are subject to periodic inspection without notice.

## **LOST AND FOUND**

Lost and found articles are brought to the principal's office and kept for a two-week period.

All students are to take care to protect all money and other valuables from loss or theft. Students in physical education classes are to turn in all billfolds, money, jewelry, etc., to their instructors or coaches; ***never, under any circumstances, leave them where they might be stolen.*** High school students in physical education and athletics should make use of their combination locks to secure valuables during those activities.

The students should report all loss of articles to the principal. Students are to bring to the principal's office any articles they might find. A locker should contain only articles belonging to the person assigned to it.

## **LUNCH HOUR**

High school students are not to be in the middle school or elementary areas during lunch period.

**The school board has made a ruling against anyone leaving the school grounds at noon. The only exceptions, according to the Board ruling, are for seniors and if a parent comes to pick up a student for lunch (students are to be signed out by the parent when leaving for lunch). No permits will be given by the office for students to leave during the noon period either in a car or by any other method than that stated above.**

## **MARRIED STUDENTS**

A married student may attend high school but must report his/her marriage promptly to the principal or counselor so that school records may be updated. Married students' privileges do not extend beyond that of another student. (Example: A husband out of school is not to be on school grounds during the school day unless on school business; and married students, other than seniors, do not leave the school grounds during the lunch hour.)

## **MASS MEDIA**

The yearbook staff consists of students who plan, organize and produce a collection of school events called MEMORIES. Membership is voluntary, and the yearbook advisor reviews the applications. One class period per day is used to complete the book, which is delivered in late August.

## **NATIONAL HONOR SOCIETY**

Full-time students who are members of the sophomore, junior or senior class who have been in attendance at Scott City High School for at least one (1) semester and have a cumulative grade point average of 9.0 (B+) or better are eligible for membership in National Honor Society. It is the responsibility of those who wish to be considered for an invitation to membership to learn the deadline for requesting that the Faculty Council of National Honor Society consider inviting them to membership. The announcement of the deadline is made through the daily announce-



ments and through announcements posted throughout the building.

The Faculty Council then evaluates those students who request that they be considered for membership. When voting to invite a student to become a member of National Honor Society, the Faculty Council shall make its decision based upon the following criteria:

**SCHOLARSHIP**--Shall be determined by the students having a cumulative 9.0 (B+) grade average or better.

**LEADERSHIP**--Shall be determined by criteria such as the students having demonstrated leadership in promoting school activities; having exercised influence on peers in upholding school ideals; having successfully held offices or positions of leadership; having conducted business efficiently and effectively and been reliable and dependable without prodding; and having demonstrated leadership in the classroom, at work and in school and community activities.

**SERVICE**--Service shall be determined by criteria such as the students having worked well with others; having been willing to take on difficult or inconspicuous responsibilities; having cheerfully and enthusiastically rendered any requested service to the school; having been willing to represent the class or school in inter-class or inter-scholastic competition; having done committee or staff work uncomplainingly; having shown courtesy by assisting visitors, teachers and students; and by accumulating 8.0 approved service points.

**CHARACTER**--Shall be determined by criteria such as the students having taken criticism graciously and accepting recommendations willingly; having constantly exemplified desirable qualities such as cooperation, enthusiasm, dependability and stability; having demonstrated the highest standard of honesty and reliability; having shown courtesy, concern and respect for others; having observed instructions, rules, punctuality and faithfulness both inside and outside the classroom.

## NATIONAL HONOR SOCIETY SERVICE POINTS

All service points must be verified; the student must have the signature of the sponsor, coach, advisor, pastor, etc., that this person is an active, participating member of the organization or activity.

### CLUBS

Student Council	1.5
President	1.0
Other Office	.5
Other Club Office—	
President	1.0
Other	.5
FTA	1.5
Yearbook Staff	1.5
Editor	1.0
Science Club	1.5
March/Pep Band	1.0
Pep Club	1.0
FBLA	1.5
NHS	1.5
Speech	1.5
Choir	1.0
Pep Club	1.0
Pom Pon	1.0
FCCLA	1.5

### SCHOOL ACTIVITIES

Each Sport	1.5
Hugh O'Brien Youth Foundation Sem.	1.0
Cheerleader Each Sport	1.5
Camp Enterprise	1.0
Class Office –	
Fr. & So. President	1.0
Other	.5
Jr. & Sr. President	1.5
Other	.5

U.S. Senate Youth Pro.	1.0
Mo. Scholar Academy	1.0
State/Nat. Competition	.5
In-School volunteers	.5
Sophomore Pilgrimage	.5
Office Aide	.5
Boys/Girls State	1.0

OUTSIDE ACTIVITIES: CHURCH & COMMUNITY SERVICE ACTIVITIES

Key Club	1.5
Boy/Girl Scouts	1.0
Church Youth or Volunteer Activity	1.0
Clubs	
President	1.0
Other Office	.5

AWARDS

Perfect Attendance	1.0
Academic Award	.5
High Honor Roll	.5
All-Conf./District	.5
VFW Voice of Democracy Participant	.5
Dist./State Winner	.5
Principal's Leadership Award	.5
DAR Good Citizen Award	.5
Wendy's H.S. Heismann's Scholar/Athlete/ Citizen Award	.5

NOTE: If a student wishes to receive credit for an activity or organization not covered in the above list, he/she may petition the National Honor Society sponsor for approval by the NHS Faculty Council.

## **NUISANCE ITEMS**

Items such as water guns, cards, dice, fireworks, radios, headphones, I-pods, pagers/beepers, pets, weapons and other nuisance/dangerous items have no place at school. If such items are brought to school they will be confiscated by the proper authorities. If prohibited items are brought to school and are lost or stolen they are the student's responsibility.

## **CELL PHONE USAGE/POSSESSION**

Cell phone usage/possession is prohibited at school!!

**1<sup>st</sup> Offense – confiscation and picked up by parent.**

**2<sup>nd</sup> Offense – confiscation, 3 days In School Suspension and phone locked up until completion of ISS.**

**3<sup>rd</sup> Offense – confiscation, 5 days In School Suspension and phone locked up until completion of ISS.**

**Any further offense(s) will result in 5-180 days of suspension from school.**

**Refusal to turn cell phone over to school staff will result in 5-180 days of suspension from school.**

## **PARENT-TEACHER ORGANIZATION (PARENTS)**

Our school district has a local PTO unit. Parent membership and attendance is needed and encouraged in order that we may have a stronger organization. The local unit officers will announce

meetings. The meetings are completely separate from the school-initiated parent-teacher conference.

### **PART-TIME ATTENDANCE - COLLEGE**

Students requesting part-time attendance in order to take college classes must make written application to the administration. Administrative personnel will meet with the parent(s)/guardian(s) to determine the suitability of the request. The student must supply the school with appropriate documentation. Continuation of college attendance for the second semester will be contingent upon successful completion of coursework attempted the first semester.

### **PART-TIME ATTENDANCE - WORK**

A student requesting part-time attendance for work will be given consideration for approval by the administration of Scott City High School. The student and parent(s)/guardian(s) will write a letter addressed to the administration and state what the situation is that dictates his/her part-time attendance. The only students eligible would be students between the ages of 16 and 20 that cannot under any circumstances attend full time, and an affidavit signed stating that the only way the student can attend school is on part-time basis. Student requests for part-time attendance must be submitted thirty (30) days prior to the beginning of the next semester. Graduating seniors that have been granted part-time attendance will be required to participate in graduation ceremonies.

## **PERMISSION TO LEAVE SCHOOL**

Any student desiring to leave school for any reason after arriving at school must have his/her parent/guardian call the office of the principal, or have a note from their parent/guardian, stating that they wish to have their child released from school at a certain time and for what reason the child is to be released.

Doctor and dentist appointments should be made after school or on weekends, if possible. Any student leaving school must make sure to sign out in the front office after he/she has received permission to leave from either the nurse, the principal or the administrative assistant, and sign in on his/her return to school.

## **PHYSICAL EDUCATION**

All students are required to dress in a decent manner in order to participate in physical education. Some form of tennis or soft-sole shoes and decent clothing that are not worn outside P.E. class are required. A particular type and color uniform is fine, but not mandatory.

All students are required to dress out each day unless excused by the principal because of sickness or some other hardship.

## **PROMOTIONS**

Promotions shall be by subject. Pupils will be classified at the beginning of each school year as follows:

<b>Freshmen</b>	those entering their first year of high school;
<b>Sophomores</b>	those with a minimum of 4 high school credits;

<b>Juniors</b>	those with a minimum of 9 high school credits;
<b>Seniors</b>	those with a minimum of 16 high school credits at the beginning of the current school year. Students accumulating 19½ credits at the end of the first semester will be allowed senior privileges.

### **SAFE SCHOOL ACT**

1. Reporting Requirements: District administrators are required to report acts of school violence to teachers and other school employees.
2. Student Suspension: Current law requires a minimum of one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon.
3. Discipline Records: Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.
4. Children with Disabilities: Prohibits the denial of educational services based upon the child's disability. If the violent

behavior of a child with a disability causes a substantial likelihood of injury, the school may initiate procedures to change the student's educational placement.

5. Residency Issues: Prior to registration a pupil, parent, or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. Submitting false information that relates to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student's residency.
6. Transfer of Documents: School officials enrolling new pupils must request within forty-eight (48) hours a document from all school districts the pupil attended within the previous twelve months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation.
7. Removal of Students: Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at the suspension or expulsion hearing.
8. Readmission Conference: A new subsection requires a conference prior to re-



admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits re-admission of a student convicted or indicted of specified criminal acts. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district. The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.

9. Communication with Juvenile Officers: The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.
10. Notice of Violent Acts: Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second, or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must report possession of a controlled substance or a weapon by people in violation of school policy.
11. Statement of Disciplinary History: School districts may require a parent, guardian, or other custodian to provide a

statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.

12. Alternative Education: Suspension or expulsion is stated not to relieve the State or the suspended student's parents or guardian from responsibility to educate the student.

## **SALE OF ITEMS ON SCHOOL PROPERTY**

The only items that may be sold at school are items that are being sold by school-sponsored groups. Students may not bring items from home, church, scouts, etc., to sell. ***School-sponsored sales must have the approval of the principal.*** Posters for activities or items other than those that are school-sponsored are not permitted in the building.

## **SCHEDULE CHANGES**

If you are in need of a schedule change, you should go to your counselor first. The counselor will be able to tell you if the change is possible and make recommendations about how it can be accomplished. Schedule changes will not be made which switch a student from one section of a course to another.

NOTE: Required courses must be taken by all students. No one can be excused from enrolling in a required course. ***Remember that the classes you select will be the classes you will have all semester.*** Changes will be made under special circumstances only. The deadline for student-initiated schedule changes will be one (1) week after the beginning of the current semes-

**ter.** Teacher-initiated changes after that time will be considered and/or approved by the principal in consultation with the counselor, parents and teachers. The only schedule changes allowed second semester would be those requested by the teachers or administrative personnel.

### **SCHEDULE OF BELLS**

For grades 9-12: Students arriving at school prior to 7:40 must report to the cafeteria. Students are not allowed in the hallways or other parts of the school building prior to 7:40. Exceptions will be made for students to meet with teachers to receive assistance for class assignments or missed work. All students must enter the school through the doors near the principal's office. At 7:40, students will report to supervised classrooms. At 7:55, students are dismissed from the classroom to their lockers and to 1<sup>st</sup> hour.

CLASSES BEGIN	DISMISSAL BELLS
1st Period 8:00 .....	8:50
2nd Period 8:54 .....	9:44
3rd Period 9:48 .....	10:38
4th Period 10:42 .....	11:32
Lunch 11:36 .....	11:58
Advisory 11:58 .....	12:24
5th Period 12:28 .....	1:18
6th Period 1:22 .....	2:12
7th Period 2:16 .....	3:06

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

The school cafeteria is operated for the convenience of students and teachers. Students may pay on their account before school in

the cafeteria. Students who lose their lunch cards may purchase another one. The first loss is \$1.00 and \$5.00 thereafter.

## **SCHOOL NURSE**

Scott City Schools provide a fully trained nurse to treat students when assistance is needed. Students are always to report to class, get a corridor pass, and then go to see the nurse--unless an emergency arises.

Students are not to leave school because of sickness unless sent home by the nurse, principal or other authorized personnel. Students must sign out in the high school office.

## **SMOKING**

The use and possession of tobacco and tobacco-related products such as "Skool", chewing tobacco and cigarettes by students is prohibited on school grounds. This applies to both the regular school day and extra-curricular activities. Violation of this policy will result in disciplinary action. First offense for use--five (5) days In-School Suspension; Second offense--ten (10) days In-School Suspension; Third offense--five (5) days Out-of-School Suspension. All tobacco products brought to school will be confiscated and destroyed.

## **STUDENT BEHAVIOR**

Rules of student behavior are made in the interest of safety and for the development of social courtesies. All students are expected to obey the rules and regulations adopted by the school.

Definition of Terms:

### **Level I**

Talking without permission

Leaving without permission  
Yelling  
Running in building  
Vandalism

**LEVEL II**

Cheating  
Refusing to do assignments  
Roughhousing, pushing, shoving  
Cursing/inappropriate language  
Using abusive or threatening language with fellow students  
Public display of affection

**LEVEL III**

Fighting  
Truancy  
Harrasment toward race, color, sex, disability, gender and  
perceived sexual orientation  
Forging a note  
Disruptive/argumentative behavior  
Smoking/tobacco use  
Disrespectful to school personnel  
Extortion/stealing

**LEVEL IIII**

Assaulting school personnel  
Possession/use of drugs  
Destruction/defacing school property  
Possession of a weapon  
Selling/distribution of drugs/intoxicants  
Under the influence of drugs/alcohol

Disciplinary actions that may be taken are as follows:

1. Detention: The assignment of a student to a supervised area of study for a period of one (1) hour daily from 3:10 until 4:00.
2. Corporal Punishment: The paddling of a student (three swats).
3. Suspension: The student being sent home from school. The principal has the authority to suspend any student for misbehavior or for other sufficient reasons. The length of the suspension will be determined by the principal, but will not exceed ten (10) school days. If misbehavior continues, the problem will be submitted to the superintendent for further actions. The superintendent may suspend a student up to one hundred eighty (180) days. After the second out-of-school suspension for the same or similar offense, a parent conference will be required with the superintendent and the principal. The superintendent will determine readmission of the student.
4. Expulsion: Action taken by the Board of Education from recommendations by the administration that a student should not be allowed to remain in school.
5. Counseling: Conference with the student to discuss school rules, regulations and/or acceptable behavior.

#### Disciplinary Actions for Minor Misconduct:

These will include counseling, noon detention, detentions and corporal punishment. Repeated minor misbehavior will be considered serious

and classified as such. Students who accumulate eight (8) referrals will lose extra-curricular privileges for a period of time as determined by the administrator.

#### Disciplinary Actions for Serious Misconduct:

These will include suspension and expulsion respectively.

Under certain circumstances the administration may have to vary from the above procedures in dealing with students. The administration also reserves the right to deal with flagrant or malicious acts in a manner that is in the best interest of the students and the school.

### **STUDENT CONDUCT (Student Relations)**

As Scott City students, you are considered young men and women. Therefore, you are expected to conduct yourselves as young men and women in a public institution. Public displays of affection (kissing, embracing, etc.) will not be tolerated on the school grounds. Failure to follow this policy will result in disciplinary action.

### **STUDENT COUNCIL**

The Student Council is the student governing body of Scott City High School. The Council's purposes are to: provide significant learning experiences for students; prepare students to live in a democracy; develop behavioral evidence of good citizenship, leadership, service and human values; provide a forum for student voice; bring that voice into participation with administrative decisions; assist in management of the school; improve morale; and provide orderly direction of school activities.

Each class (9-12) elects six (6) representatives to the Council. Four representatives from each class are elected in the fall, a representative to the Executive Council is elected in the spring, and

the president of each class serves by virtue of office. A president, vice-president, treasurer, recording secretary and corresponding secretary of the Council are elected from the student body in the spring to serve the following year. Qualifications for office, powers, etc., can be found in the constitution of the Student Council.

## **STUDENT DROP-OUTS**

It is strongly recommended that students who have found it necessary to drop out of school, due to failing grades or loss of credit due to poor attendance, apply for at least one semester at an alternative school before being admitted to Scott City High School. Upon reentry, a Provisional Enrollment Form will be completed.

## **STUDENT ELIGIBILITY REQUIREMENTS**

The Scott City R-I School Board recognizes that school activity participation is a privilege and this privilege is extended to students who meet certain requirements for participation. Activities subject to this policy include all athletic teams, cheerleaders, pom pon squad, band twirlers, speech team, Student Council, FBLA, FCCLA, FTA, school clubs, class officers, homecoming queen candidates, members of homecoming court, king and queen candidates for prom, king and queen candidates for all school activities.

The letter grade C- and 4.0 grade average are used interchangeably in this policy and have the same meaning.

The requirements for school activity participation are as follows:

1. Be a member in good standing of a group listed above.
2. Meet all requirements of the Missouri State High School Activities Associa-



tion for those activities governed by this association.

3. Have a C- or 4.0 grade average for the preceding quarter. This requirement will be waived for those students currently enrolled in the L.D. or E.M.H. Special Education program.
  - a. Students who do not meet this requirement will not be eligible to participate in the applicable activities for one quarter of school.
  - b. To be eligible for selection as a member of any extra-curricular activity the student must be eligible at the time of selection.
  - c. Participation privileges will be restored at the end of the quarter if the student has at least a 4.0 grade average.
  - d. Students who do not meet the 4.0 grade point average requirements may elect to enroll in an after-school study program and have limited activities restored before the beginning of the next quarter. The requirements for the study program are listed below.

- e. Students transferring into Scott City School will have activity eligibility determined by grades at their previous school.

Study Program:

1. The study program will be held after school every day from 3:10 p.m. to 4:00 p.m.
2. Students will be responsible for their own transportation home at the end of the session.
3. Students who elect to attend the study sessions instead of losing a full quarter of activity participation must comply with all the study program requirements.
4. The study program will be applicable in all instances. It cannot be used to delay or alter the selection or election process of extra-curricular activities.

Study Program Requirements:

1. Students must attend a minimum of six (6) sessions in a two-week period. The principal may make additional assignments, depending on how far below a 4.0 grade average the student is at the time the assignment is made.
2. Students must be cooperative with the supervising teacher in the study pro-

gram, or they will be dropped from the program.

3. Students participating in the study program will be allowed to attend after-school practices on the day of their scheduled study session, but only after attending the session for that day. On days when the student is not assigned to study sessions, the student may practice at the normal time.
4. Participation during this two-week period will be limited to practices only, and no game performances will be permitted. Students cannot dress for the game or be in uniform during this time or participate in any pre-game, game or post-game activities.
5. At the end of the two weeks study time, with a minimum of six (6) full study sessions attended, the student may ask the principal to determine if the grade average is at least 4.0. If the grade average is 4.0, the student will have his/her participation privileges restored. If the grade average is lower than 4.0, the student will be assigned to two (2) more weeks with a minimum of four additional study sessions. This procedure will continue until the student has a 4.0 grade average or elects to drop out of the study program.
6. Students that get their eligibility restored by attending study sessions will have their grades checked again at mid-quarter and if the student has not maintained a C- average at mid-quarter then the student is ineligible. To become eligible

again, the student must go back to the study program.

7. No student will be required to participate in the study program, but this will be the only way activity privileges can be restored in less than one quarter.

### Summer School

Students that are ineligible for activity participation at the end of the fourth quarter can use summer school attendance or correspondence course work to attempt to become eligible for the start of the first quarter. Summer school and correspondence courses will be calculated as follows:

1. Students repeating a course in summer school or by correspondence course work can substitute the new grade for the old grade. After the substitution is made, the grade average will be calculated to determine if the student has a C-average.
2. Students taking a course for the first time in summer school or by correspondence work can add this course to the courses that were taken the fourth quarter and the grade average will be calculated to determine if the student has a C-average.

### Dates Used to Determine Eligibility

Grades for the preceding quarter will determine eligibility for the next quarter.

End of First quarter    Determines eligibility for second quarter  
End of Second quarter    Determines eligibility for third quarter

End of Third quarter    Determines eligibility for fourth quarter  
End of Fourth quarter    Determines eligibility for first quarter

Eligibility for the fall homecoming queen candidates and the homecoming court shall be determined by the fourth quarter grades the previous year. Eligibility for the winter homecoming queen candidates and the homecoming court shall be determined by the second quarter grades. Eligibility for the Prom king and queen candidates shall be determined by the third quarter grades.

## **STUDENT INFORMATION**

The school will disclose “directory information” from the student’s education record that is not generally considered harmful and its release is not considered an invasion of the student’s privacy. Such information as name, address, date and place of birth, major field of study, official activities, dates of attendance (“from and to” dates of enrollment), height and weight for sports, degrees and honors received, most recent previous education institution, and photograph. Parents/guardians can, however, retain the right to consent to the disclosure of directory information. Parent/guardians who wish to retain this right must advise the school in writing.

## **STUDENT INSURANCE**

The school WILL NOT furnish accident insurance. All students who participate in school athletics are required to have medical insurance coverage. Proof of medical insurance coverage must be provided to the Athletic Director.

## **SUMMARY OF RULES AND REGULATIONS**

1. *Permission to leave school can only be granted by the principal, if a parent comes to school, sends a note or calls the office.*

2. Students with dental or doctor appointments will be excused upon presentation of note from parent/guardian.
3. No student is to be in the hall during class time without a corridor pass from a teacher.
4. All students with permission to leave early are to be out of the building and off the grounds immediately after last assigned class.
5. No fighting at any time on school property, which includes buses and/or school sponsored events, regardless of location. School insurance covers accidents--fighting is no accident.
6. No student may go to the parking lot or bus lots during the school day without permission from the office.
7. Students park in student parking lot only. No car is to be parked on the grounds without a parking permit.
8. No weapons of any kind or instruments that might be used as a weapon will be permitted on busses or school property--penalty will follow Safe Schools Act (August 1996) guidelines and offender will be turned over to law officers.
9. Pupils will be expected to show respect for all school personnel and to obey their directions.

10. No drinking or possession of alcoholic beverages or drugs on school property or at school functions.
11. Repeated unexcused absences will result in indefinite suspension from school.
12. Setting off fire alarms, smoke bombs, having firecrackers, or setting fires to anything in the building will result in suspension from school and referral to appropriate law officers.
13. Profane, vulgar or abusive language or actions will not be tolerated. Students will receive one (1) after-school detention on the first incident. Subsequent incidents will result in more severe disciplinary action.

### **TEACHERS' LOUNGE**

The teachers' lounge is off limits to students. Students reported for being in the teachers' lounge will face disciplinary action.

### **VISITING SCHOOL (PARENTS/GUARDIANS)**

Parents are welcome to visit the school. Please try to schedule with the principal in advance of a visit. On occasion, you may receive a request to come to the school for a meeting with the principal or a teacher concerning your child/children. These conferences will only be called when we feel that it is in the best interest of the student, teacher or parent to meet in this manner. No parent will be allowed to sit in their child's classes.

Check on school work of your child/children from time to time and if you feel that it is not what it should be, arrange a meeting with the teacher through the principal. Students and parents should not wait until the closing weeks of school to become concerned about pupil progress. First and last week visitations are discouraged.

Visitations by Students: Student visitors should sign in at the principal's office and have a visible visitor's pass. All visitors must be approved by the principal's office. Such visitations are discouraged unless an emergency exists that necessitates this need. All-day visits by students or guests of students are not allowed.

Students and teachers should immediately direct visitors, strangers and vendors who enter the school building to the school office.

## **VOCATIONAL SCHOOL STUDENTS**

All students must ride the bus to the Career and Technical Center, both to and from classes. If there is a need on occasion to drive, students must have written parent permission and permission from the administration. Failure to follow this policy will result in disciplinary action.

## **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school must obtain a withdrawal form from the counseling office. The student must follow the instructions outlined on the form and return it to the counseling office. Any fees owed the school must be paid before forms will be approved.

NOTE: A student must wait six (6) months from the time of withdrawal to take the GED test.



## **YOUR STUDENT RECORD**

Your school record remains after you graduate. Schools you desire to attend, prospective employers, etc., may desire information from your school record. The major items found on your permanent record are:

1. Factual information (parents, date of birth, address, etc.).
2. The grades you earn, rank in class, etc.
3. The results of tests you take (achievement, intelligence, etc.).
4. The activities you participated in.
5. The honors you received.
6. Your physical/health record.
7. Your record of attendance.

## **EQUAL RIGHTS 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 Scott City R-I School District will foster an educational environment that provides equal educational opportunities for all students.

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

## **STUDENT DUE PROCESS RIGHTS**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the School Board's policies and regulations on student suspension and student expulsion.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Any alleged act of unfairness or any decision made by school personnel, which the student and/or parents/guardians believe to be unjust or in violation of pertinent policies of the School Board or individual school rules, may be appealed to the school principal or a designated representative.

## **504 Public Notice**

The Scott City R-1 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Scott City R-1 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 04 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual education needs of disabled person as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Scott City R-I School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures manual may be reviewed in the Special Education office during normal school hours while school is in regular session. Please contact Marcia Daniels, Director of Special Services, at 573-264-2131 with questions pertaining to 504 procedures and or policies.

This notice will be provided in native languages as appropriate.

## **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, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children,

children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Scott City R-1 School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Scott City R-1 School assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Scott City R-1 School assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Scott City R-1 School has developed a Local Compliance Plan for the implementation of State

Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Scott City R-1 School during regular school hours.