

**Seneca High Schools  
Student Handbook  
2018-2019**



Central Office	776-3426
Early Childhood	776-1201
Elementary School	776-2785
Intermediate School	776-7961
Jr. High School	776-3911
High School	776-3926
Seneca Learning Center	776-8500

*For any questions or interpretations of this handbook, please check with your Student's building principal.*

Due to the importance of the educational environment of the student, this Handbook may be amended during the year at the superintendent's discretion

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## **Seneca R-7 Mission Statement**

### **Mission Statement**

Seneca High Schools mission is “**Every Child, Every Day, Whatever it takes**”

### **ARRIVAL AND DISMISSAL TIMES**

#### **Elementary and Intermediate Schools**

Breakfast 7:30

School Day 8:00 – 3:10 (Tardy bell rings at 8:00)

#### **Junior High and High School**

Breakfast 7:40

School Day 8:00 – 3:00

#### **Early Dismissal Dates @12:30**

December 20<sup>th</sup>

May 18<sup>th</sup> (or last day of school)

### **School Arrival:**

(a) Students who live in town should not arrive at school before 7:30am. No student will be allowed to enter the building before this time unless given special permission by a teacher or the principal. (b) Students arriving by bus are expected to depart the bus and report directly to the school grounds. For those students who wish to eat breakfast at school, it is served in the cafeteria, but will not be served after 8:00 am.

### **EVERYDAY PROCEDURES**

Take PAPER AND PENCIL to each class daily.

Take your ACCELERATED READER BOOK to each class daily. Take your STUDENT PLANNER to each class daily.

Take appropriate TEXTBOOKS to each class daily.

Know which classes require SPECIAL MATERIALS. Be responsible for taking those materials to each appropriate class.

Be prepared and complete all HOMEWORK assignments. Be responsible for LEARNING at school.

Put forth your best EFFORT at all times.

- Attend school every day.
- Get to class on time.
- Be in your seat when the bell rings.
- Be prepared for class.
- Interact in a confident, courteous manner in class activities.

### **Sale of Items:**

Students will NOT be permitted to sell items on campus for non-school sponsored activities. School sponsored fundraisers must be approved by building administrator and the board of education prior to selling.

### **Visitors:**

Students of school age from other schools are not allowed to visit without prior approval from the principal. Adults must sign in, present and leave a photo ID with the office in order to gain admittance to the building. All visitors must wear a school issued visitor's badge while visiting a building.

### **Student Withdrawal:**

Any student withdrawing from school must have their parents or guardians notify the office in advance. The student should come to the office to pick up all of the withdrawal forms.

### **Retention:**

Refer to board policy.

### **Cafeteria:**

Students may only carry a MAXIMUM negative balance of \$10.00 on their food service account. If the account goes over the \$10.00 limit, the student will be fed a sack lunch and a carton of milk, until the account is brought current.

**\*HS Only** Students must pre-pay for meals or pay as you go.

#### **Breakfast/Lunch Prices:**

JH/HS BREAKFAST = REDUCED .30, FULL PAY 1.50, LUNCH = REDUCED .40, FULL PAY 2.00

Adult 3.00, Extra milk .30

### **Closed Campus:**

The School operates under a closed campus policy. This means that once students arrive, they are not to leave the school grounds without permission from the office. Students may not be checked out for lunch unless accompanied by a parent or guardian. This includes summer school.

### **Attendance**

The faculty and staff at Seneca High School believe it is of the utmost importance for students to be in attendance at school whenever possible. When it is necessary for a student to be absent, this document will detail the policies and procedures that must be followed. Parents or guardians are responsible for notifying the principal's office when a student is absent and give a reason for the absence. If a parent plans to pick up their son or daughter during the day, the parent must contact the principal's office and the student must check out through the office before leaving. Students are not to leave school anytime during the day without authorization from the office. If they do, they will be considered truant and disciplined accordingly.

When it is necessary for a student to be absent for several days, the office should be contacted and homework will be collected for parent/guardian to pick up or sent home with another student. If a student cannot attend for a long period of time due to illness or injury, the school district may be able to provide homebound instruction at the request of the student's physician. Homebound requests should be directed to the Seneca School District's Special Services Office, 417-776-4109.

**SHS does not differentiate between excused and unexcused absences.**

### **Attendance Continued**

Students are allowed 8 absences per semester. All absences will count against the total number of absences allowed per semester. Notes are required from parents, doctors, counselors, etc. in case an appeal is requested for cases of excessive absences. If a student's absence is not verified with a note, they may be considered truant and disciplined accordingly. Work missed during an absence must be made up by the student. The missing work must be requested by the student the day they return if they have not already received those assignments. Students will be allowed the number of days missed plus 1 day to make up their work. (Example: If absent 2 days, student is allowed 3 days to make up work.)

### **School activities do not count as an absence**

If a student has 8 or more absences, he/she will not be allowed to miss class for school activities.

### **Consequences of Missing More than 8 days per Semester:**

If a student misses more than 8 days, they are in jeopardy of losing credit for those classes with excessive absences. Credit recovery time may be allowed but MUST be completed before the end of each semester, 15 hours can be made up with a maximum of 5 hours per class period. This time must be scheduled through the office. If a student does lose credit, they and their parents may request an appeal with the High School Attendance Appeals Committee through the office, 417-776-3031. This must be done within 7 days of the notification of the lost credit. Attendance update letters will be mailed at the 5 day and 8 day absence levels. Also, a phone call will be made to parent/guardian when student misses

8 days. In addition, parents can log on to the Tyler Student Information System (SIS) and click on the parent link to see up to date attendance records. Contact the SHS office for access information.

### **Attendance Notification Letters:**

After accumulating five absences from any one class during a semester, the parents/guardians will receive a "5 Day Letter" requesting the parent/guardian to call the principal or assistant principal. This call is to discuss the absences and the attendance expectations for the remainder of the semester. This call is also an attempt to build communication between the parent and the school regarding the student and their success. At this time an attendance contract will be required for this student with specific expectations outlined. Parent/guardian and student signatures will be required on this contract.

After accumulating eight absences from any one class during a semester, the parents/guardians will receive an "8 Day Letter" notifying them of the possibility of losing credit in that class. 15 hours can be made up with a maximum of 5 hours per class period. This time must be completed before the end of the semester.

### **Attendance Check In/ Check Out and Absences:**

When the need arises for a student to be taken out of school early, a parent/guardian must contact the office and sign the checkout sheet before the student can be removed from the building. This is mainly for the safety and wellbeing of the students, but also aids in keeping record of their absences and tardiness.

### **Make-up Work:**

When a student has an absence, he/she will be required to make up work missed in each class. It is their responsibility to obtain all make-up work from their teachers immediately upon returning to school. Failure to obtain make-up work is no excuse for not doing the work one misses. In case of absences, assignments may be requested through the office. Please allow one day for this material to be compiled. The office should be notified before 9:00 am and assignments can be picked up after 2:30 p.m. The number of days allowed for making up work is equal to the number of days the student was absent plus 1 day.

### **Extra-Curricular Absences:**

Any student missing over ½ day is ineligible to participate (1/2 day is equal to 4 class periods) in extra-curricular events, that day, without prior permission being granted from their building principal.

**Parents please refrain from checking students out the last 10 minutes of the day, as this is a very busy time in the office.**

### **Tardy Procedures High School:**

Students are expected to be in the classroom when class is scheduled to begin. Students are marked tardy even if they are signed in by a parent/guardian. Students should be encouraged to arrive to class early in an effort to maximize learning. Tardiness of 15 minutes or more to a class will be considered an absence. Students will be given warnings for the first 3 tardies of each quarter. After the 3<sup>rd</sup> tardy in a quarter the student's parent / guardian will be notified, and subsequent tardy offenses will result in administrative consequences referenced below:

<b>Tardy</b>	<b>Consequence</b>
1-3	Warning
4 <sup>th</sup> Tardy	1 After School Detention , which can be served on Tuesday, Wednesday, or Thursday
5 <sup>th</sup> Tardy	1 After School Detentions , which can be served on Tuesday, Wednesday, or Thursday
6 <sup>th</sup> Tardy	2 After School Detentions , which can be served on Tuesday, Wednesday, or Thursday
7 <sup>th</sup> Tardy	1 Day of Friday Extended School from 1:30 p.m. – 5:30 p.m.
8 <sup>th</sup> Tardy	2 Days of Friday Extended School from 1:30 p.m. – 5:30 p.m.
9 <sup>th</sup> Tardy	3 Days of ISS
10 <sup>th</sup> Tardy	5 Days of ISS minimum
11 <sup>th</sup> Tardy	3 Days OSS

**(Contact with Juvenile office will occur if student continues to be tardy to class)**

Those who are often tardy not only jeopardize their academic progress, but they also disrupt the learning environment of their fellow classmates.

**Tardies will be monitored and reset on a quarterly basis.**

### **Skipping School:**

Parents will be notified and appropriate discipline administered.

### **Progress Reports and Grade Cards**

Grade cards are issued four times a year at the close of each nine-week session. Grades are recorded as A, B, C, D, and F or Incomplete. An incomplete is given when a student has been unavoidable absent at the close of the nine-week period. Arrangement may be made with the teacher and principal for making up this work within a certain length of time. Otherwise, the grade will convert to an F. This report is only an indication of the grade at these times and it is not part of the permanent record; however, it should be noted that a student might possibly receive failing grades in the last three weeks of a quarter. In most cases, a student receiving a progress report is able, with effort, to bring the grade up before the grading period ends. Grade cards are sent home with students in addition to being emailed to parents at the end of the quarter.

<b><i>GRADING SCALE: Grade</i></b>	<b><i>Percent</i></b>	<b><i>Non-Weighted</i></b>	<b><i>Grade</i></b>	<b><i>Percent</i></b>	<b><i>Weighted</i></b>
<b>A</b>	100-93%	4.00	<b>A</b>	100-93%	5.00
<b>A-</b>	92-90%	3.67	<b>A-</b>	92-90%	4.67
<b>B+</b>	89-87%	3.33	<b>B</b>	89-87%	4.33
<b>B</b>	86-83%	3.00	<b>B</b>	86-83%	4.00
<b>B-</b>	82-80%	2.67	<b>B-</b>	82-80%	3.67
<b>C+</b>	79-77%	2.33	<b>C+</b>	79-77%	3.33
<b>C</b>	76-73%	2.00	<b>C</b>	76-73%	3.00
<b>C-</b>	72-70%	1.67	<b>C-</b>	72-70%	2.67
<b>D+</b>	69-67%	1.33	<b>D+</b>	69-67%	2.33
<b>D</b>	66-63%	1.00	<b>D</b>	66-63%	2.00
<b>D-</b>	62-60%	.67	<b>D-</b>	62-60%	1.67
<b>F</b>	59-0%	0	<b>F</b>	59-0%	0

### **Participation Qualification \*HS**

- Missouri State High School Activities Association Requirements:
- Must be a full time student and enrolled in 7 courses
- Must pass 6 of 7 classes in the previous semester for HS / quarter for JH
- Be a good citizen in good standing with the school and community
- Have a current physical on file and proof of health insurance
- Parent or Guardian consent to participate on file
- Meet all MSHSAA requirements
- Have a signed Drug Testing consent form on file

**A Student will not be allowed to leave school to participate in any activity during school hours if he/she is:**

- On the ineligible List (Failing one or more classes for two consecutive weeks) on Monday morning or the first day of the week.
- On the Fine & Fees List (has an outstanding balance on their account)



## **FINES AND FEES**

1. Sport uniforms must be turned in or be paid for to participate in the next sport season.
2. Lost textbooks will be paid for a replacement cost. Used textbook cost will be used whenever possible.
  - No school related travel until all fines and fees are paid in full.
  - Class schedules will not be available at the beginning of the school year until all fines and fees are paid in full.

## **HS Extra-Curricular Eligibility Requirements**

To be able to participate in extra-curricular activities, sports clubs, and school organizations, the student must meet all MSHSAA and school eligibility requirements. High School students can only have one F the previous semester to be eligible for MSHSAA activities. Junior High School students can only have one of the previous quarter to be eligible for MSHSAA activities. Students entering 7<sup>th</sup> and 9<sup>th</sup> grades are exempted from this policy.

- High School eligibility is based on semester grades. A grade check will be done at mid-quarter of the first and third quarters and then weekly on each Monday.
- If a student has one or more F's at these grade check times, they will first be put on a probation list for one week. If grades have not improved to zero F's by the next weeks check, (two concurrent weeks) they are put on the ineligible list and they cannot participate in any activities. This will continue until grades have improved to zero F's. The eligibility periods will begin on Monday and end on Sunday.
- To remain eligible and/or free from probationary status, students at the High School must be passing in all subjects he/she is enrolled in during a semester. For Junior High, they must be passing all subjects during each quarter.
- Activity participation may be suspended according to this policy. Exceptions may be made by the building administrator due to extenuating circumstances.

**\*\*ALL STUDENTS THAT PARTICIPATE IN ANY EXTRA CURRICULAR ACTIVITY OR SCHOOL GROUP, MUST SIGN A FORM TO SUBMIT TO RANDOM DRUG TESTING.**

## **Changing Classes**

Before schedule changes are made, it will be necessary to conference with the counselor and parent. The principal will be called if needed. Three school days at the beginning of each semester will be allowed for changing schedules.

## **Dropping a class during the semester**

Dropping a regular high school class during the semester is not an option for high school students. Students will receive grades for all 7 classes based upon what they have earned. Students who are enrolled in Dual Credit or Dual Enrollment courses may drop the college side of the course but may not drop at the high school level if it is after the first 3 days of the semester. If a student makes a decision to drop a Dual Credit, Dual Enrollment course or MOVIP course they will need to visit the counseling office to make arrangements. They will be expected to report to the high school for supervision daily. The student and parent will be responsible for dropping the course at the college level. Should a student drop or withdraw from a college course or MOVIP course prior to completion, the high school grade will be entered as an "F".

### **College visit procedures**

Juniors are allowed one college visit each year and the seniors are allowed 2 college visits. The absence will count as school business if the following procedures are followed. Students or parents must arrange the visit date and time by calling the college or using the college website. In advance of the college visit, the student should sign the College Visit Calendar in the high school counseling office and pick up a College Visit Documentation form. The student is required to bring back documentation from the college verifying the visit in order for the day to be counted as school business.

### **Academic Letter**

The Academic Letter Program was started in 1984-85 school year to recognize students for high academic achievement. To qualify for an Academic Award a student must have a 3.50 GPA based on two (2) semester of school, and must be a full-time student attending seven classes a day for the full year at SHS, and must be enrolled in four (4) qualifying classes. Qualifying classes vary from year to year depending on the classes offered.

A chenille letter and certificate is given the first time a student qualifies for an Academic Award. A bar is given for each succeeding qualification.

### **Valedictorian - Salutatorian**

For a student to be eligible for class Valedictorian or Salutatorian, a student must be enrolled at Seneca High School for FOUR regular continuous semesters beginning with their junior year. The Valedictorian will be the student with the highest grade point average as computed at the end of eight (8) semesters of high school work. The Salutatorian will be the student with the second highest grade point average as computed at the end of eight (8) semester of high school work. If a tie exists, the co-Valedictorians and co-Salutatorians will be honored.

### **National Honor Society**

Membership in the national Honor Society is open to all juniors and seniors with emphasis on scholastics, leadership, service, and character. To be eligible for selection, each candidate must complete a three (3) step process. After the candidate has completed the three steps outlined below, the candidate's application will be reviewed by the National Honor Society teacher committee to determine if the candidate meets the criteria to become a National Honor Society member.

**Listed below are the steps to qualify for consideration for National Honor Society, by the faculty review committee.**

- Candidates must satisfactorily complete each step before continuing on to the next step.
- Student must have a minimum point score of 30 on the National Honor Society Participation/Recognition Evaluation sheet. Student is to select six (6) teachers who will complete their Student Evaluation form which rates the student on a scale of 1-5 with 5 being the highest in the areas of Character, Leadership, and Service.
- The selection of these high school teachers must include four (4) from the current school year and two from previous high school years, when possible. The list of teachers selected by the student must be submitted to the National Honor society sponsor.

**“It is the students responsibility to ask those teachers he or she selects for this evaluation, and to give those teachers the proper forms to be used. The teachers will return these completed forms to the National Honor Society faculty review committee which will make the final decision.”**

### **Counseling**

Seneca Schools have counselors who may be seen by appointment or on an emergency basis. If something is interfering with your success in school, then it is important to talk to the counselor. The counselor will not only help with problems, but will also visit with students about career plans. A career center has been set up in the library for group and individual exploration of career options. Parents, students and staff should use the counselor as a valuable resource.

### **School Library**

Overdue library books will be charged a library fine. No new library books may be checked out until all library fines are paid in full.

### **Independent Student Status**

Any student that has reached the age of 18, and no longer living at home may talk to the principal to discuss becoming an independent student. The arrangement is specifically designed for students who are married, are receiving no financial support from home, or are living independently. Independent students are required to report to the principal before signing themselves out. They are also required to report to the principal concerning the reason for their absence when they return to school before being counted as truant

### **Health Services**

A nurse is available Monday through Friday during normal school hours.

Please be sure that the school nurse is informed of any medical issues/conditions/problems which may affect your child's participation in school activities or which would require special care during the school day or special treatment in the event your child should become ill or injured at school. A special plan of care may be needed for your child.

### **Immunizations**

Students must provide immunization records prior to enrollment. The law, in part reads as follows: To attend school, all students must have received the minimum number of immunizations required for Hepatitis B, polio, measles, mumps, varicella, rubella, diphtheria, pertussis and tetanus. The philosophical exemption to immunization has been eliminated. A medical exemption will be allowed if a licensed doctor of medicine or osteopathy certifies on a Department of Health form Imm.P.12 that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to disease. For a religious exemption, one parent or guardian must object in writing (on Dept. of Health form Imm.P.11A) to the school administrator that immunizations violate the tenets or commonly held beliefs of an organized religion of which the parent or guardian is a member. According to this law, the immunization required may be done by any duly licensed physician or by someone under his direction. A student in noncompliance will not be allowed to attend school. Please check with the school nurse for compliance.

### **Medications**

Every effort should be made to administer medication at home as it does represent a disruption in the student's school day. The nurse's office or designated district representative administers medications to those students requiring medicine during school hours (School Board Policy JHCD). Controlled prescription medication MUST be brought to school by an adult, not the student. All

medications – prescription and over the counter – must be in the original container, accompanied by a note from the parent/guardian with the following information included:

1. Student's Name
2. Name of Medication
3. Dose and Time to be given
4. Signature of Parent or Guardian

**Any medication that will be kept at school more than ten (10) school days will require the Physician's signature. Physician's signature forms can be obtained from the school nurse.**

### **Emergency Medication**

The school nurse is equipped with epinephrine and albuterol for students that may develop a life-threatening emergency due to an unknown allergic reaction or other condition. If you do not want your child to receive epinephrine or albuterol in the event of a potential life-threatening emergency, you must sign an opt-out form that can be obtained from the school nurse. Students who have been prescribed an emergency medication by their physician should still provide that medication to the school nurse to be used in the event of that child having an emergency reaction or situation.

### **Contagious Conditions**

Missouri state law (section 167 191 RS Mo/School Board Policy JHCC) states: It is unlawful for any child to attend public school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to it. Students who have a temperature of 100 degrees or more must be picked up from school for the remainder of the day. For most childhood illnesses, temperatures are lowest in the morning. Students must be fever free without medication for 24 hours prior to returning to school. Students who vomit or have diarrhea at school must be picked up for the remainder of the day, unless otherwise determined by the school nurse. Students sent home must be **symptom free without medication for 24 hours** prior to returning to school. Students that have been diagnosed with anything that requires an antibiotic, must have received the antibiotic medication for a minimum of 24 hours, be symptom free, or have a physician's statement verifying that they are not contagious in order to return to school.

### **Food/Snacks/Treats**

Due to the prevalence of Hepatitis A, the school and health department officials strongly recommend no home-prepared food or drink to be served to students at the school. Due to possible food allergies, check with your child's teacher for any foods that may not be allowed in the classroom.

### **Head Lice Policy**

Head lice infestation has become a wide-spread health problem throughout the country and affects many school-aged children each year. Head lice are transmitted directly or by contact with articles that have touched the hair of an infested person (comb, brushes, ribbons, hats, scarves, bedding, upholstery, etc...). Early detection and treatment are the keys to preventing an infestation.

#### **What to look for:**

1. Frequent head scratching
2. Grayish crawling insects about 1/8" long.
3. Tiny oval-shaped eggs (nits) attached to the hair shaft
4. Infested scratch marks or rashes on the head.

### **How to treat:**

1. Check with your doctor or pharmacist for medicated shampoo specified for head lice.
2. Wash hair according to directions.
3. Use a lice comb to comb out the nits or pull each nit off the hair shaft. (You have to remove ALL nits)
3. Wash all affected clothing, linens, and personal items in hot water and dry in the dryer if possible.
5. Dry clean items you can't wash.
6. Disinfect non-washable items and the household.
7. Vacuum rugs and upholstery thoroughly.
8. Check other family members for infestation.
9. DO NOT share combs, brushes, caps, etc.
10. Recheck head daily for ten (10) days.

If you find head lice on your child, please notify the school nurse so the other children can be checked. This will help control the spread of lice.

If head lice are identified while at school, parents will be notified and the student(s) will be sent home. If a parent is unreachable, the emergency contact listed with the school will be contacted. Students will be re-screened upon returning to school for any evidence of lice or nits (eggs). A student must be lice free before being cleared to return to class. It is recommended the parent/guardian go with the student to the school nurse or designated school personnel, to determine if your student can return to school.

### **ABSENCES FOR MORE THAN ONE (1) DAY FOR THE TREATMENT OF HEAD LICE IS CONSIDERED EXCESSIVE.**

#### **Code of Conduct**

- Maintain positive behavior
- Be honest and truthful.
- Dress in a clean, modest and tasteful manner.
- Show respect to yourself and others.
- Resolve all differences in a positive manner; be part of the solution, not the problem.
- Show an excitement for learning and self-improvement.
- Speak and act respectfully to each other and all school staff.
- Keep your hands and feet to yourself.
- Do not run in the halls.
- Do your part to help keep the school clean.

#### **General Discipline**

1. Students are not permitted to have, or use tobacco of any form on school premises. Anyone caught with or using tobacco will be disciplined according to board policy JFCG. This will apply to other tobacco products such as mint snuff or electronic cigarettes.
2. Drug/Alcohol Possession or Use: Possession, use or attendance under the influence of controlled substances, alcoholic beverages or substances represented to be such will result in an automatic suspension. Local civil authorities will be notified.
3. Public displays of affection will not be permitted in the building or on school grounds.
4. Students will not be allowed on any other school campus without permission.
5. Students will refrain from the use of profanity, vulgar language, and gestures in the building or on school grounds and buses.

6. Situations where students are disrespectful to a teacher or substitute, or exhibit disruptive behavior will be dealt with by the teacher or substitute involved. Should this fail to correct the situation, students will be sent to the office.
7. Fighting will not be tolerated. To settle disputes, students should make an appointment with the counselor or the office and handle these situations in another manner.

### **General Discipline Procedures**

1. The student will be corrected and informed of the problem.
2. If the student repeats or does not exhibit correct behavior and attitude they will be sent to the office with a discipline referral.
3. The office may administer discipline with After-School detention, ISS, Friday School, or Out of School Suspension.
4. The school will make every possible attempt to contact the parent or guardian regarding discipline problems.
5. The goal of any discipline plan is to achieve self-discipline and to make the individual responsible for their actions

In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 U.S.C. 921) on school property will be suspended from school for at least one calendar year. The Board of Education may modify the suspension on a case-by-case basis upon recommendation by the superintendent.

**(See Appendix A, on file in the principal's office, for more information.)**

### **Hazing and Bullying:**

In order to promote a safe learning environment for all students, the Seneca R-VII School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff, and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation (marking acceptance, induction or admission into a group or organization), affiliation,

membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

## **Non-Discrimination and Anti-Harassment Compliance**

### **Grievance Policy**

Overview of Discrimination/Harassment

#### **A. Hostile Environment**

"Harassment": Establishing that a person has been illegally discriminated against. Behavior, whereby the school or work environment becomes permeated with intimidation, ridicule and insult that is sufficiently severe or pervasive to alter the conditions of a student's participation in the district's programs and activities, or of an employee's employment. Any intimidation, ridicule or insult that is based on a reason listed in policy AC, including sexes or races, is to be reported to the nondiscrimination compliance coordinator. The harasser and the victim need not be of a different sex, race, etc.

#### **B. Sexual Harassment (see Board policy AC and regulation AC-R)**

1. Use of verbal, written or symbolic language that is sexually harassing.

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

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

#### **C. Physical Contact that sexually harassing**

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

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

## **Nondiscrimination**

## Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district. (For further information refer to Board Policy AC and regulation AC-R)

## Cell Phones

Cell phones or other electronic devices may be used in class for educational purposes only. Texting, calls, inappropriate pictures or videos are not considered educational purposes.

First Offense: Phone/device confiscated. Students may pick it up at the end of the day. Second And Subsequent Offenses: One detention, phone confiscated and parent/guardian must pick up.

## Student Dress Code

The Seneca School District believes that a strong relationship exists between what a student wears and the attitude and behavior he/she displays. We ask all of you to learn that different modes of dress are appropriate for different activities. We also believe the primary responsibility for proper dress rests with the students and his/her parents. Students should always be well groomed and dressed appropriately for the activity in which the students are engaged. Clothing worn to school should not violate the rules of decency, offend the standards of other students, promote unsafe conditions or distract from the educational process. Below are guidelines for students and their parents to help them avoid attire or grooming which interferes with the learning environment. Examples include but are not limited to the following:

As an overall guideline for proper dress, students' clothes should be simple, neat, clean, **not** excessively tight or excessively loose fitting, and should be considered safe, practical, and in good taste, and easy to manage. Clothing should not be considered to be distracting or disruptive to the academic process and cannot violate the safety and well-being of the student population. Clothing and accessories cannot appear to be an affiliation of any gang or gang related activity. Appropriate shoes must be worn at all times (health code regulations). Clothes that advertise or display advertisements or messages in regards to alcohol, drugs, or tobacco; nudity or improper language; ethnically derogatory messages/gang or violent images; or double meaning slogans or sayings that can be interpreted to be inappropriate are NOT allowed.

### **Clothing Guidelines and Expectations:**

The top of the shoulders must be covered (strapless or spaghetti straps are not allowed). Shirts must have a sleeve. Tank tops are not allowed. Undergarments, the midriff or backside and cleavage cannot be exposed (showing) at any time. Pants and shorts that sag below the waistline are considered inappropriate for a school setting. Shorts, dresses, and skirts must be no shorter than 5" (inches) from the top of the knee. If the dress or skirt is worn with leggings (jeggings), the shirt/dress worn with the leggings must cover the backside while walking and standing. Holes above the knee that are showing skin will be covered. \*\* Undergarments should not show at any time.

**Piercings, other than ears, are allowed with the following guidelines:**



Piercings in the eyebrow or lip must be a small (clear if possible) stud that sits close to the face. Piercings in the nose can be a small stud or ring that sits close to the face. If a student is asked to remove the piercing due to safety concerns (P.E., shop classes, etc.) the student must comply with the request.

**Hats (ball and stocking caps) are not allowed in the building. Students are expected to remove their hat or hood when entering a classroom.**

### **What happens if I am found to be in violation of the dress code?**

It is important to emphasize that any type of extremism of dress (including accessories) that is thought to be causing a disruption or distraction to the educational process, will be dealt with on an individual basis. The outcome for each student will be at the discretion of the administrative staff.

If the student is found to be in violation of the guidelines, he/she will be asked to change clothes. If a student is unable to change his/her clothes, he/she will be sent to ISS for the remainder of the day.

There might be a time (or times) when a student is NOT given a dress code violation when he/she should have received one. All of the faculty and staff are human and mistakes can be made. If a student was not reprimanded before for wearing the same item of clothing, the defense of "I have worn this before and no one said anything" is NOT a valid defense. Students will NOT receive disciplinary action for the first offense; however, if the student has repeated incidents of dress code violations, he/she will receive some form of discipline.

### **Student Property**

The following items are disruptive and may interfere with the learning climate at our school. Please do not bring such items to school:

1. Dangerous objects such as knives, spike wristbands, sharp objects, lighters, matches, shockers or any device which can hurt people.
2. Items of distraction such as toys, laser pointers, trading cards, water guns, whistles, balloons, stink bombs, confetti, offensive spray, rubber bands, fingernail polish, glitter, silly bands, etc. These items do not make any contribution to academic achievement and therefore are prohibited in the building. Such items are an invitation to theft and do not have a place at school. Items taken from a student may be picked up by the parent in the school office, excluding weapons.

### **Lockers**

Lockers are provided for students' convenience to keep books and other property needed at school. Each student will be assigned a locker. All books and personal items, when not in use, including heavy coats, are to be kept in your locker. Remember that you will have only four minutes between classes, so plan your visits to your locker accordingly.

1. Use only lockers assigned to you and do not share lockers.
2. Do not give your locker combination to other students.
3. Lockers must be kept clean at all times. Writing or stickers on the outside or inside of lockers is prohibited.
4. Lockers must be kept in good condition. If a locker is knowingly abused, you will lose the use of the locker and pay for damages.
5. The school will provide a lock for lockers at the student's request. **No personal locks are allowed on lockers.** The replacement cost for a lock is \$10.00

6. Lockers remain the property of Seneca Schools and may be subject to inspection by the school administration at any time.
7. Storage of inappropriate or illegal items is not allowed. Spray paint, water pistols, lighters, fireworks, any weapon: real or simulated, obscene writing or pictures, etc.
8. Safe School violation items (drugs, alcohol, tobacco, weapons, etc.) will be confiscated and not returned.
9. Students' rights will be protected if a law enforcement officer initiates a locker search.
10. Students will be charged for loss or damage of school property or equipment placed in their care.
11. Any theft or loss should be reported to the main office immediately. The school is not responsible if the student chooses not to use a lock.
12. Only school approved decorations will be allowed on the outside of any locker.
13. Stickers and writing are not allowed on the surface of any locker.

### **Student Alcohol/Drug Abuse**

#### **Board Policy: JFCH**

The Seneca R-VII School District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C 812 (c). Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement. Cross Refs:

**GBEBA, Drug-Free Workplace IGAEA, Teaching about Drugs, Alcohol and Tobacco JFG, Interrogations, interviews and Searches JGD, Student Suspension and Expulsion, JHCD, Administering Medicines to Students Legal Refs: § § 167.161, 167.171, 195.010, RSMo., P.L. 101-226, MSBA 05/95 Seneca R - 7 School District, Seneca, Missouri**  
**"To view the complete Safe Schools Act contact the Board of Education Office"**

### **Transportation / Bus Information**

Normal transportation procedures will be followed unless the office has been notified by call or note before 2:00.

The Seneca School district will provide free bus transportation for students who live more than one mile from school. Bus drivers must be notified in advance if a student wants permission to bring another student with them to or from school.

The school must be notified when a child is to be dropped off at a different location and an address must be provided. Changes should be communicated prior to 2 pm so the message can be delivered to the student.

Riding the bus to school is a privilege, not a right, and may be revoked if safety rules and appropriate behaviors are not observed. In order to ensure the safety of all passengers, security cameras in buses will be used to observe students behavior. If a student is late for the bus, the driver may give a warning.

If the student continues tardy behavior causing the bus route to be off schedule, the driver will write up the child and a consequence will be administered by the building principal. Students should go directly to the bus loading zone as soon as school dismisses where drivers will be supervising buses. Rushing a bus is dangerous to the safety of all. Drivers, administrators or bus supervisors may delay bus entrance to any students rushing the bus. Keep the bus clean. Cooperate with the driver. Be considerate of others' property. Please pay close attention to any posted signs in the loading and unloading zones in front of the school.

### **Transportation (Bus) Rules**

1. Passengers shall obey the driver and attendant.
2. Students must be seated while on the bus facing the front with their feet on the floor.
3. Students shall not extend their head or arms out of the window at any time.
4. No throwing of objects of any kind in or out of the bus. NO LITTERING!
5. There shall be no profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, and disorderly or improper conduct of any kind on the bus.
6. There shall be no talking when the bus is crossing the railroad tracks.
7. Students must not use cell phones and other hand held technology devices before stepping on or off the bus. For each student's safety, eye contact between students and bus driver must be made so that driver can direct children when to cross the street/ highway in front of the bus.
8. In the case of inclement weather, school will be cancelled as early as possible. There may be alternative bus stops used during adverse weather conditions; those stops and all routes/stops are listed on the Seneca R-7 School website.
9. Students below 3<sup>rd</sup> grade will not be allowed to exit the bus without a parent or adult visible.
10. Students below 3<sup>rd</sup> grade will not be allowed to walk home alone.

### **Bus Discipline Policy**

**Administrators have the discretion to assign the following:**

1. Warning: Defiant students written up
2. Assigned Seat
3. One to four day suspension
4. One week suspension
5. Two weeks suspension
6. Up to the remainder of the year

If a student isn't following rules or is defiant, he/she may be called to the front of the bus near the radio to hear the Principal's directive. An administrator will be available daily at the bus loading zone to meet with drivers and unruly children. A letter will be sent to parents explaining incidents and consequences. During their time on the bus, students may read a book, complete homework, visit with a seatmate, use an iPod, or cell phone. They are expected to demonstrate appropriate bus riding behavior at all times while riding to and from school or while on school activity/field trips. Bus drivers will make a great effort to ensure the bus trips are safe, comfortable, enjoyable, and free of bullying behavior. As all parties communicate positively, show patience, and treat others as they would like to be treated, the trip to and from school should be a positive one.

### **School Sponsored Trips**

Students must realize that they are representatives of our school and community when they go on school sponsored trips. These trips are an extension of the classroom and proper conduct is

expected. Students who misbehave on school sponsored trips or on the bus to and from those trips will be subject to disciplinary action. Disciplinary actions may include suspensions from further activity trips and/or ISS or OSS. Students absent from school for school sponsored activities should contact their teachers and make arrangements for make-up work before they leave for the trip. Students are reminded that some assignments may be required to be turned in prior to leaving for the activity. All students must sign a Seneca R-7 Trip/Camp Expectations form at the beginning of the school year for all trips taken throughout the year.

### **Assessment Program**

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

**Student Achievement**—produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.

**Student Counseling**—serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.

**Instructional Change**—provide data that will assist in the preparation of recommendations for instructional program changes to:

- a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
- b. The professional staff formulate and recommend instructional policy; and Help the Board of Education adopt instructional policies.

**School and District Evaluation**—provide indicators of the progress of the district toward established goals.

**Adequate Yearly Progress**—determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the NO Child Left Behind Act. There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to

ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

**English Proficiency Assessments**— The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

**Statewide Assessments**— The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the EOC'S/MLS, as set forth by the Missouri State Board of Education. The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance. The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

### **School-Wide Title 1 Plan**

A copy of the Title 1 school-wide plan is available in the Elementary Office at 1815 St. Eugene Street and in Central Office at 914 Frisco Street, Seneca, MO. If you have a question, please contact the elementary principal at 776-2785 or the Federal Programs coordinator at Central Office at 776-3426.

### **Annual Notification of PPRA and FERPA**

The FERPA (Family Educational Rights and Privacy Act) provides that a parent or student over 18 have certain rights with respect to the student's educational records.

These rights are:

- The right to inspect and review educational records.
- The right to request an amendment of the students' educational records that a parent believes is inaccurate.
- The right to consent to the disclosure of personally identifiable information from education records.

The PPRA (Protection of Pupil Rights Amendment) affords parents and students who are 18 certain rights to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student and his/her family.
- Sex behavior and attitudes.
- Illegal, anti-social, self-incriminating and demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- or Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

**For a complete listing of all school policies see the board policy book in the library or at the administrative offices.**

### **Fundraisers**

Clubs and organizations within a school district are not funded by School funds. Therefore, fundraisers are a big part of the school year. The three biggest fundraisers that are conducted through the Seneca School District are the FFA Meat and Fruit Sales, Yearbook Ads and the Elementary/Intermediate PTO Fundraiser. These are annual fundraisers that will continue each year. In addition to these fundraisers you may expect to see other fundraisers from groups such as FCCLA, Student Council, High School Cheerleaders, Band and Choir. All fundraisers must be approved through the building administrators. School district clubs are also involved in certain service projects which are not considered fundraisers. These projects include the FFA chili supper, Cheer camps, lasagna feed, concession stands or school dances. Since Seneca is a small community we realize that businesses and patrons are constantly being solicited for donations from various sources. The Seneca School District is making every effort to limit these solicitations as much as possible. Be advised that the school district will never do phone solicitations or seek donations from a city street. If you question anyone that contacts you for contributions please feel free to contact the school to verify their identity.

### **Directory Information**

The Seneca R-7 School District, in conformance with the U.S. General Education Provisions Act, declares the following as "directory information". As provided in that act the following information concerning students may be made public:

1. Student's name, address & phone
2. Date and place of birth
3. Pictures
4. Participation
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Honors and awards

This public notice is required by law before such information can be placed in yearbooks, student's directories or other student publications. If any parent or legal guardian of a student does not want any of this information released without his or her consent, he or she may contact the school within thirty (30) days of this notice.

### **Emergency Plans**

Emergency plan flip charts are displayed in all classrooms and offices. Routine drills are conducted for tornado, fire, earthquake, and