

# Seneca High School Student Handbook 2023-2024



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
HS Counseling Office	776-2294
Seneca Learning Center	776-8500

*For any questions or interpretations of this handbook, please check with the 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.

*Revised 08/10/2023*

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

“Every Child, Every Day, Whatever it takes”

### **ARRIVAL AND DISMISSAL TIMES**

#### **High School**

Breakfast 7:15

School Day 7:45-3:25

#### **School Arrival & Departure:**

(a) Students who live in town should not arrive at school before 7:15am. 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 7:45 am. *Students will have the additional option of a grab-and-go breakfast between 1st and 2nd hour passing time.*

(c) The campus is closed each day after 3:30. Students should not be on site during this time with the exception of those serving detention, attending practices, or previously scheduled meetings/activities with a teacher.

Seneca R7 School District will not be responsible for supervising students who are on campus outside of the designated times.

#### **EVERYDAY PROCEDURES.**

Take PAPER AND PENCIL to each class daily.

Take your ACCELERATED READER BOOK to each class daily.

Take appropriate TEXTBOOKS/CHROMEBOOK 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.
- Have your computer charged.

#### **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 the 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 and show 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. A background check may be required, please refer to Central Office.

**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.

**Breakfast/Lunch Prices:**

JH/HS BREAKFAST = REDUCED .30, FULL PAY 1.50, LUNCH = REDUCED .40, FULL PAY 2.00  
Adult 3.30, 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 physically accompanied by a parent or guardian. Students that leave or arrive without signing in/out at the office risk being counted absent or truant. This includes summer school. **ADDITIONALLY, NO FOOD OR DRINK DELIVERIES WILL BE ALLOWED.**

**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 needs to be contacted. Students are responsible for communicating with teachers and acquiring missed assignments. 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 class hour 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 in any 1 class period per semester, 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, 417-776-3926. 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. Parents/guardians will be contacted when a student misses 8 days. In addition, parents can log on to the Student Information System and click on the parent link to see up to date attendance records. Contact the SHS office for login assistance if needed.

### **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 well-being 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 the work missed in each class. It is the **STUDENTS** 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, students and/ or parents should email

teachers for assignments. 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 or Athletic Director; or without proper documentation (i.e. Dr.'s note). This includes but is not limited to: practices, scrimmages, and games.

**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 4 tardies of each quarter. After the 4th tardy in a quarter the subsequent tardy offenses will result in administrative consequences referenced below. **ALL**

**CONSEQUENCES AND DISCIPLINE ARE AT THE DISCRETION OF ADMINISTRATION.**

<b>Tardy</b>	<b>Consequence</b>
1-4	Warning
5-6	After School Detention
7-8	2 After School Detention or In School Suspension
9 or more	In School Suspension

**(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 Class/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 unavoidably 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 emailed to parents at the end of the quarter.

<b>GRADING SCALE: Grade</b>	<b>Percent</b>	<b>Non-Weighted</b>	<b>Grade</b>	<b>Percent</b>	<b>Weighted</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

### **FINALS EXEMPTION**

Students who meet the following criteria will be EXEMPT from taking semester finals:

- 95% or higher overall attendance for the semester
- Grades of "C" or higher in all classes
- No suspensions (O.S.S)

Students who meet these requirements may, if desired, still take finals in order to increase their semester grade/G.P.A.

### **FINES AND FEES**

1. Sports uniforms must be turned in or be paid for to participate in the next sport season.
2. Lost textbooks and library books will be paid for at replacement cost. Used textbook cost will be used whenever possible.
3. Please refer to the syllabus for each class, club, or activity that your student participates in for dues & other fees information.
4. Fines & Fees should be paid in full before the conclusion of the school year.

### **Activities 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



- 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
- or has 8 absences in any class period.

### **HS Extracurricular Probation/Eligibility Requirements**

To be able to participate in extracurricular activities, sports clubs, and school organizations, the student must meet 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 failing grade 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.

- A new probation/eligibility list will be run every 4 weeks (every *mid-quarter* and *quarter*).
- A student who has one or more F's at the end of each 4-week period will be placed on the probation list and will be eligible for participation.
  - Any student who participates in extracurricular activities will be REQUIRED to attend tutoring for the next four weeks until the next grade report is run. Even if a student raises his or her "F" in the tutoring cycle, he or she MUST still complete the 4 week tutoring cycle.
    - 1 F = 1 day of tutoring a week; 2 or more F's = 2 days of tutoring a week.
    - Tutoring will be held before and after school (6:30-7:30am and 3:30-4:30pm).
      - This allows a student at least 8 tutoring options during the week.
      - Coaches will encourage students on probation to attend morning tutoring sessions so they are able to attend practices and games after school.
      - If a student in season misses a scheduled morning tutoring session he or she will have to attend the afternoon session on that same day.
  - If the student raises their failing grade or grades while on probation and does not have any other F's when the next grading cycle is run, he or she will be removed from the probation list and will not be required to attend tutoring the next 4 weeks.
  - If a student does NOT raise his or her failing grade or grades in the class or classes he or she was on probation for, they will be INELIGIBLE to participate in any extracurricular activity until that grade is raised to passing (minimum of 1 week on ineligible list).
- 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 the 1984-85 school year to recognize students for high academic achievement. To qualify for an Academic Award a student must have a unweighted 3.50 in qualifying classes GPA based on two (2) semesters 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.

### **Cum Laude System**

Seneca High School uses a Cum Laude system to honor top graduates in three levels- Summa Cum Laude, Magna Cum Laude and Cum Laude. This system allows more students to be honored at the graduating ceremonies.

### **Recognition Types**

- **Summa Cum Laude**
  - i. Students achieving the *College Prep/Honors distinction* and earning a weighted GPA with a 4.2 or higher will receive this distinction.
  - ii. These students will receive a Gold Academic Honors Medal and will be announced as Summa Cum Laude as they cross the stage and marked accordingly on the graduation program.
- **Magna Cum Laude**
  - i. Students achieving the *College Prep/Honors distinction* and earning a weighted GPA with a 3.5-4.19 will receive this distinction.
  - ii. These students will receive a Silver Academic Honors Medal and will be announced as Magna Cum Laude as they cross the stage and marked accordingly on the graduation program.

- **Cum Laude**

- i. Students completing the graduation requirements and finish with a cumulative weighted GPA of 3.5 or higher will receive this distinction.

- ii. These students will receive a Bronze Academic Honors Medal and will be announced as Cum Laude as they cross the stage and marked accordingly on the graduation program.

### **National Honor Society**

The Seneca chapter is chartered by the National Honor Society and abides by all the rules established by the National Association of Secondary School Principals' National Honor Society Council. The purpose of the Seneca High School Chapter of NHS is to promote the pillars of leadership, scholarship, character and service in our school and community. Each student member must meet rigorous national standards in each of the four pillars and maintain these standards throughout his/her high school career.

Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Those students eligible for candidacy as an active member of the Seneca chapter must fulfill the following requirements:

1. Attend Seneca High School for a minimum of one semester prior to candidacy
2. Be a member of the junior or senior class
3. Have regular school attendance free of excessive or unexcused absences or tardiness, and no major or repeated disciplinary infractions.
4. Have earned a minimum cumulative grade point average of 3.50 (calculated at the end of the semester).

A letter of invitation is sent to every student who meets these requirements in January. The annual ceremony to induct new members is held in late February or early March.

All members shall maintain high standards in character, leadership, scholarship, and service. All members must maintain the minimum requirements as stated above, as well as the following:

1. Members must be enrolled full-time at Seneca High School.
2. Attendance at monthly meetings is required for all members.
3. Service activities shall be planned by the Seneca chapter and all members must participate in a minimum of three of these activities per school year.
4. The attendance and service projects requirements will be tracked for each member using a point system.

**Transfer students:** An NHS member who transfers from another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet Seneca High School's chapter standards within one semester in order to retain membership.

**“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.”**

### **MOCAP**

The Seneca R-7 School District strives to provide students with access to a wide array of learning opportunities in order to help them succeed in life after graduation. The District realizes children have unique learning styles, and we are here to adapt to your child’s needs.

That’s why the Seneca R-7 School District embraces online learning opportunities such as the Missouri Course Access and Virtual School Program. Known as MOCAP, the online program for grades K-12 is overseen by the Missouri Department of Elementary and Secondary Education and the State Board of Education.

MOCAP enhances current opportunities, giving students one more avenue to learn and find success. Online/virtual courses are available through a number of vendors, which can be found on the MOCAP website.

Parents or students interested in online courses should work with the school counselor to create the best plan of action for the individual student.

Seneca High School: 417-776-3926

Seneca Jr. High: 417-776-3911

Seneca Intermediate: 417-776-7961

Seneca Elementary: 417-776-2785

### **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. 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. Students will be charged the replacement cost for lost or missing books.

### **Independent Student Status**

Any student that has reached the age of 18, and is 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 to avoid truancy.

### **Health Services**

A nurse is available Monday through Friday during 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, tetanus and the meningitis vaccination. 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 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 (no vomiting or diarrhea) 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 drinks 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)
4. 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. A student must be lice free before being cleared to return to class. It is recommended that 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 or vaping devices of any form on district grounds or property. Anyone caught with or using tobacco will be disciplined according to board policy JFCG.
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. Excessive public displays of affection (PDA) 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.
8. Academic Dishonesty will not be tolerated. Academic Dishonesty is defined as: Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.
9. For student safety only one student will be allowed in a bathroom stall at any one time.
10. In accordance with federal law, any student who brings or possesses a firearm (as defined in 18 US. 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.)**

## **General Discipline Procedures**

1. The student will be informed of the problem and corrected.
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, 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

## **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 is 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.

## **Non-discrimination**

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 phone use **WILL NOT** be allowed during class, in the restrooms, or in the locker rooms for any reason. Students will only be allowed to use cell phones during passing time and lunch.

First Offense: Phone/device confiscated. Incident will be documented with a discipline referral. 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. Students may not be allowed to have a cell phone at school if violations persist.

## Driving/Parking

Driving is a privilege and a huge responsibility. The Seneca High School administration wants all of our students, staff, and visitors to be as safe as possible while traveling to and from campus as well as when traversing the parking lot for school activities. Consequently, improper and unsafe driving practices will not be tolerated and will be addressed by school principals and the school resource officer. Understand that corrective measures can include warnings, school discipline, and law enforcement citations depending on the severity of the driving violation.

We encourage all parents and guardians to have a conversation with their student regarding the driving expectations prior to them driving to school. If you have questions please feel free to contact school administrators or the school resource officer.

Driving to off campus classes is not permitted. Students that attend classes at Crowder will be bussed and students traveling to / from the Ag Building are expected to walk. On days with inclement weather they will be bused or housed at the main campus.

For further information refer to the student driving and parking policies when obtaining a parking permit.

## 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:**

Shirts must have a hem on the sleeve (No cut out shirts). Spaghetti straps are not allowed. Undergarments, the midriff (belly buttons), backside, or cleavage cannot be exposed (showing) at any time. Shorts, pants, dresses and skirts must clearly cover the backside. If a dress, skirt, or shirt is worn with leggings, the shirt/dress worn with the leggings must cover the backside while walking, sitting, and standing. Shorts/jeans should not have the pockets showing. Undergarments should not show at any time. No pajamas or blankets will be allowed during the school day.

**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 are not allowed in the building. Students are expected to remove their hat or hood when entering the building.**

**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. 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. 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. Any item that may be deemed as disruptive or distracting during the school day.

## **Lockers**

Lockers are available for students' convenience to keep books and other property needed at school. Remember that you will have only four minutes between classes, so plan your visits to your locker accordingly. Students may request to be assigned a locker from the office.

1. Use only lockers assigned to you and do not share lockers.
2. Lockers must be kept clean at all times. Writing or stickers on the outside or inside of lockers is prohibited.
3. 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.
4. The school will provide a lock for lockers at the student's request. Do not give your lock combination to other students. **No personal locks are allowed on lockers.** The replacement cost for a lock is \$10.00
5. Lockers remain the property of Seneca Schools and may be subject to inspection by the school administration at any time.
6. 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.
7. Safe School violation items (drugs, alcohol, tobacco, weapons, etc.) will be confiscated and not returned.
8. Students' rights will be protected if a law enforcement officer initiates a locker search.
9. Students will be charged for loss or damage of school property or equipment placed in their care.
10. 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.
11. Only school approved decorations will be allowed on the outside 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 of 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 - 7School 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 of a change in plans 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 2:00 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.

Students who drive to school must park in the designated school parking. A parking pass is required and is good for one school year. Students who are giving Student Driving and Parking Policies at the beginning of the year and must return paperwork to be allowed to drive.

## **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 the bus driver must be made so that the 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 canceled 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.

## **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 Administrator's directive. Administrator will make an attempt to call home

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.

### **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 Every Child Succeeds 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 questions, 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 other emergencies.

**MO HealthNet for Kids**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance. For more information please visit their website at:

<https://www.benefits.gov/benefit/1606>

**Seneca R7 School District Public Notices  
2022-2023 School Year**

**ALTERNATIVE METHODS OF INSTRUCTION (AMI)**

The School District has worked through a collaborative process to implement an Alternative Method of Instruction (AMI) plan to be utilized for up to 6 days (36 hours) when school is closed due to a health concern, inclement weather, flooding, exceptional emergency circumstances, or other natural disasters.

The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and mastery of content knowledge.

We will notify all parents/guardians, as we have in the past, via school outreach calls/text and social media postings in the event of school closures and use of AMI days.

**ANTI-BULLYING POLICY REQUIRED--DEFINITION--REQUIREMENTS.**

160.775. Every district shall adopt an anti-bullying policy by September 1, 2007.

"Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

Each district's anti-bullying policy shall be founded on the assumption that all students need a safe learning environment. Policies shall treat students equally and shall not contain specific lists of protected classes of students who are to receive special treatment. Policies may include age appropriate differences for schools based on the grade levels at the school. Each such policy shall contain a statement of the consequences of bullying.

Each district's anti-bullying policy shall require district employees to report any instance of bullying of which the employee has firsthand knowledge. The district policy shall address training of employees in the requirements of the district policy. (Board Policy JFCF)

**ASBESTOS**

Asbestos is a naturally occurring mineral that has properties that made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. However, when it became recognized as a health hazard, Congress enacted the Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) in order to determine the extent of, and to develop solutions for any problems schools may have with asbestos. The EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building materials were banned in 1978.

The School District has recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all material in our facilities suspected as containing asbestos. The inspection and laboratory analysis records were turned over to a professional certified to develop asbestos management plans. He has developed an asbestos management plan for our facilities which includes: this notification letter, education and training of our employees, and a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials and plans for regular surveillance of the asbestos containing materials.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. All inquiries regarding the plan may be directed to the Asbestos Coordinator at 417-678-3373. We are intent on not only complying with and exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy, safe environment in which to learn and work. (Board Policy EBAB-AP(1).

### **COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the School District ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

*Employment:* The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

*Effective Communication:* The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

*Modifications to Policies and Procedures:* The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR** - Georgana Carroll, 914 Frisco St. Seneca, MO 64856.

### **DISTRICT NUTRITIONAL STANDARDS**

It is the policy of the Seneca R-VII School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the

reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day. (Board Policy ADF)

## **DROPOUTS TO BE REPORTED TO STATE LITERACY HOTLINE--AVAILABILITY OF INFORMATION ON WEBSITE.**

167.275. Effective January 1, 1991, all public and nonpublic secondary schools shall report to the state literacy hotline office in Jefferson City the name, mailing address and telephone number of all students sixteen years of age or older who dropout of school for any reason other than to attend another school, college or university, or enlist in the armed services. Such reports shall be made either by using the telephone hotline number or on forms developed by the department of elementary and secondary education. Upon such notification, the state literacy hotline office shall contact the student who has been reported and refer that student to the nearest location that provides adult basic education instruction leading to the completion of a general educational development certificate.

All records and reports from or based upon the reports required by this section shall be made available by free electronic record on the department's website or otherwise on the first business day of each month. The names of the students who drop out and any other information which might identify such students shall not be included in the records and reports made available by free electronic media.

As required by law ([167.275 RSMo](#)), all public and nonpublic secondary schools are to report secondary students who dropout of school for any reason other than to attend another school, college or university, or enlist in the armed services to the Department of Elementary and Secondary Education. A 2009 revision to the law now requires the Department to make available by free electronic record on the first business day of each month the number of dropouts reported by school districts during the previous month without the identifying information on individual students.

Because a high school education can significantly increase a person's lifetime earnings and employability and improve their standard of living, the Department of Elementary and Secondary Education wants to contact the students who have left school as soon as possible. When schools report on a regular basis; such as monthly, it increases the chances of students receiving important information from DESE, such as the availability of [Adult Education and Literacy \(AEL\) classes](#) in their area of the state. For more information, contact the hotline at 800-521-7323.

## **EARTHQUAKES AND OTHER EMERGENCIES**

In accordance with law, the Seneca School District has developed and implemented a district-wide school building disaster plan, in order to protect students and staff during and after earthquakes and other emergencies. Emergency exercises that require students and staff to simulate emergency conditions are held each year for fire, severe weather, tornado, bus evacuation, earthquakes, lock-down, shelter-in-place, and evacuation.

Earthquakes are the shaking, rolling or sudden shock of the earth's surface. Earthquakes happen along "fault lines" in the earth's crust. Earthquakes can be felt over large areas although they usually last less than one minute. Most of the time, you will notice an earthquake by the gentle shaking of the ground. You may notice hanging plants swaying or objects wobbling on shelves. Sometimes you may hear a low rumbling noise or feel a sharp jolt. A survivor of the 1906 earthquake in San Francisco said the sensation was like riding a bicycle down a long flight of stairs. Earthquakes are sometimes called temblors, quakes, shakers or seismic activity. The most important thing to remember during an earthquake is to DROP, COVER and HOLD ON. So remember to DROP to the floor and get under something for COVER and HOLD ON during the shaking. (Board Policy EBC-1).

## **ELECTRONIC COMMUNICATION STAFF/STUDENT**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of

communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. (Policy GBH)

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education

Provision Act (GEPA). This plan may be reviewed at the district's Central Office, 914 Frisco St., Monday – Friday from 8:00 a.m. until 4:00 p.m. This notice will be provided in native languages as appropriate. (Board Policy IGBA-AP1, IGBA-AP2)

### **FOSTER CARE EDUCATION BILL OF RIGHTS--SCHOOL DISTRICT LIAISONS TO BE DESIGNATED, DUTIES.**

Sections 167.018 and 167.019 shall be known and may be cited as the "Foster Care Education Bill of Rights".

Each school district shall designate a staff person as the educational liaison for foster care children. The liaison shall do all of the following in an advisory capacity:

- Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of foster children;
- Assist foster care pupils when transferring from one school to another or from one school district to another, by ensuring proper transfer of credits, records, and grades;
- Request school records, as provided in section 167.022, within two business days of placement of a foster care pupil in a school;
- and Submit school records of foster care pupils within three business days of receiving a request for school records, under the third subdivision of this subsection.

*Educational Liaison for Foster Care Children -Georgana Carroll, 914 Frisco St. Seneca, MO 64856*

### **HUMAN SEXUALITY CURRICULUM**

Pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate.

The law also requires that the materials and instruction, if used, shall:

- present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is one hundred percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity, and advise students that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy;

- stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus, acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases;
- present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases;
- include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan;
- teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control, and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure;
- advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district is required to teach students the characteristics of, and ways to identify, sexual predators; the safe and responsible use of the Internet, including the dangers of online sexual predators; the potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.

Students may be separated by gender for human sexuality instruction. The Board shall determine the specific content of the district's instruction in human sexuality, in accordance with the requirements of state law. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

The district is required to notify the parent or legal guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. (Board Policy IGAEB).

#### **IMMUNIZATION RECORDS, DISCLOSURE, TO WHOM--DISCLOSURE FOR UNAUTHORIZED PURPOSE, LIABILITY.**

167.183. Information and records pertaining to the immunization status of persons against childhood diseases as required by section [167.181](#) and section [210.003](#) may be disclosed and exchanged without a parent's or guardian's written release authorizing such disclosure, to the following, who need to know such information to assure compliance with state statutes or to achieve age-appropriate immunization status for children:

- Employees of public agencies, departments and political subdivisions;
- Health records staff of school districts and childcare facilities;
- Persons other than public employees who are entrusted with the regular care of those under the care and custody of a state agency including, but not limited to, operators of day care facilities, group homes, residential care facilities and adoptive or foster parents;
- Health care professionals.

If any person, authorized in the first subsection of this section, discloses such information for any other purpose, it is an unauthorized release of confidential information and the person shall be liable for civil damages. (Board Policy JHCB)

### **INDIVIDUALS WITH DISABILITIES EDUCATION ACT**

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 Seneca R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, 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 Seneca R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Seneca R-7 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA)

The Seneca R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations of 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 Provisions Act (GEPA). This plan may be reviewed during normal school hours at 914 Frisco Street, Seneca, MO 64865. Please contact Georgana Carroll, Director of Special Services for Seneca R-7 School District.

This notice will be provided in native languages as appropriate.

### **LICENSED AFTER SCHOOL PROGRAM**

The Seneca R-7 School District operates a licensed after school program. Under the provisions of licensing, upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district. (Policy JHCB)

## **MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE IMPROVEMENT ACT**

The following is the policy of the Congress:

- Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
- In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
- Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
- Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held. (Board Policy IGBCA)

*Compliance Coordinator* -Georgana Carroll, 914 Frisco St. Seneca, MO 64865, gcarroll@senecar7.com

## **MIGRANT AND ELL SERVICES**

The district has an obligation to identify and provide education and assistance to students who are migratory and/or are learning English as a second language.

For more information regarding the ELL program, contact Julie Repplinger, ELL Teacher, Seneca High School, 1110 Neosho St., Seneca, MO 64865. jrepplinger@senecar7.com

## **MISSOURI COURSE ACCESS AND VIRTUAL SCHOOL PROGRAM (MOCAP)**

HB 1552 (Section 161.670, RSMo)

Glossary of Terms:

*Host District* - The public school district, charter school, or higher education institution that enrolls the student in the online provider's program.

*District of Residence* - The public school district or charter school the student would attend if receiving classes in-person and that would receive state aid for the student.

*LEA*- Local education agency. A public school district or charter school.

Section 161.6702, RSMo, *Funding and State Assessment for Full-Time Virtual Students Enrolled in Full-Time Virtual Programs*

Attendance for full-time virtual students shall be included in the MOCAP host district's pupil attendance calculation, and the host district enrolling one or more full-time virtual students shall receive no less under the state aid calculation than an amount equal to the state adequacy target multiplied by the weighted average daily attendance for the full-time virtual students. (Section 161.670.2(1), RSMo)

Pursuant to an Educational Services Plan (ESP) and Collaborative Agreement under Section 161.670.3, RSMo, full-time virtual students may be allowed to use a physical location of the resident school district for all or some portion of ongoing instructional activity, and the Enrollment Plan shall provide for reimbursement of costs of the resident district for providing such access. (Section 161.670.2(3), RSMo)

A full-time virtual school program serving full-time virtual students:

- Shall be considered an attendance center in the host school district



- Shall participate in the statewide assessment system as defined in Section 160.518, RSMo
- The academic performance of students enrolled in a full-time virtual school program shall be assigned to the designated attendance center of the full-time virtual school program
- Shall be considered in the same manner as other attendance centers
- The academic performance of any student who disenrolled from a full-time virtual school program and enrolls in a public or charter school shall not be used in determining the annual performance report score of the attendance center of the school district in which the student enrolls for twelve months from the date of enrollment. (Section 161.670.2(5), RSMo)

A public institution of higher education operating a full-time virtual school program shall be subject to all requirements applicable to a host district with respect to its full-time equivalent. (Section 161.670.2(6), RSMo)

#### Preferred Student Skills for Success in Virtual Courses:

- Student has demonstrated time-management skills that indicate the student is capable of submitting assignments and completing course requirements without reminders.
- Student has demonstrated persistence in overcoming obstacles and willingness to seek assistance when needed.
- Student has demonstrated verbal or written communication skills that would allow the student to succeed in an environment where the instructor may not provide nonverbal cues to support the student's understanding.
- Student has the necessary computer or technical skills to succeed in a virtual course.
- Student has access to technology resources to participate in a virtual course.
- Student previously has been successful with virtual coursework.

*MOCAP Website:* <https://mocap.mo.gov/>

#### **MO HEALTHNET FOR KIDS**

The Federal Children's Health Insurance Program (CHIP), part of the MO HealthNet for Kids program, is a health insurance program for uninsured children of low-income families who do not have access to affordable health insurance .

For more information, please visit their website at: <https://www.benefits.gov/benefit/1606>.

#### **NOTICE OF NONDISCRIMINATION**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the School District are hereby notified that the Seneca R-7 School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550. (Board Policy AC)

*Compliance Coordinator* -Georgana Carroll, 914 Frisco St. Seneca, MO 64856.

## **PARENT INFORMATION AND RESOURCE CENTERS**

Parent Information and Resource Centers (PIRCs) help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children.

Additional information, as well as resources for parents are available online at <http://www2.ed.gov/programs/pirc/index.html>.

## **PHYSICAL EXAMINATIONS AND SCREENINGS**

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision and hearing) will be conducted in accordance with administrative procedures. Subject to a written agreement, the district may solicit or permit an outside entity to assist with student health screening. The agreement will include a provision requiring the entity to turn over all records collected during the screening, destroy the information after providing it to the district, keep all student information confidential and hold the district harmless for the entity's actions. The superintendent or designee may contact the district's attorney for assistance in drafting the agreement.

Parents/Guardians will receive a written notice of any screening result that indicates a condition that might interfere with a student's academic progress or health. In general, the school district will not conduct physical examinations of a student without parental consent unless the health or safety of the student or others is in question or unless by court order. Further, parents/guardians will be notified of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening administered by the district is conducted that is: Required as a condition of attendance, administered by the school and scheduled by the school in advance, or not necessary to protect the immediate health and safety of the student or other students. (Board Policy JHC)

## **REPORTS OF ABUSE, NEGLECT, AND UNDER AGE EIGHTEEN DEATHS--PERSONS REQUIRED TO REPORT--SUPERVISORS AND ADMINISTRATORS NOT TO IMPEDE REPORTING-DEATHS REQUIRED TO BE REPORTED TO THE DIVISION OR CHILD FATALITY REVIEW PANEL, WHEN--REPORT MADE TO ANOTHER STATE, WHEN.**

210.115. When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section [352.400](#), peace officer or law enforcement official, or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of sections [210.109](#) to [210.183](#). No internal investigation shall be initiated until such a report has been made. As used in this section, the term "abuse" is not limited to abuse inflicted by a person responsible for the child's care, custody and control as specified in section [210.110](#), but shall also include abuse inflicted by any other person.

*TELEPHONE HOTLINE FOR REPORTS ON CHILD ABUSE--DIVISION DUTIES, PROTOCOLS, LAW ENFORCEMENT CONTACTED IMMEDIATELY, INVESTIGATION CONDUCTED, WHEN, EXCEPTION--CHIEF INVESTIGATOR NAMED--FAMILY SUPPORT TEAM MEETINGS, WHO MAY ATTEND--REPORTER'S RIGHT TO RECEIVE INFORMATION-ADMISSIBILITY OF REPORTS IN CUSTODY CASES.*

210.145. The division shall develop protocols which give priority to:

- Ensuring the well-being and safety of the child in instances where child abuse or neglect has been alleged;
- Promoting the preservation and reunification of children and families consistent with state and federal law;
- Providing due process for those accused of child abuse or neglect; and
- Maintaining an information system operating at all times, capable of receiving and maintaining reports. This information system shall have the ability to receive reports over a single, statewide toll-free number. Such information system shall maintain the results of all investigations, family assessments and services, and other relevant information.

*Child Abuse and Neglect Hotline:* 1-800-392-3738

More additional information visit: <http://dss.mo.gov/cd/can.htm>. (Board Policy JHG)

### **SCHOOL ACCOUNTABILITY REPORT CARD**

The Schools will provide, at least annually, an accountability report card for each school building to any household with a student enrolled in the district. This will be posted on the district website or other electronic means accessible to the public. Printed copies may be requested at all building administrative offices.

### **SCHOOL ASSESSMENT PLAN**

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 taking 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. (Board Policy IL)

### **SCHOOL SAFETY PROVISIONS--RULES.**

160.6601. On or before July 1, 2001, the state board of education shall add to any school facilities and safety criteria developed for the Missouri school improvement program provisions that require:

- Each school district's designated safety coordinator to have a thorough knowledge of all federal, state and local school violence prevention programs and resources available to students, teachers or staff in the district; and
- Each school district fully utilizes all such programs and resources that the local school board or its designee determines are necessary and cost-effective for the school district.

Any rule or portion of a rule, as that term is defined in section [536.010](#), that is created under the authority delegated in this section shall become effective only if it complies with and is subject to all of the provisions of chapter 536 and, if applicable, section [536.028](#). This section and chapter 536 are non-severable and if any of the powers vested with the general assembly pursuant to chapter 536 to review, to delay the effective date or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2000, shall be invalid and void.

*Missouri Violence Hotline-* CALL 1-866-748-7047, toll-free [ONLINE](#): Fill out a form — 24/7; Download the

free “MO ReportIt” App from your App store; TEXT to 847411 using keyword, “Reportit” Include school name and city.

More information can be found at: <https://www.schoolviolencehotline.com/>.

## **SEARCHES**

School lockers, desks, computers and other districted-provided equipment or areas are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Students or student property may be searched based on reasonable suspicion of a violation of district rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. Personal searches, and searches of student property, shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, and never in front of other students. Students shall not be required to undress, although they may be asked to empty pockets, or remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. (Board Policy JFG).

## **STUDENT DISCIPLINE POLICY**

The Seneca R-7 School District has a discipline policy and student code of conduct, which has been approved by the Board of Education and is published in the student handbook. This policy is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools.

Board policy defines a weapon or weapons violation as the possession or use of any instrument or device, other than those defined in 18 U.S.C § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMO., which is customarily used for attack or defense against another person or any instrument or device used to inflict injury to another person. (Board Policy JG, JG-R1, JGA-2, JGB, JGD, JGE, JGF, JFCJ, JFCF, JFCH).

## **STUDENT RECORDS -FERPA**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in

which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

*General Directory Information-* The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student:

Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information-* In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; parents of other students enrolled in the same school as the student whose information is released when the release is for the purpose of facilitating communication between parents; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be disclosed without the prior written consent of the parent or eligible student.

*Law Enforcement Access-*The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

*Children's Division Access-*The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

*Military and Higher Education Access*-The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

### **SUICIDE PREVENTION AND AWARENES**

The Seneca R-VII School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. School board policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. (State statute 170.048 RSMo., Board Policy JHDF)

### **SURVEYS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT**

The federal Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents;
  - or Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  - any other protected information survey, regardless of funding;
  - any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;
  - and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  - Protected information surveys of students;
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  - and Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through the U.S. Mail or email, parents

of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education;
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920 (Board Policy JHDA and KI)

### **TEACHER QUALIFICATIONS-PARENTS RIGHT TO KNOW**

Parents can request information regarding the professional qualifications of their student's classroom teacher. This information will include whether the teacher is fully, partially, or provisionally certified by the state, whether the person is teaching in his or her area of certification, whether the child is provided services by a paraprofessional and that person's qualifications, and what degrees, endorsements or certifications are held by the teacher. The schools will notify parents in a timely manner if their child has been assigned to or taught by a teacher who is not highly qualified for four or more consecutive weeks.

### **TECHNOLOGY SAFETY**

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee. (Procedure EHB-AP1 and Policy KKB)

### **TRAUMA- INFORMED SCHOOLS INITIATIVE**

The web address to the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative is <https://dese.mo.gov/traumainformed>