

3000 Main Street
__Scott City, Missouri 63780
Phone: (573) 264-2139

Developing Leaders by Inspiring One Student at a Time

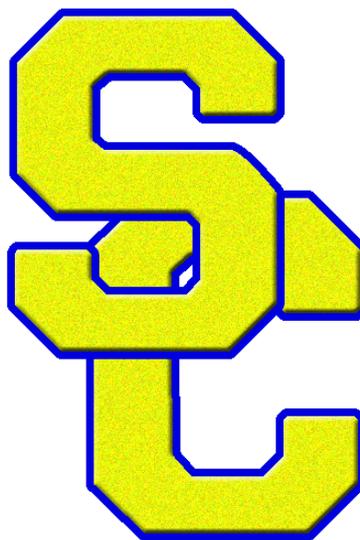
Students and Parents:

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

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

The educators at Scott City Middle School believe that high expectations are the key to success. The educators at Scott City Middle School are proud to be a part of your child's education and are looking forward to a year of learning and discovery.

*Laura Ort
Middle School Principal*



ACTIVITIES (INTERSCHOLASTIC)

No student will be allowed participation in interscholastic contests if he/she is ineligible because of low scholastic achievement. To maintain academic eligibility, a student must have been promoted to a higher grade or to a higher level in special education at the close of the previous year. Students must be currently enrolled in and regularly attending courses that offer a minimum of 2.50 units of credit and must have earned a minimum of 2.50 units of credit the preceding quarter. No students may participate in interscholastic competition while in In School Suspension or out of school suspension.

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

Any student in 7th or 8th grade desiring to participate in interscholastic sports or cheerleading must have a current physical on file in the athletic director's office. The school will schedule a day during the summer each year for all students to take a physical examination. Anyone failing to receive a physical at this time will have to make his or her own arrangements for a physical. Physicals are not required for participation in intramural sports.

ADMINISTRATION

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

Superintendent	Mr. Michael Umfleet
High School Principal	Mr. Lance Amick
Middle School Principal	Mrs. Laura Ort
Middle and High Assistant Principal	Mr. Steven Hendricks
Elementary Principal	Dr. Keisha Panagos
Director of Special Services	Mrs. Marcia Daniels

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

COMMUNICATION

Communication between school and home is an integral part of student success. Listed below are the email addresses for middle school educators. Please add **@scr1.org** after the educator's name.

Mr. Woamck – womackd	Mrs. Howell—howellp	Mrs. Miller -- millers
Mrs. Smith -- smithm	Mrs. Henry -- henryc	Mrs. Simmons -- simmonsks
Mr. Hendricks--hendricks	Mrs. Schiwitz—schiwitzh	Mrs. Wilcoxson -- wilcoxsono
Mrs. Barks—barksa	Mr. Estes – estest	
Mr. May -- mayj	Mrs. Twidwell-Tucker -- twidwelle	
Ms. Laxton--laxtonb	Mr. Tucker -- tuckerj	
Mrs. Lange - langek	Mr. Stevens -- stevensq	
Mr. O'Brien--obrienst	Mr. Landewee -- landeweese	
Mrs. Jones—jonesml	Mr. Carter -- cartera	
Mrs. Tew—tewc	Mrs. Ort--ortl	
Mr. Vasquez—vasquezr	Mrs. Poole—poolej	
Mrs. Kirchner--kirchnerl	Ms. Villanueva—villanuevac	
Mrs. Sauerbrunn-sauerglo	Mr. Bradshaw—bradshawc	
Mr. Breeding—breedingb	Mrs. Conaway -- conawayd	
Ms. Porch—porchj	Mr. Conaway—conawayr	
Mrs. Landewee -- landeweese	Mrs. Henson -- hensone	
Mrs. Pruden – prudens	Mrs. Dannemueller -- dannemuellera	
Ms. Hodo -- hodor	Ms. Foster -- fostera	
Mr. Dannemueller--dannemuellerm		

ANNOUNCEMENTS

Student and faculty announcements are to be made after lunch during activities. Announcements turned in to the office should bear the signature of the class/organization sponsor and be approved by the appropriate administrator. Announcements will be emailed to students daily.

ASSEMBLIES

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

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

ATTENDANCE

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

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

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

ATTENDANCE POLICY

Students shall not miss more than 5 unexcused days per semester (35 hours). Students not meeting this requirement will be referred to the Scott County Juvenile system. Students with a referral to the Scott County Juvenile System may be required to attend summer school.

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

ATTENDANCE-EXCUSED ABSENCES

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

ATTENDANCE-UNEXCUSED ABSENCES

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

*A student who is habitually absent from school may lose credit or be dropped from attendance.

ATTENDANCE-PROCEDURE

Students returning to school from being absent must turn any documentation of their absence to the office before school begins on the day of their return.

Signing out during school hours will be permitted **ONLY** when arranged by a note or phone call to the principal by the parent. Students that sign out for a doctor or dentist appointment must bring back a note from that office for the absence to be excused. Any student leaving school without signing out is regarded as truant.

In cases where the absence is due to critical illness under a doctor's care, adjustments may be made if adequate make-up work is assigned and completed.

ATTENDANCE (TRUANCY)

Truancy will be defined as being absent from school without permission. Truancy for any portion of a day will be considered one incident. The penalties for truancy will be:

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

You will be considered truant if you:

1. Leave school without signing out in the proper office.
2. Are absent from school without prior permission from your parent or guardian.
3. Are absent from class without permission (skipping).
4. Obtain a permit to go to a certain place in school and do not report there.
5. Become ill and go home, or stay in the restroom, instead of reporting to the nurse or principal's office.
6. Come to school but not attend classes.
7. Are tardy more than ten (10) minutes to a class.

ATTENDANCE (SUSPENSION)

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

ATTENDANCE (TARDINESS)

All students are expected to be punctual in class attendance.

1. Students are expected to be in the classroom before the last bell rings. Failure to do this will be considered a tardy.
2. A tardy of more than ten (10) minutes will be considered truant and also will result in serving time in ISS, as determined by the principal. Tardies in excess of five (5) minutes will result in being assigned after-school detentions, as determined by the principal.
3. Each quarter a new tally will be kept. Tardies of the previous quarter will not be counted.

First Tardy – Notification to student

Second Tardy - Notification to student.

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

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

4. For a late arrival to school to be excused, the student must present a written statement of explanation from the parent or guardian to the attendance office.

ATTENDANCE (DETENTION)

Detention will be held on Monday-Thursday from 3:10 until 4:00. A student may be allowed to reschedule one after-school detention per quarter for reasons such as work, family emergencies, or other school activities.

A student who has been assigned to detention should report by 3:10 with the necessary materials to work constructively during the full detention time.

Failure to serve an assigned detention without communicating with the office will result in the following disciplinary action:

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

2nd – student will be suspended from school until the student serves the assigned detention.

Example: If a student misses detention on Tuesday and the miss is unexcused. The student will be assigned to ISS beginning Wednesday morning. The student will serve the detention on Wednesday afternoon.

An accumulation of three detentions will result in three days ISS. Students serving detentions must provide their own transportation home.

ATTENDANCE (ACTIVITY PARTICIPATION)

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

ASSIGNMENT/HOMEWORK POLICY

Every student is expected to complete all assignments/homework in every class. The educators at Scott City Middle School believe that completion of in-class assignments and mastery of homework is a vital component to being a successful student.

-All students are expected to complete every assignment/homework with a minimum of 75% completed.

-Students are expected to approach **every** assignment/homework with diligence and urgency.

Every homework/assignment is necessary.

BACK PACK

Any bag that is larger than 7.25 in x 10.25 inches will be considered a backpack. Backpacks must be stored in the students' lockers except for when students go to a Physical Education class or approved by the building administrator.

BUS RULES

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

The privilege of riding a school bus is dependent upon good behavior. All who use this service are subject to the supervision of the bus operator. **Students must have a note from the office to ride a different bus home or to school.** Students will not be allowed on a different bus without a note. Any students using the bus service are expected to observe the following regulations:

1. Remain seated until the bus stops.
2. No smoking or use of tobacco-related products is allowed on the bus at any time.
3. Noise must be kept to a minimum to allow the driver's concentration.
4. Bus roster must be signed if a student plans to ride the bus to an extracurricular activity to be held in a school district other than our town.
5. Students who ride a bus to school sponsored activity must return on the same bus. Parents must notify, in person, the sponsor of the group in order to excuse the student from the obligation of returning to school on the bus that he/she rode to the activity.
6. No student enrolled in grades 5-12 is to ride a bus when it is scheduled to make an elementary run, unless prior approval is obtained from the principal.
7. Students and school personnel are the only people permitted to ride the bus.

COURTESY

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

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

DANCES

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

1. Middle School students may not be invited to high school dances and vice-versa. Middle School students may not invite out-of-school guests.
2. Once you leave the dance you may not return.
3. No drugs or alcohol will be permitted in the building or on the school grounds.
4. Students of Scott City School whose actions are not considered credible will not be allowed to attend social functions at the school.
5. All students should understand that parents are welcome to all dances and school activities.
6. Each organization will determine the type of dress desired at their dance. This must be approved by the sponsor and the administration.

7. The cost of admission to each dance shall be determined by the members and sponsor of the appropriate club, with the approval of the administration.
8. Students who are absent; in ISS, or suspended all or part of the day on the day of a dance (or day before if the day occurs on a weekend or holiday) will not be permitted to participate in that activity unless prior arrangements have been made with the principal.

DIRECTORY INFORMATION

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

DISMISSAL OF SCHOOL BECAUSE OF INCLEMENT WEATHER

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

In addition to announcements on TV and radio, the district, when technology allows, uses a text message alert system through the Southeast Missourian newspaper. Log on to semissourian.com to access their message alert system and follow the on-line instructions.

DRESS CODE

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

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right to free expression, that right must be balanced with the Board’s responsibility to provide a safe, secure, and orderly educational environment for all students.

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

Shirts/Tops

Single layer styles -- (see additional requirements below)

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

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

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

Additional requirements for all shirts/tops:

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

- T-Shirts and apparel with a hood are only permitted as district approved spirit wear.

Pants/Bottoms

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

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

Additional requirements for pants/bottoms:

- Pants/bottoms that are excessively large, baggy, or skintight are prohibited. Pants should be sized to fit, neither skintight, oversized, sagging, nor dragging the ground.
- Pants/bottoms shall be clean, in good repair, and shall have no holes worn through, slashes, rips, tears, or shredded hemlines.
- Pants/bottoms should be at the waist-line and undergarments must not be visible.

Shoes

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

Head Coverings/Sunglasses

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

Athletic Attire

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

Spirit Wear

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

Career Wear

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

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

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

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

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

DRUG ABUSE

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

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

ELECTIONS

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

ELECTIONS (CLASS OFFICERS) Guidelines and Procedures:

Qualifications for office:

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

EMERGENCIES

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

FAILURE

Students encountering academic difficulty are advised to consult their instructors immediately to find out the cause of their problem.

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

FEES TO BE COLLECTED FROM STUDENTS

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

1. Textbook Fees: No fees are to be charged for textbooks. Fees will be assessed for lost or damaged texts.
2. Students will be charged \$3.00 for assignment books.
3. Pep Club Fees: (Optional) \$5.00 per member.
4. Industrial Arts Fees: Students are responsible for the cost of their projects. The student must pay the teacher before the project is taken from the school.
5. School Insurance Fees: (Optional) Type of insurance is determined annually.
6. Athletic Fees: Students, along with the general public, will pay admission to the athletic events and any other event requiring paid admission.
7. Lunch Fees: Prices will be announced at the start of school. Students may receive up to \$5.00 in credit. No credits will be issued after May 10 Further restrictions may be announced after the beginning of the new school year.

FIRE, TORNADO AND EARTHQUAKE DRILLS

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

Drill Signals:

1. Tornado Drill--Series of short blasts from the air horn.
2. Fire Drill--Three (3) rings on the electric bell.
3. Earthquake Procedures--Due to the time factor, there will be no central warning signal. Each teacher must assume the responsibility for the students under his/her command at the time.

FOODS AND DRINK

Students should not bring outside food or drink into the building. Seventh and eighth grade students are not permitted to carry drinks in the hallways or store drinks of any kind in their locker. During lunch, middle school students will be allowed to have drinks in designated areas.

GENERAL RULES TO COVER SPORTS ACTIVITIES

1. All boys and girls must have a physical examination given by a doctor before participating in sports and cheerleading.
 - a. It shall be at the discretion of the Board of Education as to whether or not the school will pay for the physicals. This will be decided on a yearly basis.
 - b. The student will be responsible for the cost of the physical and must pay at the time of the physical. A doctor will be available at the school on a date determined prior to school starting to give physicals for those wishing to take it at this time. You still may contact the coach in the event you miss the announcement.
2. Discipline for students in sports as well as the cheerleaders will come under the guidelines of the Missouri State High School Athletic Association. The emphasis will be on good citizenship and good sportsmanship as well as school rules and regulations.
3. The principal and coaches will draw up rules and regulations to govern students of sports and cheerleaders within the above guidelines.
4. Practice for any particular sports activity will not start until date established by Missouri State High School Athletic Association.

GRADE REPORTS

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

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

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

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

GRADING POLICY

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

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

Uneven grades of .5 and above should be rounded to the next higher percent; averages of .1 through .4 should remain at that percent score (i.e.: 94.5% = 95% or 94.2% = 94%).

Percent	Grade
100-95	A
94-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

GUIDANCE AND COUNSELING

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

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

GUN FREE - DRUG FREE

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

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

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

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

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

1. The police will be notified and we will proceed with criminal charges. This will include calling the federal law enforcement agencies for having violated the federal Gun Free - Drug Free School Zone.
2. In addition, students will be subject to permanent expulsion from school.

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

HONOR ROLL

There will be an honor roll to provide recognition and incentive for those who excel in the total academic program. Any student who attains an "A" average (10.50 or higher on an 11. scale) with no grades lower than a "B" will be placed on the "High Honors" roll. Students who attain a "B" average (8.00 or higher on an 11. scale) with no grades lower than a "C-" will be placed on the "Honor" roll.

All non-credit grades for excessive absenteeism will be averaged as "F" grades in determining honor roll and class rank.

All courses will count in determining honor roll.

IMMUNIZATIONS (REQUIREMENTS)

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

DTap/DTP/DT/Tdap/TD -

Four (4) doses of vaccine. The last dose must have been received after age four (4), unless the student has already received six (6) or more doses. Tdap is required for ALL students entering the eighth grade who have not received a Td booster within the past two years. For those who received the Td booster only, they must get the TDAP vaccination after 2 years have passed.

Poliomyelitis -

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

Measles-Mumps-Rubella (MMR)-

Two (2) doses of live measles vaccine received after twelve (12) months of age.

Varicella (Chicken Pox) -

One (1) dose received after twelve (12) months of age is required for students in 5th - 7th grade.

Hepatitis B - Three (3)-dose series is required for all middle school students.

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

SCOTT CITY ISS REGULATIONS

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

1. Student's classroom assignments will be provided by the regular classroom teachers. Students will be required to work in a quiet, diligent manner throughout the day and demonstrate a satisfactory effort toward completing all assignments. The ISS instructor and/or the respective administrator will make this determination.
2. Students will be required to bring textbooks, paper, pen or pencil, resource materials, and other classroom-related materials to the ISS classroom each day in order to work on assignments and/or assignments provided by the ISS instructor.
3. Assignments will be collected each day during the 7th hour along with the assignment sheet. The assignments will then be sent to the teachers to be graded.
4. A student will lose privileges while in the ISS program. This includes all extra-curricular events that occur during or after the school day.
5. Students are to raise their hand in order to be recognized by the ISS instructor.
6. Students are to begin questions or statements with "Sir" and end them with "Sir."
7. Students are responsible for their ISS assigned area. This includes your desk, walls, and all surrounding area that you are assigned to.
8. Students may not leave their assigned seat without permission from the ISS instructor.
9. Absolutely no talking unless authorized by the ISS instructor.
10. Students may not bring any type of food or drink unless it is to be used at lunch, in which case it must be left with the ISS instructor upon arrival in the ISS classroom.
11. Students will eat lunch in the ISS center with the ISS instructor at 11:30. No talking will be allowed during lunch.
12. Students will be allowed to go to the restroom and get a drink at times designated by the ISS instructor.
13. No sleeping allowed.
14. Students will be assigned campus beautification at times designated by the ISS instructor.
15. Failure to follow the above rules the first time will result in additional days being assigned to ISS.
16. Failure to follow the above rules a second time will result in out-of-school suspension.
17. Students who do not complete the entire school day in ISS will not have that day counted toward their ISS assignment. The student will not return to the regular classroom until all assigned time is served.

LIBRARY REGULATIONS

1. A study atmosphere must be maintained in the library at all times. Students who wish to visit should do so in the halls or outside the building.

2. Reference materials are used in the library or may be charged out to a classroom by the hour.
3. The following materials are used in the library, may be charged out to the classroom, or may circulate overnight, and are due before school the next morning:
 - a. Current magazines
 - b. Information file materials
 - c. Reserve books

All other library books--fiction and non-fiction--are loaned for a period of two (2) weeks. A fine of five cents per day up to \$1.50 maximum per item will be charged after a one-week grace period. Students with overdue book or fines will not be allowed to check out additional materials.

LIBRARY SERVICES AND LIBRARY PASS

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

The library computers are available for student use for classroom assignments. Students playing games, checking e-mail or surfing the internet, will be limited to ten minutes each day. When using the computers students must sign in at the desk and designate by number, which workstation they will be using. Any misuse of computers will result in suspension of privileges. Printing charges are ten cents per page for non-classroom related printing.

LOCKERS

Each student in 7th and 8th grade is assigned a locker for the storage of books and equipment. It is the students' responsibility to see that their lockers are kept in order at all times and it is recommended that they keep their locker locked. Students are not to change lockers without permission from the front office. Students should never leave money, sale items, or other valuables in their lockers. The school does not assume responsibility for anything left in a locker. School lockers 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.

LOST AND FOUND

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

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

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

LUNCH HOUR

Middle school students are not to be in the high school hall during lunch period. Middle school students should stay seated in the cafeteria during the lunch period.

The school board has made a ruling against anyone leaving the school grounds at noon except for seniors. A parent may pick up their student for lunch (students are to sign out in the office when leaving for lunch with a parent).

NUISANCE ITEMS

Items such as water guns, cards, dice, fireworks, radios/CD/MP3/ipods, cell phones, pagers/beepers, pets, weapons and other dangerous items have no place at school. If such items are brought to school, the proper school personnel will confiscate them.

CELL PHONE USAGE/POSSESSION

Cell phone usage/possession is prohibited at school!!

1st offense- confiscation and **picked up by parent.**

2nd offense- confiscation, 3 days In School Suspension and **picked up by parent.**

3rd offense- confiscation, 5 days In School Suspension and **picked up by parent.**

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

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

PARKING LOT REGULATIONS

The high school parking lot will be considered "Off Limits" at all times during the school day. Going to the parking lot at any time during the day will require specific permission from the office.

PARENT-TEACHER ORGANIZATION (PARENTS)

Our school district has a local PTO unit. Parent membership and attendance is needed and encouraged in order that we may have a stronger organization. Meetings will be announced by the local unit officers. The meetings are completely separate from the school-initiated parent-teacher conference.

PERMISSION TO LEAVE SCHOOL

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

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

PHYSICAL EDUCATION

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

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

All students must shower after P.E. unless excused in the same manner listed above.

RETENTIONS (Grades 6-8)

Students in grades 7 and 8 must earn 5 ½ credits each middle school year out of the seven credits available. Earning five and a half (5 ½) credits will advance students to the next grade level.

5 ½ credits to move 7th-8th grade

5 ½ credits to move 8th-9th grade

Summer school will still be an option. However, since a student can only earn one (1) credit during the four-week period, a student must have 4 ½ credits to attend summer school and advance to the next grade level.

Students in grade 6 must earn 5 credits each middle school year out of the six credits available. Earning 5 credits will advance students to the next grade level.

Students who fail a core class (math, com arts, science, or social studies) for the year will be required to attend summer school to earn the credit for that class. Students who fail to attend or are suspended from summer school will be retained.

SAFE SCHOOL ACT

1. Reporting Requirements: District administrators are required to report acts of school violence to teachers and other school employees.
1. Student Suspension: Current law requires a minimum of one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon.
3. Discipline Records: Districts are required to compile and maintain records of any "serious violation" of district policy. Records will be made available to district personnel with the need to know based upon their assigned duties and shall also be sent to any district a student subsequently attends.
4. Children with Disabilities: Prohibits the denial of educational services based upon the child's disability. If the violent behavior of a child with a disability causes a substantial likelihood of injury, the school may initiate procedures to change the student's educational placement.
5. Residency Issues: Prior to registration a pupil, parent, or legal guardian must establish proof of residency, or must have requested a waiver of the proof of residency. Submitting false information relating to residency is defined as a Class A misdemeanor. School districts are authorized to file a civil action for recovery of educational costs based upon submitting false information relating to a student's residency.
6. Transfer of Documents: School officials enrolling new pupils must request within forty-eight (48) hours a document from all school districts the pupil attended within the previous twelve months. Any school district receiving that request shall respond within five (5) business days of receipt of that request. The request must include the disciplinary records required under this legislation.

7. **Removal of Students:** Districts are authorized to immediately remove a pupil posing a threat to themselves or others. Removal of a pupil with a disability is subject to state and federal procedural rights. Boards are required to make a good-faith effort to have the parent or other custodian present at the suspension or expulsion hearing.
8. **Readmission Conference:** A new subsection requires a conference prior to re-admission of a student suspended for more than ten (10) days for an act of school violence, or where the pupil poses a threat or harm to themselves or others. Written notice of the conference shall go to the parent or guardian. The section specifically prohibits readmission of a student convicted or indicted of specified criminal acts. A conference is also required if a student attempts to enroll in one district during a suspension or expulsion from a second district. The second school district may recognize the disciplinary action if it is determined that the behavior would be subject to suspension or expulsion in that district.
9. **Communication with Juvenile Officers:** The superintendent is required to notify the appropriate juvenile or family court upon the suspension of any student within the jurisdiction of the court when the suspension is in excess of ten (10) days.
10. **Notice of Violent Acts:** Principals are required to notify the superintendent and law enforcement if any person is believed to have committed first, second, or third degree sexual assault or deviant sexual assault against a pupil or school employee while on school property, on a school bus, or while involved in a school activity. The principal must report possession of a controlled substance or a weapon by people in violation of school policy.
11. **Statement of Disciplinary History:** School districts may require a parent, guardian, or other custodian to provide a statement indicating whether a student was previously expelled, violated board policy on weapons, alcohol or drugs, or willfully inflicted injury on another. Persons making a false statement would be guilty of a Class B misdemeanor. The statement would be maintained as a part of the student's record.
12. **Alternative Education:** Suspension or expulsion is stated not to relieve the State or the suspended student's parents or guardian from responsibility to educate the student.

SALE OF ITEMS ON SCHOOL PROPERTY

The only items that may be sold at school are items that are being sold by school-sponsored groups. Students may not bring items from home, church, scouts, etc., to sell. School-sponsored sales must have the approval of the principal. Posters for activities or items other than those that are school-sponsored are not permitted in the building. No candy may be sold by organizations unless it is sold by brochure with a specific delivery date.

SCHEDULE CHANGES

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

NOTE: all students must take required courses. No one can be excused from enrolling in a required course. Remember that the classes you select will be the classes you will have all semester. Changes will be made under special circumstances only. The deadline for student-initiated schedule changes will be one (1) week after the beginning of the current semester. Teacher-initiated changes after that time will be considered and/or approved by the principal in consultation with the counselor, parents and teachers. The only schedule changes allowed second semester will be those requested by the teachers or administrative personnel.

BELL SCHEDULE FOR MIDDLE SCHOOL

Every student will be assigned to a supervised classroom or area in the mornings. Upon entering school, students will report to their assigned area until the bell rings to dismiss them to the lockers and class.

7:40 students start reporting to supervised classrooms

7:55 students are dismissed from classroom to lockers and 1st hour

	Period
1	8:00 – 8:49
2	8:54 – 9:43
3	9:49 – 10:37
4	10:42 – 11:31
Rtl	11:36 – 11:56
Lunch	12:01 – 12:21
5	12:26 – 1:15
6	1:20 – 2:09
7	2:14 – 3:03

SCHOOL NURSE

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

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

SMOKING

The Board of Education believes that smoking; the use of any tobacco products; and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products and substances appearing to be tobacco products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

Any confiscated device may be picked up by a parent/guardian when the school-year is over. Confiscated devices may be subject to testing the device for drugs.

STUDENT BEHAVIOR

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

The following are examples of misconduct:

LEVEL I

Talking without permission
Leaving seat without permission
Yelling
Running in building
Minor vandalism

LEVEL II

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

LEVEL III

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

LEVEL IV

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

This list is not all-inclusive. It is intended to show examples of minor and serious misconduct.

Disciplinary actions that may be taken are as follows:

1. Detention: The assignment of a student to a supervised area of study for a period of one (1) hour from 3:10-4:00.
2. Corporal Punishment: The paddling of a student (up to three swats);
3. ISS -- Number of days to be determined by principal based on the misconduct.

4. Suspension: The student being sent home from school. The principal has the authority to suspend any student for misbehavior or for other sufficient reasons. The length of the suspension will be determined by the principal, but will not exceed ten (10) school days. If misbehavior continues, the problem will be submitted to the superintendent for further actions. The superintendent may suspend a student up to 180 days. After the second out-of-school suspension for the same or similar offense, a parent conference will be required with the superintendent and the principal. The superintendent will determine readmission of the student.
5. Expulsion: Action taken by the Board of Education from recommendations by the administration that a student should not be allowed to remain in school.
6. Counseling: Conference with the student to discuss school rules, regulations and/or acceptable behavior.

Disciplinary Actions for Minor Misconduct:

These will include counseling, detentions and corporal punishment. Repeated minor misbehavior will be considered serious and classified as such. Middle school students who accumulate five (5) referrals will lose extra-curricular privileges for a period of time as determined by the administrator.

Disciplinary Actions for Serious Misconduct:

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

STUDENT CONDUCT (STUDENT RELATIONS)

As Scott City students, you are considered young men and women. Therefore, you are expected to conduct yourselves as young men and women in a public institution.

Public display of affection (kissing, embracing, etc.) will not be tolerated on the school grounds. Failure to follow this policy will result in disciplinary action.

STUDENT COUNCIL

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

STUDENT ELIGIBILITY REQUIREMENTS

The Scott City R-I School Board recognizes that school activity participation is a privilege and this privilege is extended to students who meet certain requirements for participation.

The requirements for school activity participation are as follows:

1. Be a member in good standing of a group listed above.
2. Meet all requirements of the Missouri State High School Activities Association for those activities governed by this association.
3. Students transferring into Scott City School will have activity eligibility determined by grades at their previous school.

Summer School

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

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

Dates Used to Determine Eligibility

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

- End of First quarter-Determines eligibility for second quarter
- End of Second quarter-Determines eligibility for third quarter
- End of Third quarter-Determines eligibility for fourth quarter
- End of Fourth quarter -Determines eligibility for first quarter

STUDENT INSURANCE

The school will not furnish accident insurance. All students who participate in school athletics are required to have medical insurance coverage. Proof of medical insurance coverage must be provided to the athletic director.

SUMMARY OF RULES AND REGULATIONS

1. Permission to leave school can only be granted by the principal if a parent comes to school, sends a note or calls the office.
2. Students with dental or doctor appointments will be excused upon presentation of appointment card.
3. No person to be in the hall during class time without a corridor pass from a teacher.
4. All students with permission to leave early are to be out of the building and off the grounds immediately after last assigned class.
5. No fighting at any time on school property, which includes buses and/or school sponsored events regardless of location. School insurance covers accidents--fighting is no accident.
6. No student may go to the parking lot or bus lots during the school day without permission from the office.
7. No weapons of any kind or instruments that might be used as a weapon will be permitted on busses or school property--penalty will follow Safe Schools Act (August 1996) guidelines and offender will be turned over to law officers.
8. Pupils will be expected to show respect for all school personnel and to obey their directions.
9. No drinking or possession of alcoholic beverages or drugs on school property or at school functions.
10. Repeated unexcused absences will result in indefinite suspension from school.
11. Setting off fire alarms, smoke bombs, having firecrackers, or setting fires to anything in the building will result in suspension from school and referral to appropriate law officers.
12. Profane, vulgar or abusive language or actions will not be tolerated.

TEACHERS' LOUNGE

The teachers' lounge is off limits to students.

USE OF THE TELEPHONE

The school telephone is for school business only and may only be used before school, at lunch, or after school. Requests for its use should be made only when absolutely necessary. Only in case of emergency will students be called to the telephone during class periods.

VISITING SCHOOL (PARENTS/GUARDIANS)

Parents are welcome to visit the school. Please try to schedule with the principal in advance of a visit. On occasion, you may receive a request to come to the school for a meeting with the principal or a teacher concerning your child/children. These conferences will only be called when we feel that it is in the best interest of the student, teacher or parent to meet in this manner.

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

Visitations by Students: Student visitors should be cleared by the building principal in advance. Such visitations are discouraged unless an emergency exists that necessitates this need. All-day visits by students or guests of students are highly discouraged.

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

WITHDRAWAL FROM SCHOOL

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

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

YOUR STUDENT RECORD

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

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

EQUAL RIGHTS OPPORTUNITIES

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the Scott City R-I School District will foster an educational environment that provides equal educational opportunities for all students.

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

STUDENT DUE PROCESS RIGHTS

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

STUDENT COMPLAINTS AND GRIEVANCES

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

IDEA

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Scott City R-1 School assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Scott City R-1 School has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be

reviewed at Scott City R-1 School during regular school hours.

504 Public Notice

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

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

The Scott City R-1 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the Special Education office during normal school hours while school is in regular session. Please contact Marcia Daniels, Director of Special Services, at 573-264-2131 with questions pertaining to 504 procedures and/or policies.

This notice will be provided in native languages as appropriate.

PARENTS RIGHT TO KNOW Dear Parent or Guardian: Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information: • Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. • Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. • Whether your child is provided services by paraprofessionals and, if so, their qualifications. • What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent – • Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and • Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Federal Programs Parent/Guardian Notification No Child Left Behind (NCLB) requires notification to parents/guardians when any of the following situations exist in a district/LEA (local educational agency) receiving Federal funds. 1. Districts/LEAs must annually disseminate Federal Programs Complaint Resolution Procedures to parents/guardians of students and appropriate private school officials or representatives. 2. At the beginning of each school year, a participating school district/LEA must notify the parents/guardians of each student attending a building that receives Title I funds that they may request, and the district/LEA will provide in a timely manner, information regarding the professional qualifications of their child's classroom teachers and any paraprofessionals providing services to their child. 3. A building that receives Title I funds must provide all parents/guardians notice that their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or a person who is not appropriately certified. 4. When a school is identified for School Improvement, the district/LEA must notify the parents/guardians of all children in the identified Title I building of its School Improvement status. Yearly updates are provided to parents with available options until the building is no longer identified for improvement. 5. Within thirty days after the beginning of the school year, a district/LEA must inform parents/guardians that their limited English proficient (LEP) child has been identified for participation in a language instruction educational program. 6. Parents/guardians of students enrolled in a persistently dangerous school, or students who are victims of violent criminal offense while on school property, must be notified of their option to transfer their student to a school that is not designated persistently dangerous. (From the Missouri Consolidated Federal Programs Administrative Manual, January 2005)

2020-2021 School Calendar can be found [HERE](#)