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*Sturgeon R-V  
Elementary School*

**2017-2018**

***Parent/Student Handbook***

***and  
Discipline Policy***

***“Believe, Achieve, Succeed!!!!”***

*(Revised and Board Approved June 2017)*

*Ms. Brandee N. Brown –  
Elementary and Middle School Principal*

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## **Administrative Staff**

Mr. Shawn Schultz, Superintendent of Schools  
(573) 687-3515  
Mrs. John Kruse, High School Principal  
(573) 687-3512  
Ms. Brandee Brown, Elementary and Middle School Principal  
(573) 687-3519 (573) 687-2155  
Mr. Jeff Carr, K-12 Curriculum Director

## **Teachers and Staff for Sturgeon Elementary**

Christine Vaughn- Elementary Secretary  
Beth Carey- Kdg.  
Shayna Knipp- Kdg.  
Jennifer Espenschied- 1<sup>st</sup> Grade  
Nicole Umphrey- 1<sup>st</sup> Grade  
Melissa Palmer- 2<sup>nd</sup> Grade  
Sherry Allison- 2<sup>nd</sup> Grade  
LaCosta Rennells- 3<sup>rd</sup> Grade  
Kelsey Keil- 3<sup>rd</sup> Grade  
Sheila Pluym - 4<sup>th</sup> Grade  
Megan Fike- 4<sup>th</sup> Grade  
Beth Chism- Elementary Special Education  
Robyn Moore- Title 1  
Michelle Green- Title 1  
Allie Brett- O.T.  
Lynn Truesdell- Speech  
Kylee Foster- Counselor  
Mary Wolf- Nurse  
Marcia Rhinehart/Donna Fike- Library  
Dylan Fainter- Art  
Michael Smith- P.E.  
Kimberly Guilford- Vocal Music  
Officer Craig James- School Resource Officer  
Penny Fadler- Special Education Director

### **Web Page**

[www.sturgeon.k12.mo.us](http://www.sturgeon.k12.mo.us)

### **School Colors**

Blue and White

### **School Mascot**

Bulldog

## General Information

**This handbook is intended to briefly describe programs and services available to the students and parents of the Sturgeon R-V School District. It cannot encompass all matters of policy and decision making. Should questions arise about matters of policy, or matters not discussed herein, please contact either the Office of the Superintendent or the appropriate grade-level principal.**

### ***Notice of Non-Discrimination***

The Board of Education believes in the right of every student to receive equal opportunities in all programs and activities conducted by the school district. The Board also believes in the right of every qualified individual to expect fair and equal treatment as an applicant for employment, as an employee or as a patron of the district.

It is the policy of the Board to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the district and individuals with whom the Boards does business.

It should be the policy of the Board that individuals are assured the opportunity for an orderly presentation and review of grievances, which should aid in the elimination of discriminatory acts. The Elementary/Middle School Guidance Counselor, Ms. Karen Grove, is the school's contact person for a Student Grievance Form. Ms. Karen Grove is also the Title IX Coordinator at Sturgeon Elementary/Middle School – she can be reached at:

210 West Patton Street  
Sturgeon, MO 65284  
(573) 687-2155

### ***Mission Statement***

“All Bulldogs succeed in learning through commitment, accountability, and teamwork.”

### ***Vision Statement***

The Sturgeon R-V School District will be recognized in the community as a source of pride and will work collaboratively to meet the needs of all students through commitment, accountability, and teamwork.

### **Commitment**

- When students graduate, they will possess the knowledge, skills, and confidence to continue learning independently as productive and contributing citizens.
- The primary role of teachers will be to facilitate a learning environment, through support and positive role modeling that prepares all students for success.

### **Accountability**

- The staff will be accountable to the students, parents and community.

- A well-defined, data-driven curriculum will be created that incorporates technology and set high standards for student performance.
- Discipline issues will be minimal because students will be engaged in meaningful learning. When issues arise, consequences will be effectively communicated, dealt with quickly and approached as a learning opportunity.
- Success will be identified through consistent, measurable objectives. Student learning will be of a high standard to produce well-rounded, successful citizens.

### **Teamwork**

- The staff will work as a supportive, creative team communicating well with others and consistently growing as professionals.
- The administration will be supportive of staff, students and each other, visible during the school-day, involved in the community, and address issues in a timely and professional manner.

### ***Educational Philosophy***

Recognizing each individual is unique; we believe education should provide an opportunity for the maximum development of each individual.

We believe, in a democratic society, education should help the student realize his or her worth as an individual and lead him or her toward becoming a productive member of society.

We believe the role of the teacher in the educational process is to provide opportunities for the individual to achieve his or her highest potential, creating a learning situation in which individual motivation for learning is the stimulus for achievement.

We believe parents, guardians, and the school are equal partners sharing the responsibilities in the education of each child.

We believe each student should assume responsibility in his or her own education. The student should aspire to become a lifelong learner and a contributing member of society.

We believe the district's educational program should develop competencies in reading, communication arts, mathematics, and technology while recognizing the role of the arts as essential in educating the child aesthetically.

We believe the school is an institution of opportunity staffed with trained personnel providing a curriculum, which allows students to be exposed to a variety of academic and career pathways.

We believe the educational environment encompasses administrators, teachers, peers, parents, and the community.

## Governance and Administration

The Sturgeon R-V School is governed by the elected, seven-member, Board of Education. The Board of Education meets each month on the second Thursday at 7:00 p.m. Meetings are held in the board room of the Central Office on the second floor of the Elementary/Middle School. Any patron of the district is welcome to attend monthly Board meetings. Should a patron desire to appear before the Board, s/he should contact the office of the Superintendent to be placed on the agenda. The patron should do all that is necessary to be placed on the agenda one full week in advance of the scheduled meetings.

The Board of Education immediately supervises the Superintendent of Schools. The Superintendent supervises the grade-level principals. Each principal supervises the teachers under his/her observation and each teacher is responsible for supervising students under their care.

All rules and regulations described in this handbook reflect the general consensus of the Board of Education and the Superintendent of Schools. Matters of policy are contained within a Board Policy Manual. Any patron of the district is welcome to view the policy manual. Please contact the office of the Superintendent if this is desired. Normal business hours for the Office of the Superintendent are 8:00 a.m. - 4:00 p.m. Monday through Friday.

Any parent or guardian who would like to express concern over policy, practice, or matters pertaining to their student(s), should adhere to the following recommendations:

1. Complaints on behalf of individual students should first be addressed to the teacher.
2. Unsettled matters should be brought to the attention of the appropriate grade-level principal.
3. Unsettled matters with the principal should be directed to the Superintendent of Schools.
4. If a matter cannot be settled with the Superintendent of Schools, it should be addressed before the Board of Education—whose decision in all matters is **final**.
5. If this procedure does not satisfy the complainant, the Department of Elementary and Secondary Education in Jefferson City, MO should be notified. NOTE: If the complaint involves a matter of the Review or Release of Student Records, the complainant should notify the Department of Education at the Federal Governmental level in Washington, D. C. (For information regarding how to contact the Federal-level Department of Education, please contact the Office of the Superintendent.)

### ***Inclement Weather***

The Office of the Superintendent maintains the full authority to cancel school in the event of inclement weather. Every effort will be made to inform all stakeholders of the decision to cancel classes as expediently as possible. With this in mind, patrons of the district should tune into one or more of the following radio and/or television stations to learn of any school cancellations:

#### ***Television***

ABC: KMIZ (Columbia channel 17)  
CBS: KCRG (Columbia channel 13)  
NBC: KOMU (Columbia channel 8)

#### ***Radio***

KWIX-KRES 104.7 FM  
KFRU 1400 AM  
KXEO 95.7 FM

The “**School Reach**” automated telephone notification system will also be used to notify parents

of school closings and other school event information. **Therefore, it is important for parents to keep their contact information up to date with the school office.**

### **Facilities and Safety**

The Sturgeon R-V School District is divided into two building levels. Grades K-4 of the elementary school and grades 5-8 of the middle school are located in the building at 210 W. Patton. Grades 9-12 are located in the high school on north Fairgrounds Road. **Each building is opened for students each day school is in session at 7:15 a.m.** Student supervision will begin at 7:15 a.m. and end at 3:00 p.m. on normal school days. On early release Wednesdays student supervision will begin at 7:15 a.m. and end at 1:15 p.m. Students involved in after-school activities will be supervised by the activity sponsor.

**Parents should not drop off or leave their children at school during unsupervised periods, before 7:15 a.m. and after 3:00 p.m.**

*Visitors to the school, including parents of attending students, need to report to the appropriate grade-level principal's office upon their arrival. During normal school hours, all visitors will need to enter through the Middle School entrance located on Patton Street. Please keep in mind that each teacher maintains a conference period during the course of his or her day. If any visitor wishes to talk with a teacher, pre-arrangements should be made so as not to interrupt the on-going instructional process and to ensure the teacher is available for conferencing.*

Each building is inspected for its safety and adherence to State required regulations as directed by the Department of Elementary and Secondary Education. Further information on this topic is available through the office of the Superintendent.

#### **Notice regarding searches:**

- a) Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.
- b) The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- c) The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on school grounds, including the parking lot.
- d) Additional searches of backpacks, purses, coats, electronic devices, and other personal possessions and cars in accordance with the law.
- e) The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- f) The district requires all student participants in extra-curricular activities to be subject to random drug testing as outlined in the "Athletics and Extra-Curricular Activities" handbook.

Due to where Sturgeon, Missouri is located, it is necessary to participate in evacuation drills. These drills are conducted in the event of a real emergency. Drills for evacuation in the event of a fire, tornado, or earthquake are conducted twice each year (once each semester). An intruder drill/lockdown will be conducted minimally once per year. Evacuation protocols are posted in

each classroom. These protocols include the alarm signals and the evacuation routes (both primary and secondary) that should be used.

In an actual emergency and during drills, it is of absolute importance that students follow strict instructions. No deviation from the standard will be accepted or tolerated.

It is important for every student to know that lighted exit signs are in place at all exits and that adequate safety equipment is available and in good working condition.

### **Recording by Students – (See Board Policy KKB)**

Any recording activity, even activity permitted under the board policy KKB, if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Please see definitions in policy KKB.

The Sturgeon R-V School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts, and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

*Please refer to “Recording by Students” in the section addressing student discipline.*

### **Student Cell Phones**

The Sturgeon R-V School District recognizes the usefulness of cell phones in today’s society and the District understands the role cell phones play in students notifying their parents when after school activities are complete. However, due to the potential disruption of the learning environment, the potential violation of student privacy, and the potential compromising of student safety, students in the elementary school will not be allowed to carry or use a cell phone while at school during the normal school day from 7:15 a.m. – 3:05 p.m. unless authorized by the administration. The administration recommends students leave their cell phones at home as much as possible. Students choosing to bring their cell phone to school will be subject to the following policy and procedure. Students upon entering the school building will turn their cell phones off and place in their lockers as soon as possible, where their phones will remain until the end of the school day. Students will not be allowed to carry or use their cell phones throughout the school day unless authorized by the administration. Students violating this policy will be disciplined according to the discipline code found in the back of the student handbook.

Students and at least one parent must attend mandatory cell phone training in order to carry a cell phone at school. This meeting will occur yearly and must be attended yearly. Information for parents and students regarding this meeting will be sent out annually in the month of July.

Since the school bus is an extension of the school classroom, students riding a school bus will be subject to the above cell phone policy regardless of whether or not it is a regular route or activity trip. Students are to keep their cell phones turned off and put away while on the school bus. School bus drivers, coaches, and sponsors are authorized to confiscate any and all cell phones that are seen and/or heard during the bus trip. Any cell phone confiscated from a student by a bus driver, coach, or sponsor will be turned into the appropriate building level principal.

*Please refer to “Student Cell Phones” in the section addressing Student Discipline*

### **Other Banned Items**

Due to legislation governing school safety, ***the following items will be banned*** from student possession while attending school and school-sponsored activities: ***pocket or folding knives, tobacco paraphernalia or products of any kind, and any item that could be construed as a weapon or used as one as defined by the Safe Schools Act.***

Due to their potential disruption of the learning process, ***also banned are: Electronic games/toys, portable radios/CD/cassette players and recorders,MP3 players, I-pods, playing/trading cards, cosmetics/perfume/cologne within the classroom.***

***Students should not have cameras at school (with the exception of the yearbook staff) and students should not take pictures during the school day or on a school bus with a camera or cell phone.***

Confiscated items will be held by the building principal until a parent/principal conference is held at which time the confiscated items will be returned. At the discretion of the building principal, confiscated items may be held until the end of the school year for students who are repeat offenders. Items not picked up by the last day of school will be disposed of.

If any of the above items are found to be in a student’s possession, they will be confiscated, and the student’s parents will be notified. In order for confiscated items to be returned, parents must personally pick the item(s) up at the Principal’s office.

**Students who refuse to turn banned items into the office when asked to by any district faculty/staff member will serve 3 days of Alternative Classroom Placement.**

## **Support Services**

### **Health Services**

The Sturgeon R-V School District employs a full-time Registered Nurse (RN) that coordinates the care of students at all grade levels, in all buildings. Paraprofessionals (those working with



the nurse in a support capacity) are trained in CPR, first aid, and medication administration. **If a student has a special health care need, or needs medication given at school at any time, the school nurse must be notified.**

**When considering a student's medical history, parents should notify the nurse if any of the following apply:**

- **Allergies to foods, medications, insect sting;**
- **A medical diagnosis (e.g. asthma, seizures, diabetes);**
- A hearing or vision deficit;
- A daily medication requirement (e.g. for ADD, ADHD, or asthma);
- Any special medical need that requires attention while at school or in the classroom;
- Any other medical history that will aid the nurse in caring for the student.

### *Illness and Communicable Diseases*

During the school year, there are increased health concerns due to close proximity to others on a daily basis, weather changes, prevalence of communicable diseases, etc. Examples of common illnesses include colds, flu, strep throat, conjunctivitis, scabies and respiratory infections. The following are good health practices and policies for school attendance with regard to illness:

- A parent will be notified and the child will be excused home if exhibiting one or more of the following symptoms:
  - A temperature of 100 degrees or greater;
  - Vomiting or diarrhea;
  - A productive cough; \*
  - A generalized rash/scabies; \*
  - Other ongoing symptoms of illness or discomfort.
- To decrease the spread of communicable diseases, *school policy prohibits students attending school if they exhibit one or more of the following symptoms during the previous 24 hour period:*
  - A temperature of 100 degrees or greater (without medication to reduce fever);
  - Vomiting or diarrhea;
  - A productive cough; \*
  - A generalized rash/scabies; \*
  - Draining wound.

\* Consult your health care provider before sending your child to school with these conditions.

- *Head Lice*

**Head lice are considered a communicable disease and spread easily through direct contact with infested heads or shared objects. If lice or nits (their eggs) are found on your child, he/she will be sent home and must be treated. All nits must be removed before returning to school. Upon returning to school, please bring your child to the nurse's office to be checked.**

It should not be expected that the nursing staff will remove numerous nits or live lice. Information about head lice and their treatment can be received from your physician, the nurse, or the local health department. Students who continually demonstrate head lice infestation will be referred to the Division of Family Services for assistance in resolving the matter.

## ***Returning to School after Injury/Surgery***

Be sure to contact the school nurse's office in advance if your child is returning to school with crutches or otherwise limited mobility. We want to provide the appropriate accommodations and this may involve advanced planning. A copy of discharge instructions will assist the school staff in caring for your student as they recover.

## ***Medications***

Medications may be dispensed at school, although the school is not required to do so. Most medications prescribed for one, two, or three times per day can be dispensed at home. If the prescription calls for a medication protocol that can only be accommodated when the student is at school, appropriate documentation must be on file in the school nurse's office. Please contact the nurse to secure the proper paperwork.

As part of the district policy, all medications delivered to the nurse must be delivered in their original container, complete with the current pharmacy label. In addition, the nurse must have written authorization from a parent to administer the medication. Please request that your pharmacist provide a separate and properly labeled container for all medications delivered to the school.

Medications that require a long-term administration will need to be refilled through the course of the year. Every effort will be made to notify families when refills are needed. Families should also keep track of when current medications are needed to avoid missed doses.

- ***Controlled Substances***

Medications such as narcotics and/or psychotropic drugs are controlled substances. **An adult MUST deliver these to the school nurse.** If a student is found to be in possession of a controlled substance, they can be subject to immediate suspension, if not expulsion from school.

Inhalers and epi-pens are the only medications which students are authorized to have on their person.

- ***Over-the-Counter Drugs***

Over-the-counter medications can be dispensed at school as long as the following requirements are met:

1. The drug must be in its original container with the label intact.
2. A parent-signed *Permission to Administer Medication* form is on file.
3. A doctor's order accompanies a request to administer more than five doses of the drug in any single 30-day period.

Over-the-counter medications can only be administered as directed on the label of the drug.

### ***Students with Asthma***

The *Missouri Safe Schools Act* mandates that any student diagnosed with asthma must have an ***Asthma Action Plan, written by their physician,*** on file with the school nurse. This plan, signed by the parent, authorizes the school nurse to follow the orders from the physician. *Asthma Action Plans* may be picked up from the school nurse at any time.

**The Asthma Action Plan must be updated each year.**

The school maintains a nebulizer for use by students requiring treatment for asthma. The student must have a physician's order and must provide the required medication, tubing, mask or mouthpiece, and dispensing cup needed for the nebulizer treatment. If the student has been prescribed an inhaler, **the student should carry the inhaler with them while at school.** In case of an emergency or in case the inhaler is lost, parents should provide a backup inhaler to be kept in the nurse's office.

### ***Students with Allergies***

To protect students from allergens in the school setting and ensure our schools are providing the safest learning environment possible, Missouri law requires policy on allergy prevention and response.

Any student diagnosed with allergies which require diet adjustments/omissions, or when exposure to allergens could require medical intervention (with epinephrine, antihistamine, or other medication), must have an ***Allergy Action Plan*** on file with the school nurse. This plan, **signed by the parent and physician,** authorizes the school nurse and

dietary staff to follow the orders from the physician. *Allergy Action Plans* may be picked up from the school nurse at any time. **The Allergy Action Plan must be updated each year.**

- **Food Allergies**

In order for your child to be served a school breakfast and lunch, an *Allergy Action Plan* must be on file. Until the plan is on file, please provide your child with a sack lunch and breakfast at home.

Students with milk allergies will be served water with meals.

*Note: If an epi-pen has been prescribed for your student, please see to it that the school has one also, so it can be used in case of an emergency. Also, if the student in need of the epi-pen is traveling on a school-sponsored outing, the nurse should be notified.*

### **Food Service**

Balanced and nutritious meals are available to every student in the Sturgeon R-V School District. Meals are served twice during each school day. Breakfast is available for all interested students beginning at 7:15 a.m. Lunch is served each day according to a published schedule for elementary, middle and high school students respectively.

School policy states that **all meals must be paid for in advance**. It is preferred that meals be paid for in weekly, biweekly, or monthly installments. If students intend to pay for their meals in cash, they should deliver exact change. **No charges allowed!! Hot meals will not be served to students having a balance of \$5.00 or more on their account.** **If a student's lunch account balance falls behind \$5.00 or more and the student wishes to eat a lunch provided by the school, the student will be served a peanut butter sandwich until the account balance has been paid.**

Meals are available on a free or reduced price basis for students of families who qualify. To secure the proper paperwork, please see the administrative assistant to the appropriate grade-level principal.

Menus are posted one month in advance. They are published in the Moberly Monitor Index and the Centralia Guard. Also, daily menus can be viewed on the Sturgeon web page by accessing the web site at <http://www.sturgeon.k12.mo.us>

School meal prices are as follow:

	BREAKFAST	LUNCH
1. (Grades K-3)	\$1.45	\$2.35
2. (Grades 4-8)	\$1.45	\$2.35
3. Reduced Meal Price	.30	.40
4. Extra Milk	.45	.45
5. Snack Bar (Middle/High School Only)	N/A	TBA

It should be noted that no student will be allowed to purchase a carbonated or caffeinated beverage while school meals are being served.

### ***Check Policy***

By using a check for payment, you agree to the following terms: In the event your check is dishonored or returned for any reason, you authorize us to electronically (or by paper draft) re-present the check to your bank account for collection of the amount of the check, plus any applicable fees as permitted by state law.

### ***Transportation***

The Sturgeon R-V School District provides transportation to and from school for all qualified students. *A qualified student is one who lives one-mile or more away from the school building.* The District also provides transportation to and from any school-sponsored activity. Being driven to and from school and school-sponsored activities is a privilege and should be treated as such. To this end, conduct on a school bus should mirror that of the classroom. (Please refer to **Bus Misconduct** in the section addressing Student Discipline.)

Bus assignments are made according to where in the three county district the student lives. At the time of student registration, a bus number and approximate pick-up time will be given.

The Sturgeon R-V School District will provide transportation to and from the K-8 and High School buildings daily. In addition, each bus is equipped with a camera that may be used to monitor students' behavior at any time during the school year.

The Director of Transportation is Mr. Jeff Carr. Any questions or concerns involving transportation issues should be addressed through the Elementary School office: (573) 687-3519.

**Parents needing to change after school transportation arrangements for their students need to call no later than 12:00 p.m. to change them.**

## **Academic Affairs**

The Sturgeon R-V Elementary School, grades kindergarten through fourth, is located at 210 West Patton Street. Classes begin at 7:45 a.m. and end at 3:00 p.m. each day that school is in session. Every Wednesday will be an early dismissal at 1:15 p.m. (Note: There are days pre-scheduled where classes will be released earlier than 3:00 p.m. See ***Critical Calendar Dates.***)

### ***Admissions***

All students requesting admission to the Sturgeon R-V School district must complete a new student registration folder. The administrative assistant to the principal maintains these documents. Minimally, new students must verify proof of residency, must demonstrate satisfactory compliance with local health regulations and must be of proper school age to attend. Each parent or guardian of newly enrolling students must have completed all the required paperwork in the registration folder before the student can begin attending classes.

Should any of the information recorded as part of the new student application change during the course of the student's attendance at the Sturgeon R-V Schools, the parent or guardian is responsible to notify the administrative assistant to the principal as soon as possible following the change.

Should a minor student demonstrate that s/he is emancipated from his or her family, that minor student will assume the parenting role over him or herself. To this end, all matters usually involving parental contact or parental consent will take place between the administration and the student.

Students not found to be in compliance with Board approved admissions procedures will be removed from class rosters and disenrolled from school.

Should a non-resident student wish to enroll in the Sturgeon R-V School District, a non-resident student application must be filled out, signed and returned to the grade level principal. A formal hearing before the Board of Education may be required.

### ***Withdrawal***

The parent or guardian should notify the principal, if a student is to be withdrawn from school. All supplies, materials, and textbooks belonging to the school are to be turned in. In addition, impending financial matters such as library fines, etc. should be paid.

### ***Attendance***

Research indicates a positive correlation between student attendance and academic success. All students are expected to attend their classes each time the classes meet. When it becomes necessary for students to be absent from school, a parent or guardian should call the school and notify the administrative assistant to the principal not later than 8:00 a.m. on the day(s) the student is absent. Upon returning to school, the student must pick up an ***Admit Slip*** from the office before returning to class.

Any absence registered as ***excused*** (e.g. personal illness, death in the family etc.) will not count against the student's academic progress. This means that students who are excused from classes will be given the opportunity to make up the work they missed. *The student should anticipate being given an amount of time equal to the number of days absent in order to make up missed work. (For example, if a student is absent for three (3) school days, they will be expected to be fully caught up after three days of being back in school.)* Any absence registered as ***unexcused*** will count against the student's academic progress. This means that students who are not excused while absent will not be allowed to make up the work they missed during the time of their absence. Instead, they will receive zeros for all assigned work missed.

All students must be in attendance for 4 periods, on any given school day, in order to be eligible to participate in ***any school related activity***. ***All students must be in attendance for at least 4 periods on the last day of school of a given week in order to be eligible to participate in any school related activity occurring on the following weekend.***

In addition, the Board of Education has ruled that students who participate in school sponsored activities shall ride to and from all such activities that are away from Sturgeon School in the buses or motor vehicles provided by the school. Exceptions can occur ***if a parent or guardian*** of the student verbally requests that the student be allowed to return home with him or her. ***This request must be made to the Coach or Principal by the parent or guardian at the time they***

wish to take the student. Any other exceptions must be addressed through the Superintendent's Office.

**Perfect Attendance:** Near perfect attendance-99%-99.9% Perfect attendance-100%

### **Sturgeon Elementary and Middle School Attendance Policy**

Approved by the Board of Education

May 8, 2003

The Administration and Board strongly believe that in order to acquire knowledge from our instructors and programs, students must be in regular attendance. Valuable education is lost with each absence. Class discussion, group work, and information are difficult or impossible to recover when students are not in attendance. We all realize the importance of education. By requiring good attendance the importance of school is reinforced.

**GOAL:** EACH STUDENT WILL NOT MISS MORE THAN FIVE (5) DAYS PER SCHOOL YEAR.

The state department of education requires attendance to be recorded on an hourly basis. A student is considered absent for that hour if more than 25 minutes are missed. The school day is approximately 6.75 hours. The attendance hours are divided by 6.75 to determine the number of days absent. **Students may be absent no more than 7 days in a semester.** Upon the 8<sup>th</sup> absence in a semester (for any reason – including out of school suspension), he/she must begin making up time either in Summer School or time set aside after the end of school in May. i.e. (If a student missed 11 days of school first semester that were unexcused, that student will be required to make up four days during Summer School or in the event that Summer School is not offered in May at the conclusion of the regular term.) If a student fails to make up time during May and/or the Summer School term they will be subject to retention.

**Students missing school due to health complications must submit to the office a doctor's excuse stating the following;**

**\*Number of days absent**

**\*Reason for absence**

**\*Valid doctor's excuse, if seen by doctor or nurse (with doctor's signature)**

**This applies to eye appointments and dental appointments also.**

**If the school nurse sends a student home due to a communicable disease they will be excused for that day.**

**Students missing school due to an illness must be brought to the attention of the building principal to determine if the student's condition warrants an exemption from the attendance policy. er**

School districts are required to report educational neglect to the Division of Family Services. Educational neglect may be reported when fifteen (15) days of school are missed regardless of reason. Retention will be a consideration for children who miss fifteen (15) or more days.

The administrative team and the Board agree that our policy should reflect real life experiences. In life after school, companies do not have a payroll check for workers that do not perform their duties on time and efficiently. Our policy should reflect the same. Teachers are not able to provide an educational opportunity for the student if the student is not in attendance. The Department of Elementary and Secondary Education (DESE) has determined a standard of time

districts must provide classroom instruction. The administration believed the district should further require that each student be exposed to a minimum amount of instruction.

**Punctuality** is also believed to be important to academic success and to minimize distractions within the instructional environment. To this end, reporting to class on time is an integral part of becoming a life-long learner. In the event that a student does not report to class on time, the student will be recorded as *tardy*. Like absenteeism, tardiness can either be excused or unexcused. An excused tardy is one in which the student has authorization from a member of the staff to be late to a class. An unexcused tardy, on the other hand, is one in which the student has no legitimate reason for being late. All students are allowed to be late to class on three (3) separate occasions per semester.

On the fourth and 5<sup>th</sup> reported unexcused tardy, the student will have a conference with the principal. On the 6<sup>th</sup> unexcused tardy the student will be assigned 1 day of lunch detention. On the 7<sup>th</sup> unexcused tardy the student will be assigned 1 principal's detention.

Upon receiving the 5<sup>th</sup> reported tardy and each subsequent offense the principal will contact the parent by phone.

### ***Field Trips***

Teachers may schedule field trips as part of the instructional program. All students must return a permission slip signed by the parents/guardians in order to attend any activity away from the Sturgeon R-V School campuses. Parents may attend field trips as a chaperone upon approval from the teacher and administration. Bus seating is limited and we ask parents to cooperate with restrictions on numbers.

Please notify the school nurse if your child is scheduled for a field trip and will need medication that day. This will help ensure that your child will receive their medication while on their trip.

**The building Principal reserves the right to deny any student attendance on a field trip, as field trips are a privilege not a right. (Examples: multiple office referrals or excessive absences or tardies)**

### **General Classroom Guidelines for Student Conduct**

There are two prevailing beliefs that govern general classroom conduct. These two beliefs are:

- 1. No student has the right to interfere with a teacher teaching.***
- 2. No student has the right to interfere with another student's learning.***

What follows are more specific guidelines for appropriate conduct in class:

3. Be prepared for class each day.
4. Have all appropriate materials with you when you report to class.
5. Be in your assigned seat when the tardy bell rings.
6. Use language that is appropriate to the classroom setting. Use of profanity will not be tolerated. Further guidance on this topic can be found in the section governing student discipline.

7. Teachers dismiss classes, not the bell.
  8. Any movement of classroom furniture, manipulation of classroom light switches or window dressings should be by consent of the teacher only.
  9. Students will show respect to one another and will show respect to staff members.
- Other classroom rules may be posted and enforced at the discretion of the individual teacher. The above listing is not all encompassing.

### ***Acceptable Use of Technology***

Access to the Internet is an unparalleled opportunity to interact with the world. The opportunity brings with it a number of responsibilities. Your access to the electronic network and resources within the Sturgeon R-V Schools may be revoked for abusive conduct. Abuses include, but are not limited to the following examples:

1. Accessing private files (even if those files are unprotected).
2. Accessing or participating in chat rooms without teacher instruction or supervision.
3. Attempting to break the security system.
4. Illegally copying software.
5. Placing unlawful information on or throughout the computer system.
6. Using obscene, abusive, or otherwise objectionable language, messages, images, or symbols.
7. Accessing pornographic materials.
8. Accessing inappropriate text files.
9. Attempting to harm or destroy data, files, or another user.
10. Uploading or downloading of computer viruses, games, or programs.
11. Harming or destroying the wide area network (WAN) or other networks connected to the WAN.
12. Using the network to facilitate illegal activity.
13. Using the network for commercial or “profit” purposes.
14. Using the network for product advertisement.
15. Misrepresenting other users on the network.
16. Intentionally modifying passwords belonging to other users.
17. Accessing and participating in relationships pages, trying to meet or contact people through these pages, or leaving e-mail or other personal information on these pages so you can be contacted by other participants of these pages.

Inappropriate or illegal use of the network facilities could result in additional disciplinary and legal action. Parents and/or guardians may be held accountable for inappropriate use by their child. Any parental requests for disallowing Internet use by their child at school will need to be in writing and submitted by the parent to the building principal.

### **Videos**

Videos that are shown in the classrooms should have only a “G” rating; however due to necessary instructional content, some videos may carry a greater rating. Any video with a rating greater than “G” will be pre-approved by the building principal.

### ***Show and Tell***

Students may bring items from home on show and tell day. Those items must remain in the student’s backpack or in a secure place designated by the teacher until time for the activity. Do



not bring items from home at any other time. This includes balls, toys, electronic games, and collectibles. **Unauthorized items will be confiscated and may be picked up in the elementary office by the parents. These items may or may not be returned to the student/parent.**

### ***Academic Integrity***

The integrity of the academic program and the graded evaluation of each student's achievement are of primary concern to all. Cheating on any graded educational exercise reflects dishonesty and will not be tolerated. Examples of academic dishonesty include:

- Talking during a testing period.
- Exchanging answers or questions by any method before, during, or after an exam.
- Using pre-written answer sheets or notes without the teacher's consent.
- Plagiarizing or copying another person's work and turning it in for a grade.
- Allowing work to be copied.

Students who fail to comply with the understood need for academic integrity will be subject to disciplinary action as described in the section governing student conduct.

### ***General Guidelines for Recess***

Recess shall be outdoors unless inclement weather would require students to be inside. Generally, students will stay inside if the temperature or the wind chill falls below 32 degrees, or if the playground is muddy or snow covered. Please dress your children appropriately for playing outside. All students are expected to go outside and play if instructed to do so, regardless of how they are dressed.

### ***Outside Recess – Rules and Regulations***

1. One whistle – activity stops and students will look toward and listen to the supervising teacher.  
Two whistles or specified bell - activity stops and students will move to class lines.
2. Do not play tag on or near playground equipment.
3. Wrestling, fighting (real or play), rough play are not allowed on the playground.
4. No one is allowed to leave the playground area without the supervising teacher's permission.
5. Sticks, rocks, and dirt are not to be thrown and are to be left alone.
6. The school will provide balls for each classroom; therefore, no toys or balls are to be brought from home for use during recess.
7. Ball fields may be used only with permission of the supervising teacher.
8. Balls should not be thrown or kicked at students and/or playground equipment.

Indoor recess will occasionally be in the gym. If the gym is unavailable, recess will be in the classrooms. All children will need gym/tennis shoes for indoor recess and physical education classes. They are only for use on the gym floor and will be kept in the classroom.

### ***Indoor Recess – Rules and Regulations***

1. The gym will be divided in half along the center court line. The upper grade will take the East and the lower grade the West.

2. Nothing will be thrown or bounced off the walls.
3. Nothing will be kicked (no exceptions).
4. Do not play tag.
5. Do not swing or hang from basketball rims.
6. Refrain from wrestling.
7. Tennis shoes must be worn in the gym.
8. Do not sit on the top of the bleachers when they are closed.
9. Watch out for other students.
10. No excessive yelling or screaming.

### ***Leaving School Grounds during the Instructional Day***

No student will be allowed to leave school property during the instructional day without either parental or administrative consent. *Violations of this rule will result in immediate suspension from school.* This topic will be further addressed in the section addressing Student Discipline.

If it is necessary for a student to leave school, parental consent must be attained. In the absence of parental consent, the request will be denied. Prior to departing, the student will report to the principal's office and secure a ***Permit to Leave the Building***. With the permit in hand, the student is free to go. Should the student return to classes during the same day, s/he will report to the principal's office and sign back in.

### **Early Pick-Up of Students from School**

All parents/guardians must stop at the Elementary Office and sign-out their child before leaving the building. **Do not go straight to the classroom.** This will help to ensure student safety and is less disruptive to classes. No student will be permitted to wait outside the building or at the entrance doors for pick-up due to safety concerns. All parents/guardians must come inside. Students will be called to the office once the parent arrives and checks in at the office. Students will not be permitted to wait in the office. This will ensure maximum classroom instructional time. Please plan your schedule to allow time for proper pick-up of your student. Exceptions will not be made because of tardiness. If you know you will be picking up your student early, please notify the school so that the teacher can prepare them for early pick-up. When the teachers are aware of this, they can better plan with homework and time out of the classroom.

If a student has a transportation change, please contact the elementary office before 12:00 p.m. to ensure proper time to process the change.

### ***Student Dress***

Students will dress in a manner that is consistent with the professional atmosphere of the school. Students should be covered from the shoulders to the mid-thigh. Clothing with holes exposing areas from the shoulders to the mid-thighs is not appropriate for school. Any article of clothing which brings into question the good judgment of the student may be suspect and may also require the student to leave school to change into more appropriate attire.

Students are **not** to wear shirts advertising alcoholic beverages or tobacco products, shirts that advocate or criticize an affiliation with a known hate group, or shirts that bring inappropriate

attention to human sexuality. Shirts are also to be long enough to meet their pants/shorts standing **and** when sitting down. Acceptable shirts **do not** include spaghetti strap shirts or shirts that are revealing. In specific no “belly” shirts. Students’ shorts are to be long enough that if they place their hand down to their side, their shorts/skirts/dresses should be longer than their middle finger. If students are wearing clothes that are not according to these guidelines they will be asked to change or have a parent bring them proper clothing. Due to the professional atmosphere the school requires, no student will be authorized to wear a hat inside the school building. **Students will be expected to place their hat in their backpacks or their lockers upon entering the building.** No student is permitted to carry their hat from class to class. Students who cannot comply with this request will be disciplined as insubordinate and disruptive to the school environment.

In addition, students, while on school property, on school time will not be allowed to wear clothing that:

1. Advocates or criticizes an affiliation with a known hate-group.
2. Advertises alcoholic beverages or tobacco products.
3. Brings inappropriate attention to human sexuality.
4. Exhibits or displays language and/or symbols with inappropriate double meanings.

The following are some examples of clothing that are **not appropriate** for school:

- Shirts that expose the belly and/or lower back when standing or sitting
- Shirts that expose or reveal undergarments such as bras and bra straps
- Spaghetti strap shirts
- Shirts that are revealing in the shoulders and/or upper body
- Shorts and skirts that are not longer than the students’ middle finger when standing with hands down to their sides (mid-thigh)
- Pants, shorts, or skirts that sag or hang/ride low on the hips and reveal undergarments while standing or sitting

If a student is required to leave school in order to change clothes, the aforementioned guidelines governing students leaving the building during the instructional day will be followed.

### ***Review and Release of Student Records***

Parents of students or eligible students may inspect and review the student’s education records upon request. A parent may be denied access to their child’s record if a court order or divorce decree removes that parent’s right to have knowledge about or participation in the child’s education. Parents or eligible students should submit to the student’s school principal a written request that identifies as precisely as possible the record or records s/he wishes to inspect. The principal will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of the receipt of the request. When the record contains information about students other than a parent’s child or the eligible student, the parent or eligible student may not inspect and review the portion of the record that pertains to other students.

If there is a question about the accuracy of the record, this should be brought to the attention of the appropriate grade-level principal.

The school district will maintain a record of all requests to review student data. The record will indicate the name of the party making the request, any additional party to whom the information may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Student records can be released when the appropriate grade-level principal has received a written ***Authorization to Release Information*** and validity for the release has been attained.

The school district designates the following items as “***Directory Information***”: student’s name, parent’s name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s directory information and to provide notice in writing to the school district that they choose not to have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

### ***Requirements for Promotion***

The Sturgeon R-V School District is committed to the continuous development of students enrolled in the district’s schools and for a student’s achievement of the skills for the current grade assignment to pass to the higher grade.

Students will normally progress annually from grade to grade. Students who have been absent more than 7 days per semester from school, who have not enrolled and/or attended Summer School, and/or who are not in good academic standing will be a candidate for retention. Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the students involved. Parents/Guardians will receive prior notification and explanation concerning retention. However, the final decision will rest with the school administration.

The district requires remediation as a condition of promotion to the next grade level for any student identified by the district as failing to master skills and competencies established for that particular grade level by the Board. The district may require parents or guardians of such students to commit to conduct home-based tutorial activities with their children. Such remediation may include, but shall not be necessarily limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests, other measures of skill and content mastery, standardized test results, and teacher observation of student performance.

The process of considering students for retention will begin in the fall and include student progress and the results of ITBS/MAP testing. Teachers will make recommendations to parents and to building administration as early as possible with all parties being notified by the conclusion of the spring parent/teachers conference. Each student will be considered on an individual basis and the process of documenting student progress may vary somewhat due to individual needs. (See board policy IKE).

**State law requires that all students who are reading below a third-grade reading level according to the district's fourth grade reading assessment shall be retained if the student has not adequately improved by the end of summer school. Further, if any student fails to attend remediation assigned as a condition of promotion, the student will be retained. (See board policy IL-AP).**

### *Academic Reporting Periods*

Academic progress is monitored on a regular basis in the classroom. Progress reports will be sent home every three weeks. The progress reports will be sent home in Friday folders. Students will be required to obtain a parent signature on each report.

Grade cards are issued on a quarterly basis. Every nine- (9) weeks, students will receive from the office a copy of their grade report. The grade report will be handed to the student at the end of the school day. Parents are encouraged to inquire about student grades if no grade reports are seen in conjunction with the earlier mentioned *Critical Calendar Dates*.

Students in kindergarten through grade 2 will not receive letter grades on the grade card. Those students will receive a report measuring their progress on pre-determined objectives in each subject area aligned with the Common Core State Standards. The intent of this report is to supply the parent and the teacher with in-depth information geared toward assessing understanding in addition to achievement.

Third and Fourth grade students will receive letter grades. Those letter grades will be based upon the district grading scale.

The grading scale adopted by the Sturgeon Board of Education is as follows:

<b>100 – 90</b>	<b>A</b>
<b>89 – 80</b>	<b>B</b>
<b>79 – 70</b>	<b>C</b>
<b>69 – 60</b>	<b>D</b>
<b>59 - 0</b>	<b>F</b>

Grade point averages are calculated by the Lumen grading system on an eleven-point scale. This allows for a more precise distinction to be made between candidates for academic honors at the end of each year. The eleven-point scale is as follows:

**A (100-95%) 11 points**

**A- (94-90%) 10 points**

**B+ (89-87%) 09 points**

**NOTE: One can calculate one's**

**B (86-83%) 08 points**  
**B- (82-80%) 07 points**  
**C+ (79-77%) 06 points**  
**C (76-73%) 05 points**  
**C- (72-70%) 04 points**  
**D+ (69-67%) 03 points**  
**D (66-63%) 02 point's**  
**D- (62-60%) 01 point**  
**F (59-00%) 00 points**

**GPA by translating the grade assigned into its numeric equivalent. After summing all the numerals divide by the number of grades assigned. This number is the Grade-Point Average (GPA).**

Third and Fourth grade students qualify for placement on the honor rolls by maintaining a grade point average of 7.00 or better on the 11.00 point scale. There are two honor rolls: The "A" honor roll and the "B" honor roll.

To qualify for the "A" honor roll, a student must:

1. Have a 10.00 grade average or better.
2. Not have any "D's", "F's" or INC (incomplete) on the grade card.

To qualify for the "B" honor roll, a student must:

1. Have between a 7.00 and 9.99 grade average.
2. Not have any "D's", "F's" or INC (incomplete) on the grade card.

### ***Textbooks***

Textbooks are issued; free of charge, to all students enrolled. Students are responsible for proper care of the texts. Teachers maintain a log matching the books issued to the student. At the end of the year, the texts will be examined. Any books returned that are not serviceable will be charged to the student. There will be no fee for books returned in good repair.

### ***Library***

The library is to be used by students for specific purposes. Research, expanding on the regular curriculum and leisure reading constitute appropriate usage of the library. The quiet atmosphere of the library invites students to enter and learn new ideas. Talking above a whisper is allowed when working on a group project, reading with a partner, or participating in a storytime session or skills lesson. Any student not making good use of library time will be asked to return to the classroom.

All books and magazines should be returned in the drop box near the entrance. Students should not re-shelf material on their own. Please let the library staff know if a book has been damaged.

Books are checked out to students for a two-week period. If additional time is needed, the must bring in the book(s) to renew them for two more weeks. Elementary students may check out a maximum of two books at a time. Magazines are also checked out like a book by bringing it to the Circulation Desk to receive a manila folder.

Ready Reference materials are available for library use and classroom use only. They are not available for students to check out.

Students can use the computers in the library. Use of the computers is a privilege and violating computer-use rules may result in the loss of the use for a given time set by the librarian or principal.

Students are responsible for any materials they check out. If your library book is lost, stolen, or borrowed by a friend...the student whose name is on the account will be ultimately and financially responsible for all materials. Access to library materials may be revoked for not satisfying a financial obligation by the end of the each semester.

### ***Elementary Schedule***

7:15am	Building opened* - Breakfast Program
7:35am	4 <sup>th</sup> and 5 <sup>th</sup> grade will go to classrooms
7:45am	Class begins
7:45-10:30	K-2 Core Classes
7:50-10:25	K-3 Core Classes
10:45 - 11:15	Lunch (K-2)
11:25 – 11:50	Lunch (3-5)
12:00-3:00	Core Classes/Specials
3:00pm	Dismissal

\*The 7:15 am opening is for the Breakfast Program.

All students will participate in physical education, art, and music classes – each meeting for at least 50 minutes a week.

## **Student Conduct and Matters of Discipline**

The Board of Education has the legal authority to make all needed policies, rules, and regulations for organizing and governing the school district. ***This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students.*** These policies, rules and regulations will apply to all students in attendance in the districts instructional and support programs, as well as the school-sponsored activities and events.

What follows is a listing of possible consequences. Each building principal has been delegated the authority to mediate all disciplinary action for the students under his/her care.

Generally, students will not be sent to the office for minimal rules violations. Teachers will manage these behaviors in the class. Most of the time, minimal rule violations will result in loss of recess time. Should office referrals become necessary, however, students will be given the opportunity to express their “side of the story”.

Any class time missed for disciplinary reasons is unexcused and will be made up at the discretion of the teacher. **Students are responsible** for checking with the teacher at lunch or after school **for any assignments or classwork missed while the student is in the office as a result of disciplinary referral.**

Consequences can be broken down into four categories based on severity of the offense.

**Conferences.** These are discussions between the student, the teacher, the principal and the parent. Not every conference will include all the previously listed parties, but the process of correction often begins here.

**Detentions.** These are specified periods of time when the student must report to a specific location and spend thirty minutes of quiet time. These detentions can be teacher assigned or principal assigned. They can be either before school, during lunch or after school. The detention assignments are at the discretion of the teacher and / or the principal. *It should be noted that upon the fifth assigned detention, the student is required to report to the principal's office for two days of ISS.* (An explanation of ISS follows.)

**Alternative Classroom Placement (ACP)** – Alternative Classroom Placement for students will be a place where students who have difficulty functioning properly in the regular classroom will spend one to seven hours per day working on their academic studies for credit. The ACP is a highly structured and strict educational environment. Students assigned to the ACP must complete all of their assigned ACP time before they may return to the regular classroom. In the event a student chooses to not follow the ACP expectations and rules, the student will be assigned 3 days of OSS.

#### **ACP Rules and Expectations:**

1. Students will report to ACP by 7:45 a.m.
2. Students who miss any ACP time will make up the time before returning to regular classes.
3. Restroom breaks will be provided periodically (one before lunch and one after lunch).
4. Students will eat lunch in the ACP classroom.
5. Academic assignments will be collected from teachers for students to work on.
6. Students are responsible for bringing necessary materials.
7. Full credit will be given for work made-up while in ACP.
8. All school rules apply in ACP.
9. Students will remain seated in assigned seats and work on assignments or read appropriate material.



10. Talking or interfering with other students, sleeping, lounging and eating or drinking at any time other than lunch is not allowed.

11. Students will be given one warning if in violation of ACP rules.

12. Failure to comply will result in 3 days of OSS. At the completion of OSS, students will finish their ACP before returning to regular classes.

13. Students in ACP are not permitted to attend or participate in any extra-curricular activity from the time the ACP is assigned to the next school day after completion.

Any difficulty while in ACP or for matters more serious than what three days of ACP will accommodate, the fourth and last category of consequences is reserved:

***Out of School Suspension (OSS).*** A student can be put out of school by the grade level principal for as few as one (1) day and for as many as ten (10) consecutive school days. During a period of OSS the student is not authorized to attend school, be on school property, attend, or participate in any school-sponsored activity. If a student is suspended the day before a break (weekend or extended break) that student may not attend or participate in any school-sponsored activities that may occur over that break. Also, during the period of OSS, the student is not allowed to make up any missed work. All course work assigned will be recorded as zeros in teacher grade books. OSS is the most severe disciplinary maneuver leveraged against a student with the exception of being formally expelled from school by an act of the Board of Education. (NOTE: *Please review matters of student attendance.*)

A suspension from school for more than ten (10) consecutive school days will come from the Superintendent of Schools following a formal hearing.

With that said, let it be known that the wise and prudent student will never proceed past a conference with his / her teacher or principal. It only gets worse from there.

## **Student Discipline**

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

It is the policy of the Sturgeon R-V School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, 060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under § § 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter § 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.020, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence or violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) School days.

### **Examples of Rules Violations and Corresponding Consequences**

The following are descriptions of prohibited conduct. The Corresponding Consequences can be found on page 29. In addition to the consequences specified on page 29, school officials will

notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

**Dishonesty/ Academic Dishonesty** – Any act of lying, whether verbal, written, including forgery, talking during a testing period, exchanging answers or questions by any method before, during, or after an exam, plagiarizing or copying another person's work, allowing work to be copied.

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion on school property.

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

**Bus Misconduct** — (see Board policy JFCC) - Any offense committed by a student on a district-owned or contracted bus shall be addressed in the same manner as if the offense had occurred on school property and on school time. In addition, bus-riding privileges may be suspended or revoked. Students will be issued bus tickets for any violation of the posted school bus rules (see below) and/or violation of the student handbook discipline code. School bus drivers try to establish healthy relationships with student riders through positive communication. School bus drivers are encouraged to manage student behavior on the school bus just as classroom teachers are encouraged to manage student behavior in the classroom. In the event a student disrespects the safety of other school bus riders, the school bus driver's authority and/or violates a school bus rule, the student will be referred to the building principal using a bus conduct form.

### **Consequences of a "School Bus Conduct Report"**

The Sturgeon R-V School District has implemented a point system into the bus discipline policy. It is as follows:

Acquired Points For Each Infraction:

- 2 – Eating or drinking on the bus
- 2 – Excessive noise, talking, or cell phone use
- 2 - Not staying properly seated
- 2 – Littering on bus
- 3 – Abuse of school property
- 3 – Intimidation/harassment of others
- 3 – Disruptive/uncontrolled behavior
- 3 – Sticking/throwing objects out windows
- 3 – Display of inappropriate material
- 3 – Defiance of authority
- 3 – Safety violation
- 3 - Horseplay
- 5 – Matches/Lighters on Bus
- 5 – Abusive Language/Profanity
- 5 – Destruction of School Property

- 5 – Possession of illegal Drugs/Alcohol
- 5 – Theft
- 5 – Assault/Fighting
- 5 – Immediate removal due to unacceptable behavior

*Students will receive points for infraction of bus rules.*

**Accumulation of 4 points will result in a 3 – 5 day loss of riding privileges.**

**Accumulation of 8 points will result in a 5 – 10 day loss of riding privileges.**

**Accumulation of 12 points will result in a 10 – 20 day loss of riding privileges.**

**Accumulation of 16 points will result in a minimum 30 day loss of riding privileges.**

**Accumulation of 20 points will result in a loss of riding privileges for the remaining school year.**

Students will be able to delete 1 point for each 30 days of good behavior without bus conduct reports of any kind starting from the date of most recent infraction. The baseline of the point system is zero. For better communication, minor violations may receive a “Warning Notice” with no point assessment.

Any infraction of district policies may result in disciplinary action. **Any action determined to be life threatening or putting lives in danger, will be automatically considered serious, and immediate consideration of a 5 to 180 day suspension will occur.**

The following rules are posted in every school bus operated by Sturgeon R-V Schools:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

**Racial Slur-** Use of language (written or verbal) meant to defame a person’s race or ethnic origin.

**Disparaging or Demeaning Language** – Use of words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e., name calling, threats of violence or defamation of a person’s race, religion, gender or ethnic origin. Constitutionally protected speech will not be addressed

**Bullying** – (see Board policy JFCF) –

*Bullying B* In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying B* A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day B* A day on the school calendar when students are required to attend school.

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

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

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

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation, imitation drug, herbal preparation or tobacco product.
- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.
- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances

identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

**False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

Parents of students involved in a fighting incident will be notified by phone. Local law enforcement officials will also be notified.

**Inappropriate Language Use in the Classroom/Building** – Using profanity or expletives while in class or in the hallways or at any school-sponsored activity.

**Public Displays of Affection** – Physical contact that is inappropriate to the school setting. .  
*Examples of inappropriate physical contact include kissing, groping, hugging, arms around one another, and hand holding.*

**Hazing** – (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance or 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 occur even when all students involved are willing participants.

**Sexual Harassment** – (See Board Policy AC and regulation AC-R) –

Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student’s educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student’s educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

**Technology Misconduct** – (see Board policy EHB and regulation EHB-R)

(see also Acceptable Uses of Technology) – Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level or privilege without authorization; to introduce computer “viruses,”

“hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering / blocking device.

Violation other than those listed in “a” of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

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

**Truancy** – Absence from school without the knowledge or consent of parents or guardians or school administration.

**Vandalism** – (See Board Policy ECAB) – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

**Weapons** – (See Board Policy JFCI) – Possession or use of any instrument or device, other than those defined in 18 U.S.C. of SS 571.010.RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person. Also considered here is the possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in SS571.010.RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

## Sturgeon Elementary School Discipline Plan

**EACH BUILDING LEVEL PRINCIPAL HAS THE AUTHORITY TO SELECT ANY OR ALL CONSEQUENCES DEPENDING ON THE SEVERITY OF THE OFFENSE.**

<b>Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>Student Cell Phone at School</b>	Confiscated and Parent/Principal Conference.	Confiscated and 1/2 Day ACP	Confiscated and 1 Day ACP	Confiscated and 3 Days ACP.
<b>Recording by Students</b>	3 Days ACP	5 Days ACP	5 Days OSS	10 Days OSS Referred to Superintendent
<b>Academic Dishonesty</b>	0 Credit and Principal Conf.	0 Credit and 1 Day ACP	0 Credit and 3 Days ACP	0 Credit and 5 Days ACP
<b>Lying to a Staff Member</b>	Recess Detention	Lunch Detention	½ Day ACP	1 Day ACP
<b>Arson</b>	10 Days OSS, Referred to Supt. and Law Enforcement Notified			
<b>Assault (With Intent To Do Bodily Harm)</b>	10 Days OSS, Referred to Supt. and Law Enforcement Notified			
<b>Racial Slur</b>	3 Days ACP	5 Days ACP	5 Days OSS	10 Days OSS Referred to Superintendent
<b>Disparaging or Demeaning Language</b>	1 Day of ACP	3 Days ACP	5 Days ACP	5 Days OSS
<b>Bullying</b>	1 Day ACP	3 Days ACP	5 Days OSS	10 Days OSS Referred to Superintendent
<b>Disrespectful or Disruptive Speech/Conduct</b>	1 day of ACP	2 Day of ACP	3 Days of ACP	5 or more Days of ACP
<b>Extortion</b>	1 Day OSS	3 Days OSS	5 Days OSS	10 Days OSS Referred to Superintendent
<b>Drugs/Alcohol &amp; Tobacco Group A</b>	5 Days OSS	10 Days OSS Referred to Superintendent		



<b>Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>Drugs/Alcohol Groups B &amp; C</b>	10 Days OSS Referred to Superintendent			
<b>False Alarms</b>	10 Days OSS Referred to Superintendent			
<b>Fighting/Assault</b> (With Hands, Fists, and/or Feet)	1 Days OSS	3 Days OSS	5 Days OSS	10 Days OSS Referred to Superintendent
<b>Pushing/Shoving Horseplay</b>	1 Day of ACP	2 Days of ACP	3 Days of ACP	4 or more Days ACP
<b>Inappropriate Language</b>	½ day of ACP	1 Day ACP	3 Days ACP	5 Days ACP
<b>Inappropriate Language Towards Staff</b>	1 Day ACP	3 Days ACP	5 Days ACP	5 Days OSS
<b>Public Display of Affection</b>	½ day of ACP	1 Day ACP	3 Days ACP	
<b>Hazing</b>	1 Day ACP	3 Days OSS	5 Days ACP	3 Days OSS
<b>Sexual Harassment</b> (Non-Physical)	1 Day ACP	3 Days ACP	5 Days ACP	5 Days OSS
<b>Sexual Harassment</b> (Physical Contact)	1 Day OSS	3 Days OSS	5 Days OSS	10 Days OSS Referred to Superintendent
<b>Technology Misconduct</b>	20 Day Suspension of Privileges	1 Day ACP and 45 Day Suspension of Privileges	3 Days ACP and 90 Day Suspension of Privileges	5 Days ACP and Suspension of Privileges for rest of school year
<b>Theft</b>	Restitution, 1 Day ACP, Law Enforcement Notified	Restitution, 3 days ACP, Law Enforcement Notified	Restitution, 5 Days ACP, Law Enforcement Notified	5 Days or more OSS
<b>Truancy or Skipping</b>	1 Day ACP	3 Days ACP	5 Days ACP	5 Days ACP per offense
<b>Vandalism</b>	Restitution, 3 Days ACP, Law Enforcement Notified	Restitution, 5 Days ACP, Law Enforcement Notified	Restitution, 5 Days OSS, Referred to Superintendent, Law Enforcement Notified	Restitution, 10 Days OSS, Referred to Superintendent
<b>Weapons</b>	10 Days OSS Referred to Superintendent			
<b>Tardy</b>	4 <sup>th</sup> and 5 <sup>th</sup> Tardy = Principal's Conference	6 <sup>th</sup> Tardy = 1 Lunch Detention	7 <sup>th</sup> Tardy = Principal's Detention	8 or More = 1 Day ACP per tardy

Due to the variety of reasons why a student may be referred to the office for disciplinary action, it is impossible to list all incidents. The aforementioned are to be used as a guide. As a final rule however:

**4<sup>th</sup> Office Referral** – for any reason, the student will be subject to a minimum of 1 day ACP.

**5<sup>th</sup> Office Referral** – for any reason, the student will be subject to a minimum of 2 days ACP.

**6<sup>th</sup> Office Referral** – for any reason, the student will minimally be subject to 3 days ACP.

**7<sup>th</sup> Office Referral** – for any reason, the student will minimally be subject to 4 days ACP.

**8<sup>th</sup> Office Referral** – for any reason, the student will minimally be subject to 5 days ACP.

**Subsequent Office Referral** – for any reason, the student will be required to appear before the superintendent of schools and will be subject to OSS beyond 10 days and not limited to complete expulsion from the Sturgeon R-V School District.

Note: Special consideration will be given to students protected under P.L. 94-142 / IDEA or Section 504 of the Rehabilitation Act.

**Parents and Students may report threats of violence against students, teachers, and schools to the Missouri School Violence Hotline at 1-866-748-7047 Monday – Friday from 7 AM – 6 PM.**

Due to the variety of reasons why a student may be referred to the Office for disciplinary action, it is impossible to list all incidents. The aforementioned are to be used as a guide. As a final rule, however, **upon the fourth office referral for any reason, the student will be minimally subject to ISS. On the fifth office referral, the student will be subject to a minimum of OSS. On the sixth office referral the student will minimally be subject to 10 days of OSS. On any subsequent office referral, the student will be required to appear before the Superintendent of Schools and will be subject to OSS beyond 10 days and not limited to complete expulsion from the Sturgeon R-V School District.**

NOTE: Special consideration will be given to students protected under P.L. 94-142 / IDEA or Section 504 of the Rehabilitation Act.

## **PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS**

The Board of Education believes that the education of each student is a responsibility shared by the school as well as the family. The Board recognizes the need for a constructive partnership between districts and families that will provide for two-way communication and foster educational support for students and families.

The Board also recognizes the special importance of parental involvement to the success of its Title I, Migrant (MEP), and Limited English Proficiency (LEP) programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

In keeping with these beliefs, it is the intention of the district to cultivate and support active parental involvement and to set and realize goals for parent-supported student learning. The district will:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

2. Implement strategies to involve parents in the educational process, including:

- \* Keeping families informed of opportunities for involvement and encouraging participation in various programs.

- \* Providing access to educational resources for parents/families to use together with their children.

- Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.

3. Enable families to participate in the education of their children through a variety of roles. For example, family members should be given opportunities to:

- \* Provide input into district policies.

- \* Volunteer time within the classrooms and school programs.

4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies. .

5. Perform regular evaluations of parent involvement at each school and at the district level.

6. Provide access, upon request, to any instructional material used as part of the educational curriculum.

7. If practicable, provide information in a language understandable to parents.

## **Title I Parent Involvement**

### ***District Policy***

Pursuant to federal law, the district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy. This policy will describe how the agency will accomplish the following:

- \* Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
- \* Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
- \* Build the schools and parents capacity for strong parental involvement.
- \* Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
- \* Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who, are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

## PUBLIC NOTICE

**Free and Appropriate Public Education** - All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. The public school assures that to comply with the full educational opportunity goal, services for students three (3) through twenty (21) will be fully implemented by 1999. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders, (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The public 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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 Right and Privacy (FERPA). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of Superintendents of Schools. The Local Compliance Plan is written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district. This notice can be provided in languages such as Chinese, Spanish, Arabic, and Vietnamese or any other language as may be necessary.

**School Violence/ Violent Behavior** - *The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities.*

**Searches** - *The district will search lockers and other school property used by students and drug dogs may be used to search lockers, backpacks, purses and cars parked on the school lot. (Board policy JFG)*

**Protection of Student Rights** - *All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the children.*

*No student, as part of any federally funded program, shall be required without prior parental consent in writing to submit to a survey, analysis, or evaluation that reveals information concerning:*

- 1. Political affiliations;*
- 2. Mental and psychological problems potentially embarrassing to the student or his/her family;*
- 3. Sexual behavior and attitudes;*
- 4. Illegal, anti-social self-incriminating and demeaning behavior;*
- 5. Critical appraisals of other individuals with whom respondents have close family relationships;*
- 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or*
- 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), the school district shall give parents and students effective notice of their rights under this policy.*

**ACCEPTABLE USE OF TECHNOLOGY GUIDELINES  
STURGEON R-V SCHOOL DISTRICT**

**Access to the Internet is an unparalleled opportunity to interact with the world. The opportunity brings with it a number of responsibilities. Your access to the electronic network and resources within the Sturgeon R-V Schools MAY BE REVOKED for abusive conduct. Suspensions may also be a result of inappropriate conduct. Remember that our Internet Provider DOES track any and all use/ misuse!**

ABUSES include, but are not limited to, the following examples:

1. Accessing private files (even if those files are unprotected).
2. Accessing or participating in electronic mail without teacher instruction or supervision.
3. Attempting to break the security system.
4. Illegally copying software.
5. Placing unlawful information on or throughout the computer system.
6. Using obscene, abusive or otherwise objectionable language or messages.
7. Accessing pornographic materials.
8. Accessing inappropriate text files.
9. Attempting to harm or destroy data, files or another user.
10. Uploading or downloading games, programs, or computer viruses.
11. Harming or destroying the Wide Area Network or other networks connected to the Wide Area Network.
12. Harming or destroying computer hardware and other peripherals—as well as **NO** food and drink around or near the computer hardware or peripherals.
13. Using the network to facilitate illegal activity.
14. Using the network for commercial or “profit” purposes.
15. Using the network for product advertisement.
16. Misrepresenting other users on the network.
17. Intentionally modifying passwords belonging to other users.
18. Accessing and participating in relationship pages, instant messaging, chat rooms (or any other way to distribute PERSONAL information or trying to meet or contact people through these pages, so that you can be contacted by other participants--inside or outside our Local Area Network).

I have read the guidelines above and understand the consequences that may be a result of not following them.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Parent Signature (K-8 grades)

\_\_\_\_\_  
Teacher Name

\_\_\_\_\_  
Class

# Signature Page

*The signature page is a vital part of each student's record file. It is a mandatory element in the student's enrollment within the Sturgeon R-V School District. Please sign, remove from the "Handbook" and return (either in person or by mail) this signature page. If hand delivered, please bring to the Elementary Office. If delivered by mail, please address it to:*

*Sturgeon R-V Elementary  
210 West Patton  
Sturgeon, MO 65284  
Attention: Student Records*

**STUDENT'S NAME:** \_\_\_\_\_

***I have read the "Sturgeon R-V Elementary School Parent / Student Handbook and Discipline Policy" (revised and Board approved July 2016), and understand its contents.***

***Parent/Guardian Signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_



# Homework and Grading Policies

***“All Bulldogs succeed in learning through commitment, accountability, and teamwork.”***

## **Sturgeon R-V Elementary and Middle School Homework and Grading Policies**

*Guidelines for the Assignment of Homework and Responsibilities of Students, Staff, Parents, and Administration*

### **I. Purpose:**

Homework contributes toward building accountability, self-discipline and lifelong learning habits. It is the intention of the Sturgeon R-V Elementary and Middle School staff to assign relevant, meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are modified based on students’ individual needs (i.e. ELL, IEP, 504 Plans).

#### **Homework assignments include:**

- **Practice** exercises to follow classroom instruction
- **Review** of various skills and concepts to prepare for assessments
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

### **II. Responsibilities of Stakeholders**

<p><b>Responsibilities of Administration:</b></p> <ul style="list-style-type: none"> <li>• Will enforce the homework policy and procedures</li> <li>• Will meet with students who are habitual offenders</li> <li>• Will meet and communicate with parents</li> <li>• Monitor student progress</li> <li>• Will provide feedback to staff</li> </ul>	<p><b>Responsibilities of Staff:</b></p> <ul style="list-style-type: none"> <li>• Assign relevant and meaningful homework that reinforces classroom learning</li> <li>• Give clear instructions and make sure students understand the purpose</li> <li>• Give feedback and/or correct homework</li> <li>• Communicate with other teachers</li> <li>• Involve parents and contact them if a pattern of late or incomplete homework develops</li> </ul>
<p><b>Responsibilities of Students:</b></p> <ul style="list-style-type: none"> <li>• Write down assignments in the “Sturgeon R-V School Student Agenda” (grades 2-8)</li> <li>• Be sure all assignments are clear; don’t be afraid to ask questions if necessary</li> <li>• Set aside a regular time for studying</li> <li>• Find a quiet, well-lit study area</li> <li>• Work on homework independently whenever possible, so that it reflects student ability.</li> <li>• Produce quality work.</li> <li>• Make sure assignments are done according to the given instructions and completed on time.</li> </ul>	<p><b>Responsibilities of Parents:</b></p> <ul style="list-style-type: none"> <li>• Set a regular, uninterrupted study time each day</li> <li>• Establish a quiet, well-lit study area</li> <li>• Monitor student’s organization and daily list of assignments in their agenda and MS homework site</li> <li>• Help student work to find the answer, not just get it done</li> <li>• Be supportive when the student gets frustrated with difficult assignments</li> <li>• Contact teacher to stay well informed about the student’s learning process</li> </ul>

### III. Time

Actual time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load. ***If your child is spending an inordinate amount of time doing homework, you should contact your child’s teachers.*** Students are encouraged to pursue non-assigned, independent, leisure reading.

Average Nightly Homework Time Frames	
Kindergarten	Short Homework Monday and Wednesday Suggested: Up to 15 minutes of reading per night
First Grade	10 Minutes per night (Monday-Thursday) Suggested: Up to 15 minutes of reading per night
Second Grade	20 Minutes per night (Monday-Thursday) Suggested: Up to 15 minutes of reading per night * Students may be required to spend time on the weekends for any Long-term assignments and required reading
Third Grade	30 Minutes per night (Monday-Thursday) Suggested: Up to 15 minutes of reading per night *Students may be required to spend time on the weekends for any Long-term assignments and required reading
Fourth Grade	40 Minutes per night (Monday-Friday) * Students may be required to spend time on the weekends for any Long-term assignments and required reading
Fifth Grade	50 Minutes per night (Monday-Friday) * Students may be required to spend time on the weekends for any Long-term assignments and required reading
MS 6-8	60-90 Minutes per night (Monday-Friday) * Students may be required to spend time on the weekends for any Long-term assignments and required reading
*Actual time required to complete assignments will vary with each student’s study habits, academic skill, and selected course load.	

### IV. Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as such. Work on these projects may exceed the maximum minutes per night. However, time may be given in class over several school days. Any project that will exceed 60-90 minutes you will receive prior notification from your child’s teacher.

## V. Homework for Absent Students

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent. It is the students' responsibility to collect assignments missed due to an illness or absence. Parents are strongly encouraged to call the Elementary or Middle School office before noon to request and pick up assignments for the day(s) missed.

## VI. Grading Scale (Grades 3-8)

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

## VII. Grading Policy

A grade should be a reflection of what a student has learned. Learning should be directly related to the Essential Learning Outcomes (ELOs) as defined through the Professional Learning Communities (PLC) process.

When assigning grades for each student the teachers will use the following criteria:

<b>A letter grade should include:</b>	<b>A letter grade should not include:</b>
<ul style="list-style-type: none"><li>• Assignments/homework directly related to an Essential Learning Outcome</li><li>• Tests and Quizzes directly related to an Essential Learning Outcome</li><li>• Projects directly related to an Essential Learning Outcome</li></ul>	<p><b>Non-Academic purposes which include the following but not limited to:</b></p> <ul style="list-style-type: none"><li>• Behavior/Conduct points</li><li>• Responsibility (preparedness)</li><li>• Participation Points (exceptions include P.E., Band, Music)</li><li>• Attendance/Punctuality</li><li>• Extra Credit</li><li>• Diagnostic/Benchmark assessments</li></ul>

### **VIII. Late Work Policies**

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy:

- **partial credit**
- **late work will be completed 1 week prior to the end of the grading period (only exception will be due to and absence)**
- **missed reward activity**
- **communication with parents**
- **after school detention**

The overall grade of the assignment will be reduced if not completed on time. After grading has been completed ***the grade will be reduced by the following percentages in these grade spans:***

***Grades 3 and 4 reduced by 10%***

***Grades 5 and 6 reduced by 20%***

***Grades 7 and 8 reduced by 30%***

Zeros are not permitted at Sturgeon R-V Elementary and Middle Schools. The assigned work from the teacher will be completed. **ALL Sturgeon Elementary and Middle School Students** are required to comply with the homework policy expectations and procedures.

***Late work is defined as follows in these grade spans:***

***Grades 3, 4, and 5: Homework will be turned by 8:00am on the day that it is due.***

***Grades 6, 7, and 8: Homework is late if a student does not have it completed when they come to class.***

**VIII. The procedure and consequences for late assignments are as follows:**

Step	Procedure	Consequence	Communication
Step 1	<ul style="list-style-type: none"> <li>Homework is not completed on the day it is due</li> </ul>	<ul style="list-style-type: none"> <li>The student will be assigned ACP/ working lunch (MS) or recess detention(EL)</li> </ul>	
Step 2	<ul style="list-style-type: none"> <li>Homework is not completed during ACP/ working lunch (MS) or recess detention(EL)</li> </ul>	<ul style="list-style-type: none"> <li>The student will be required to attend a study session on Friday during Intervention/Enrichment time (K-8)</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teacher will contact the parents</li> </ul>
Step 3	<ul style="list-style-type: none"> <li>Homework is not completed during the study session on Friday during Intervention/Enrichment time (K-8)</li> </ul>	<ul style="list-style-type: none"> <li>The student will be required to attend a mandatory after school homework help session that will be offered once per week</li> </ul>	<ul style="list-style-type: none"> <li>Teacher will contact the parents to notify them their student is required to stay for a Homework Helper session</li> <li>Classroom teacher will provide an academic work folder/assignment sheet for each student</li> </ul>
Step 4	<ul style="list-style-type: none"> <li>Homework is not completed during the mandatory after school homework help session</li> </ul>	<ul style="list-style-type: none"> <li>Saturday detention</li> <li>Skipping Saturday (8:00am-12:00pm) detention will result in one day of ACP</li> </ul>	<ul style="list-style-type: none"> <li>Principal will contact the parents to inform them their child will be required to attend of Saturday detention from 8:00am-12:00pm</li> <li>Classroom teacher will provide an academic work folder/assignment sheet for each student</li> </ul>