

Sturgeon R-V High School

Home of the Bulldogs



Learners today...Leaders tomorrow

Parent/Student Handbook & Discipline Policy

2017 - 2018 Academic Year

Board Approved

, 2017

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School colors: Blue & White

School mascot: Bulldog

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GENERAL INFORMATION

This handbook is intended to briefly describe programs and services available to 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 appropriate grade-level principal or the Office of the Superintendent.

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 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 staff, students, the public, educational programs and services of the district and individuals with whom the Board does business.

It should be the policy of the Board that individuals be assured the opportunity for an orderly presentation and review of grievances, which should aid in the elimination of discriminatory acts. Student Grievance forms can be obtained from the Guidance Counselor at each school; the Counselors are also the Title IX Coordinator for their school.

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Governance & Administration

The Sturgeon R-V School District 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 Superintendent's Office at 210 West Patton Street. Any patron of the district is welcome to attend monthly Board meetings. Should a patron desire to appear before the Board, he/she should contact the Office of the Superintendent to request 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 decisions in all matters are final.
5. If this procedure does not satisfy the complainant, the Department of Elementary and Secondary Education in Jefferson City, Missouri 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.)

Mission & Vision

District Mission Statement

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

High School Mission Statement

Learners today ... Leaders tomorrow

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 sets 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.

Facilities and Safety

The Sturgeon R-V School District is divided into two building levels. Grades K-8 (elementary and middle school) is located in the building at 210 West Patton. Grades 9-12 are located at the high school building at 24350 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. unless students are involved in a supervised after school activity. On Wednesdays, student supervision ends at 12:25 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. 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.

The high school building is equipped with video cameras which may be used to record activity during the school day.

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. Fire drills, tornado drills and earthquake drills are conducted twice each year. One intruder drill is conducted each year. Emergency procedure flip charts are posted in each classroom. These protocols include 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.

An AED and First Aid Kit are mounted in the commons area adjacent to the gymnasium entrance.

Food Service

Balanced and nutritious meals are available to every student in the Sturgeon R-V School District. Meals are served twice during the school day. Breakfast is available to high school students 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 lunches must be paid for in advance. It is preferred that lunches be paid for in weekly, biweekly or monthly installments. If students intend to pay for their lunches in cash, they should deliver exact change. **If a student's lunch account balances fall 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.**

Lunches 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. If a student does not qualify for free or reduced lunch prices and his/her family's financial status changes during the school year, the family can reapply or apply for the first time at any time throughout the school year.

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 daily bulletin from our web site.

School lunch prices are as follows:

	Breakfast	Lunch
1. K-8	\$1.45	\$2.35
2. 9-12	\$1.45	\$2.60
3. Adult	\$1.75	\$2.60
4. Extra Milk	\$0.45	\$0.45
5. Snack Bar (High School)	N/A	TBA

No student will be allowed to purchase a carbonated or caffeinated beverage at the school at any time during the school day.

By using a check for payment of lunch, you agree to the following terms: In the event that 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.

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 insect sting, foods, and/or medications
- A medical diagnosis (e.g. asthma, seizures, diabetes)
- A hearing or vision deficit
- A daily medication requirement (i.e. Prescription medications)
- Any special medical need that requires attention while at school or in the classroom
- Medical history that will assist 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, and respiratory infections. The following are good health practices & 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 Fahrenheit or higher
 - Vomiting or diarrhea
 - A persistent cough*
 - A generalized rash*
 - 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 Fahrenheit or higher (without medication to reduce fever)
 - Vomiting or diarrhea
 - A persistent cough*
 - A generalized rash*
 - Other ongoing symptoms of illness or discomfort

***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 excused home and must be treated and all nits removed before returning to school. Upon returning to school, please bring your child to the nurses' office to be checked for appropriate and effective treatment.

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 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 can 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 so that no break in medication cycle occurs.

- **Controlled Substances**

Medications such as Ritalin and other psychotropic drugs are controlled substances. An adult MUST deliver medications of this variety to the school. 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 in their possession.

- **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 will only be administered as directed on the label of the medication.

- **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 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, and 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/Chemical Sensitivities**

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/chemical sensitivity 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 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 from 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.

Notice Regarding Searches

Students have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas.

The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.

The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.

Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars may occur in accordance with the law.

The district may require a student to submit to a drug or alcohol test if there is a reasonable suspicion that the student has consumed prohibited substances.

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 cancellations:

Television

ABC: KMIZ (Columbia channel 17)

CBS: KRCG (Columbia channel 13)

NBC: KOMU (Columbia channel 8)

Radio

KWIX-KRES (Moberly)

KFRU (Columbia)

KXEO (Mexico)

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.

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 the **Bus Misconduct** section of the handbook 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.

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 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.

STUDENT POLICY & PROCEDURES

Acceptable Uses 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 School District may be revoked for abusive conduct. Abuses include, but are not limited to the following examples:

- Accessing private files (even if those files are unprotected).
- Accessing or participating in chat rooms without teacher instruction or supervision.
- Attempting to break the security system.
- Illegally copying software.
- Placing unlawful information on or throughout the computer system.
- Using obscene, abusive, or otherwise objectionable language, messages, images, or symbols.
- Accessing pornographic materials.
- Accessing inappropriate text files.
- Attempting to harm or destroy data, files, or another user.
- Uploading or downloading of computer viruses, games, or programs.
- Harming or destroying the wide area network (WAN) or other networks connected to the WAN.
- Using the network to facilitate illegal activity.
- Using the network for commercial or "profit" purposes.
- Using the network for product advertisement.
- Misrepresenting other users on the network.
- Intentionally modifying passwords belonging to other users.
- 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 that you can be contacted by other participants on 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.

Athletics

Athletic competition and academic achievement often go hand-in-hand. It is with this in mind that interscholastic competition is made available. The Sturgeon R-V High School employs a full-time, certified Athletic Director. The Athletic Director is responsible for setting the schedule of competitions and ensuring compliance with all the regulations of the Missouri State High School Activities Association (MSHSAA). Any questions or comments about the athletic program should be directed through the Athletic Director.

The Sturgeon R-V High School provides the opportunity for both varsity and junior varsity interscholastic competition. Both men's and women's competition is available and all interested students are encouraged to participate.

The fall sports include men's baseball and women's softball and golf. The winter sports include men's and women's basketball. The spring sports include men's baseball, men's golf and men and women's track.

Each participating student-athlete must meet eligibility requirements of (MSHSAA). These requirements include medical, academic and citizenship standards. Each student-athlete must provide evidence of a physical examination from a licensed physician prior to beginning practices. Each student-athlete must have successfully completed **3.0 Carnegie units** of credit in the previous semester of coursework. In other words, academic eligibility for any given semester is determined by the previous semester's cumulative grade report. The only students who are inherently eligible are first-semester ninth grade students. Each student-athlete must demonstrate good citizenship by adhering to the rules and regulations of the school district. Disciplinary action leveraged against a student-athlete can include suspensions from competition and expulsion from the team. Student-athletes must also maintain a **4.0 grade point average** on the 11-point scale. This equates to a "C" average for all courses during the semester. If the student-athlete does not meet this minimum academic requirement, they can be subject to a long-term suspension from competition or even expulsion from the team. For more information about each season's competition schedule, please contact the Athletic Director.

Please refer to the Athletic/Activities Handbook for more information. The Athletic Director at Sturgeon R-V is Kevin Hicks.

Attendance

Attendance at Sturgeon High School is three fold.

First, there is the following policy which deals with make-up work. Second, attendance required for Earning Credit (page 30-31), excused absences do NOT excuse missed time for Earning Credit. Thirdly, for a student to earn A+ they must have 95% attendance during their high school career. Please make note of these items.

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 a student to be absent from school, a parent or guardian should call the school and notify the administrative assistant or the principal no later than 7:45 a.m. on the day(s) the student is absent. Upon returning to school, the student can submit a written note to the office and must pick up an **Admit Slip** before returning to class.

Any student with an **excused absence** (e.g. personal illness, death in the family, etc.) 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 school days, they will be expected to be fully caught up after three days of being back in school.)

Any student with an **unexcused absence** will be given the opportunity to make up their work during Saturday School and the work will be viewed as late being worth 70%.

Students must be enrolled in four class periods in order to be eligible to **participate in extra-curricular activities**. All students must be in attendance for at least four periods on any given school day in order to be eligible to participate in or attend any school related activity on that day. If a school related activity takes place over a weekend or during days in which school is not in session, a student must have attended school at least four periods on the last day school was in session in order to attend or participate in that activity (with the exception of Christmas/Winter Break).

Students need to be aware that non-attendance directly affects their ability to earn credits. Please review the Earned Credit Policy concerning attendance.

Students who accumulate ten consecutive unexcused absences will no longer be enrolled at Sturgeon High School due to non-attendance.

Drug Testing – Extra-Curricular/Co-Curricular Activities

Any student wishing to participate in athletics, attend field trips, or any other extra-curricular/co-curricular activities at Sturgeon High School will be subject to random drug testing. Parent consent forms must be signed and returned to the office within 10 days of the beginning of the school year.

If a student chooses not to turn in a signed drug consent form within 10 days, they will be ineligible for any athletics, field trips or other extra-curricular/co-curricular activities. Please refer to the Sturgeon R-V Athletic/Extra-Curricular Handbook for details on the district's drug testing policy. (Extra-curricular activities include all school sponsored dances.)

Food and Drink

All food and drink will be consumed in the cafeteria. Classrooms, hallways and lockers are not appropriate places for food or drinks. **Any food or drink found in these areas will be confiscated and thrown away.** If you bring your lunch to school, or if you bring something

to drink with your lunch, these items must remain **unopened** in your locker until the lunch period. Any opened food or drink items found in your locker or on your person will be **confiscated and thrown away** and the consequences in the discipline section of this handbook will be enforced.

The exception to this policy is water. Research shows that water hydrates one's brain. Therefore, students may have water and only water in clear containers throughout the day. There are exceptions to the water portion of this policy, i.e. when using computers.

General Classroom Guidelines for Student Conduct

There are two prevailing beliefs that govern general classroom conduct, these 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:

1. Be prepared for class each day.
2. Have all appropriate materials with you when you report to class.
3. Be in your assigned seat when the tardy bell rings.
4. Use language that is appropriate to the classroom setting. Use of profanity will not be tolerated.
5. Teachers dismiss classes, not the bell.
6. Any movement of classroom furniture, manipulation of classroom light switches or window dressings should be by consent of the teacher only.
7. No unauthorized use of cell phones or electronic devices.

Other classroom rules may be posted and enforced at the discretion of the individual teacher. The above listing is not all encompassing.

Hall Procedure

Every student will be assigned to an instructional area during the course of the school day. The student is expected to stay in that assigned area unless properly released by the teacher to travel elsewhere. Students will be given a hall pass by the teacher. Should a student need to conference with a teacher or the principal during a class period, that student should have previously secured a hall pass.

When moving through the building, students will maintain a conversational tone. There are three minutes allotted to move between classes. It has been shown that this is ample time to make it from class to class on time.

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.

It should be noted that the Sturgeon R-V Board of Education has authorized a closed campus lunch policy (effective 2001-2002 school year). Students are not to leave the building during lunch.

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 the same day, s/he will report to the principal's office and sign back in. If the student returns on a different day, s/he will secure an Admit Slip from the principal's office before returning to class.

Library

HS Library - Student Handbook

The library will be open from 7:45 a.m. - 3:15 p.m. each school day. Students needing to use the library before or after school will need to make arrangements with the librarian. The library will be closed for lunch. The library may be used by students for research, class work, testing, and leisure reading.

The atmosphere in the library needs to be at a quiet whisper level if there are students taking exams or reading. If students are working on a project together, they can talk at a normal talking level. Any student not making good use of library time will be asked to leave. All students need to bring a pass from their sending teacher.

All books should be returned in the drop box by the entrance. Students should not re-shelf books on their own. Reference materials are available for inside the library or classroom use only. They are not available for overnight use.

Books are checked out to students for a two-week period. If additional time is needed, the student must bring in the book(s) to renew them. Magazines may be checked out two at a time for the length of the week by filling out the form on the clipboard. Students will be responsible for marking off their name when they return the magazine(s). Videos can be checked out by members of the staff only.

Students can use the library computers by logging into their account. Only one student is allowed to use the computer at a time unless they are working on a group project. Each student will be limited to a 30-minute computer time limit if there are other students waiting. The use of the computers is a privilege and violating the rules may result in the loss of use.

Students will be held responsible for materials checked out, whether lost, stolen or borrowed by a friend; the student who checked out the material is ultimately and financially responsible for all materials. Access to the library will be revoked for not satisfying a financial obligation to the library.

Lockers

Every student, grades 9-12 can be assigned a locker. The locker will be assigned at the beginning of each school year as a part of the registration process. The administrative assistant to the principal will assign the student's lockers. Students may check out locks for their lockers from the high school office. Any damage to the lock or locker will be assessed to the student and they will be held responsible for paying for repairs or replacements. Only school issued locks will be used to secure lockers. The principal (at the expense of the student) will remove any non-approved locks.

Please note that lockers are property of the school district and unannounced administrative searches can be conducted at any time.

Lunch Break

As stated above, the lunch break is closed. This means that all students are to remain in the building during the lunch break. Ample seating is available in the cafeteria and students are expected to stay in this area until the break is over. Students are not to be in the classroom areas of the building or at/in their lockers during the lunch break without permission.

Due to the potential disruption to the education environment, there will be no guests allowed during the lunch break. Parents/guardians who call ahead of time may be granted an exception to this rule. In addition, persons may not bring food into the cafeteria for students.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice during the school year, once in the fall and once in the spring. Throughout the school year, parents are able to make an appointment with any teacher or principal to discuss their student.

Participation in Class Activities

Throughout the school year, regular class meetings will be held. Each class (freshman, sophomore, junior and senior) will be assigned at least two teachers as class sponsors. The agendas for each class meeting will be set by the class sponsors.

Each student enrolled at Sturgeon High School will owe class dues each year (with the exception of the student's senior year). The amount of class dues are as follows:

Freshman Dues:	\$20.00
Sophomore Dues:	\$20.00
Junior Dues:	\$60.00

Dues will be paid to the elected class treasurer. The class dues will need to be paid by the end of the first quarter. Concessions may be imposed for lack of payment.

A student who transfers into the district during their senior year will owe \$25 to the senior class.

During a student's junior year, he/she will be expected to work two to three games during the regular season and two games during the Annual Sturgeon Invitational Tournament. Juniors who do not work the concession stand will be fined \$10 for each game not worked.

Any student enrolled at Sturgeon High School who does not pay fines or class dues will not be allowed to attend the Junior/Senior Prom during that school year.

Class dues cannot be transferred to another school district.

Participation in Field Trips during the School Day

Occasionally students may have an opportunity to participate in an academic related field trip during the school day. Students are eligible to attend field trips only if they are not failing other classes that will be missed as a result of the trip. If a student is failing one

class that will be missed as a result of the trip, the student may not participate in the field trip.

Participation in Multiple Extra-Curricular Activities

Students may and are encouraged to participate in as many different school-sponsored extra-curricular activities as they are interested in. Sometimes, throughout the school year, activities from these extra-curricular groups may overlap. If this occurs, the student should make sure each teacher sponsoring the activity is aware of the conflict.

When a student has two (or more) activities occurring at the same time – as a general rule, participation in a state competition will take precedence over any other type of competition or practice. Participation in a District competition will take precedence over conference competition. Conference competition will take precedence over any other regularly scheduled competition. Regularly scheduled competitions will take precedence over any kind of extra-curricular practice. Precedence will be given to any activity which has a class grade attached to it over any other extra-curricular activity.

Punctuality

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 separate occasions per semester. The following consequences will occur following subsequent unexcused tardies:

4th- Principal's Detention

5th and any subsequent tardy – the student will serve one day in A.C.P. for each additional tardy

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 a child's education. Parents of students 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 of 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.

A fee per copy of official records may be assessed to all graduates or other students who have terminated their education. The fee for copies will be \$1.00 per page.

Release of Student Records to Armed Forces, Recruiters & Higher Education Institutions

The district will release names, addresses and telephone numbers of students to all military recruiters or institutions of higher education that request them unless the parents specifically request in writing that this information not be released. There is a check box on the **Signature Page** of this handbook that you can mark and the school will not release information. (See MSBA Policies JO, JO-R, KI and Form JO-AF1)

The school district designates the following items as "Directory Information":

- student's name
- parent's name
- home mailing address
- home telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height as a member of an athletic team
- dates of attendance
- degrees and awards received
- most recent school attended
- photograph

Parents or eligible students will have ten school days, after the annual public's notice, to review 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, the school district may disclose any of those items designated as directory information without prior written consent.

Student Automobiles

Students, who are of legal age and who possess a valid Missouri driver's license, can drive themselves to and from school. Students are not authorized to drive their vehicles while school is in session. In other words, once a student has arrived at school, they may not re-enter their vehicle or even be in the student parking lot for any reason until the conclusion of the school day when they prepare to take themselves home. This rule will be strictly enforced throughout the school day and especially during the lunch period. Exception to above: If a student participates in the A+ program, a signed permission form/note must be obtained from the parent/guardian allowing the student to drive and/or ride with another student to and from the K-8 building and the High School, with no side trips. The same holds true for Vo-Tech students driving directly to MATC.

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 signs a release form provided by the coach/sponsor or administrator requesting that the student be allowed to return home with him or her. This request must be made to the coach/sponsor or administrator by the parent or guardian at the time they wish to take the student. Any other exceptions must be addressed through the Office of the Superintendent.

Student Dress

Students will dress in a manner that is consistent with the professional atmosphere of the school.

No student will be authorized to wear:

- Hats or any other head covering (for example, visors or headbands) while inside the school building.
- Pajamas/pajama pants/**blankets** are not to be worn during the school day

- While on school property, during school time, students will not be allowed to wear clothing that
 - Advocates or criticizes an affiliation with a known hate-group.
 - Advertises alcoholic beverages or tobacco products.
 - Brings inappropriate attention to human sexuality.
 - Exhibits or displays language and/or symbols with inappropriate double meaning.

Student's pants/shorts will be worn around his/her waist.

Clothing should cover a student's shoulders to mid-thigh. Shirts must meet the students pants/shorts when the student is standing or sitting down. Specifically, a student's stomach or back should not be showing while a student is standing or sitting down. Acceptable shirts do not include low cuts that are revealing nor are they sheer. Thin leggings should be worn appropriately.

Students who violate the school dress code will be disciplined as insubordinate and disruptive to the school environment. **The decision as to whether clothing is appropriate is up to the building principal.**

If a student is required to change the outfit they have on they may either have their parents bring in a change of clothes or wear clothes that the office will supply for them to borrow for the day. If the slogan on a shirt is not school appropriate a student may be asked to wear the shirt reversed (inside out).

Student Parking

The student parking lot at Sturgeon High School is located on the south side of the building. As students pull into the school drive, they should park in the parking lot on the right side. Faculty parking is on the left side. Students are not authorized to park in the faculty parking area.

Any student parking in the faculty parking area or parking inappropriately in the student parking area will be asked to move their car.

Students who will be driving will have to acquire a "car tag" the hanging tag will have to be visible in the vehicle that the student is driving. Students will need to give the school information via the signature page of this handbook; the form asks for all vehicles' license plate numbers that they may be driving. The "car tag" will be issued to the student free of charge. This is a safety issue that we need to address. Not displaying the tag may result in disciplinary actions please refer to the student discipline section.

The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.

Student Use of Telephone

Students may place calls on an office phone with permission. In case of an emergency, students may use office phones, only with permission from the principal or administrative assistant. Students will not be called out of class for a phone call unless it is an emergency. In addition, students should not use the phones in the classrooms for any reason. Those telephones are strictly for teacher use. Please refer to cell phone use for guidelines for cell phones.

Textbooks

Textbooks are issued; free of charge, to all students enrolled at Sturgeon High School. 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. Dual credit course textbooks are at the expense of the student.

ACADEMIC AFFAIRS

The Sturgeon R-V High School operates on an 8-period instructional day. Classes begin at 7:45 a.m. and end at 2:55 p.m. each day that school is in session. There are days pre-scheduled where classes will be released earlier than 2:55 p.m. (See Critical Calendar Dates) Every Wednesday is an early release at 1:05 p.m. for PLC teacher meetings.

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 for notifying 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 dis-enrolled 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.

Adding and Dropping Classes

Our goal is to have students in the classes they need/want on the first day of each semester. In order to do this students will be required to make first semester course changes (adding and dropping) during a time set prior to school starting. Sturgeon HS will notify students and parents of the dates and times for schedule changes prior to school starting. Students will be allowed to change their schedule for second semester during times set up prior to

first semester concluding. Specific information about schedule changes is located in the Career Planning and Educational Guide (CPEG).

Note: Some schedule changes may be done after the deadline with administrator approval.

A+ Schools Program

This program is designed to aid students who qualify to continue their education at a Missouri public community college or vocational technical school. Financial incentives may be available to cover tuition and general fees for a period of 48 months after high school graduation and up to six semesters. More information is available in the A+ Schools Program handbook.

Class Determination

In order to progress to the next grade level, a student must earn the required amount of credits. Listed below are the credits required for each class.

	Minimum Credits at the start of 1 st semester	Minimum Credits at the start of 2 nd semester	Total Credits Needed by the end of the year
Freshman	0	3	5.5
Sophomore	5.5	8.5	11.5
Junior	11.5	14	17
Senior	17	20.5	24

Course Work

Each student is expected to carry an array of course work. For example, no student should expect to enroll in more than one physical education course per semester. A student may not repeat the same course twice at any time throughout his / her high school career, unless the course was failed by the student the first time. If study hall is offered, no student will be placed in more than one study hall per semester.

Dual Credit Course Work

Sturgeon High School will offer a variety of dual credit courses through Moberly Area Community College (MACC). Dual credit courses allow juniors and seniors to earn high school and college credit at the same time. These courses may be taught by qualified

Sturgeon High School staff or completed through online courses. In order to take a dual credit class, students must meet specific criteria related to GPA and ACT or Accuplacer test scores. Specific information about dual credit requirements and cost is located in the Career Planning and Educational Guide (CPEG).

Earning Credit

The Sturgeon R-V School District recognizes units of credit obtained through correspondence courses, courses delivered primarily through electronic media (such as satellite video, cable video or computer-driven or online courses), or summer school as long as they are earned from a school accredited by the North Central Association of Colleges and Schools or its equivalent regional accrediting agency.

Only two correspondence credits or summer school credits per student will be accepted and counted towards graduation while a student is enrolled at Sturgeon High School.

Earned Credit Policy

Goal – Each student will not miss more than 5 days per school year.

In order to graduate, students must earn an appropriate number of credits from a variety of subject areas. A credit, based on the Carnegie Unit, is defined by the Department of Elementary and Secondary Education (DESE). The Administration and Board strongly believe that in order to acquire knowledge from our instructors and programs, students must be in regular attendance. Student attendance helps assure the district has fulfilled its obligation to provide an instructional program where quality of credits can be measured.

At Sturgeon High School a credit is earned through both regular attendance and completing required class work.

In order to earn credit at Sturgeon High School, students may be absent no more than 7 days in a semester or 92% attendance. When a student has missed a class period 8 times in a semester (for any reason – including out of school suspension), he/she must make up the seat time missed during the regular school session. The process of making up seat time will continue for every absence after 8.

The Administration will provide Saturday School as an opportunity to acquire enough school instructional time to earn proper credit. The school day will be designed to give individual instruction to the students in attendance.

A student is considered absent to a class if more than 25 minutes are missed in the 50 minute class period.

Students who qualify for homebound instructional services will be given credit for attendance for those days homebound services were provided.

Students who anticipate exceeding the 7 allowable absences may make up any time prior to exceeding the allowable absences.

If a student exceeds the allowable absences during first semester, he or she must make up the time by the end of January. If a student exceeds the allowable absences second semester, he or she should make up the time by the end of the school year. If the time is not made up before the last day of school, it must be made up during the first week of summer break or during summer school.

Occasionally students have excessive absences and do not make up their time. Students who do not earn credit during the regular school year because of poor attendance or for any other reason have two opportunities to make up the credit:

1. Correspondence courses through various higher education institutions are available during the regular school year or during the summer at the cost of the student. Contact the high school guidance counselor for information.
2. Possibility of attending summer school program.

If a student does not earn credit for a class, the student's report card will show "NC" (no credit) for that class.

In addition to the time requirements for earned credit, students must comply with all other Board of Education policies regarding student achievement.

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 has determined a standard of time districts must provide classroom instruction in order to award academic credit. The administration believed the district should further require that each student be exposed to a minimum amount of instruction in order to award academic credit to students. These concepts initiated the Earned Credit policy.

Students have the right to appeal any decision regarding earned credit. At this hearing, the student may request an alternate method of compliance with the earned credit policy.

Under no circumstances will the appeals committee be allowed to offer an alternate plan to reinstate credit if more than 20 days of absences are exceeded in the semester in question.

At the discretion of the building principal, Educational Neglect may be reported to the Division of Family Services when 15 days of school or more are missed for any reason.

Enrollment in Foreign Languages

Initial enrollment in a Foreign Language class, at SHS, will be based on the student having maintained a B- or better in Communication Arts for four (4) consecutive quarters prior to enrolling in a Foreign Language. IEP students must also meet this requirement and have a recommendation from the resource teacher.

Final Exams / End of Course Exams

All courses will have a final exam at the end of 1st semester and a final exam at the end of 2nd semester. The 2nd semester final exam may be comprehensive (teacher's discretion). Each final exam or EOC may be worth up to 10% of the final semester grade.

DESE requires an End of Course exam (EOC) in the following courses: Algebra I, American Government, English 2, and Biology. Sturgeon HS may also give the EOC to students taking Algebra 2 and Geometry.

This end of course exam can serve as the 2nd semester comprehensive final exam for these classes and again will be worth up to 10% of the student's final semester grade.

Grading Policy

Purpose for Grading—Philosophy & Rationale

The Sturgeon High School believes that grades serve as a valuable tool by helping students and parents/guardians identify the student's areas of strength and areas needing improvement; recognizing that each student is an individual.

The course grades are a representation of the evaluation of an individual student's academic achievement and work effort. Our goal is for students to possess the knowledge, skills, and confidence to continue learning independently as productive and contributing citizens. Through this grading policy students will understand that work ethic and responsibility are key components to having a successful future.

Academic Honesty

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 (including published work from the Internet or other sources).
- 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.

Honor Roll

Students qualify for placement on the "A" or "B" Honor Roll by maintaining a grade point average of 7.00 or better on the 4.00 scale.

To qualify for the "A" Honor Roll, a student must:

1. Have a 3.67 grade point average or better
2. Not have any "D's", "F's" or incompletes on their grade card

To qualify for the "B" Honor Roll, a student must:

1. Have between a 3.00 and 3.66 grade point average
2. Not have any "D's", "F's" or incompletes on their grade card

Academic Probation (AP)

Every student enrolled at Sturgeon High School will receive progress reports by the High School Principal approximately every four weeks. Any student receiving two “F’s” or a combination of three “D’s” or “F’s” will be placed on academic probation for ten consecutive days. If placed on AP, the student cannot attend or participate in any school-sponsored extra-curricular activity. School-sponsored extra-curricular activities are activities offered before, after or during school hours that are not directly tied to a student’s grade in a class.

Any time after the ten days, it is the responsibility of the student to contact the teacher(s) in which the inadequate grade(s) was issued. Students are to obtain a grade check sheet from the office and take it to the teacher for a grade update and signature. If the student is no longer earning two “F’s” or a combination of three “D’s” or “F’s”, the student then takes the grade sheet to the high school principal for reinstatement.

Academic Reporting Periods

Grade cards are issued on a quarterly basis, every nine weeks, and the grade report will be mailed to the parent/guardian. Parents are encouraged to inquire about student grades if no grade reports are seen in conjunction with the Critical Calendar Dates.

Grading Scale

Sturgeon High School uses a 4.0 grading scale to calculate grade point averages (GPA). Student class ranks are calculated by cumulative GPA after each semester.

Letter Grade	% Grade	4.0 Scale
A	95 - 100	4.0
A-	90 - 94	3.67
B+	87 - 89	3.33
B	83 - 86	3.0
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.0
C-	70 - 72	1.67
D+	67 - 69	1.33
D	63 - 66	1.0
D-	60 - 62	0.67
F	0 - 59	0.0

To calculate one's GPA, translate the grade assigned into its numeric equivalent. After summing all the numerals, divide the number of grades assigned. This number is the GPA.

Final Grade Calculation

Teachers are responsible for communicating student progress in academics and work habits through updating course grades weekly if not daily. The semester grades are calculated with the following formula:

Teachers are responsible for communicating student progress in academics and work habits through updating course grades weekly if not daily. End-of-Course (EOC) exams may be used as the final exam as determined by the teacher. The semester grades are calculated with the following formula:

Quarter 1 (45%) + Quarter 2 (45%) + Final exam (10%) = 1st Semester grade

Quarter 3 (45%) + Quarter 4 (45%) + Final exam (10%) = 2nd Semester grade

Teachers will use their discretion to apply individual grading policies to their courses; the policy will be clearly stated in the course syllabus provided to students at the beginning of each school year or semester. This policy will be followed consistently throughout the course. The teacher is responsible for determining:

- Retake/correction policies
- Extra credit opportunities must be directly related to the course content and cannot exceed 3% of the course grade or increase the course grade by more than one point in the eleven-point scale.
- Grading - coursework will be identified as either a formal assessment or an informal assessment. The weight of each assessment will be provided by the teacher for each course in the syllabus.
 - **Formal assessments** (50 to 75% of quarter grade) will include: unit tests, lab reports, large projects, presentations, portfolios, final drafts, quizzes, etc.
 - **Informal assessments** (25 to 50% of quarter grade) will include: class activities, homework, class work, small projects, practice work, daily assignments, etc.

Make-up Work, Late Work, Missing Assignments

Make-Up Work – Students who miss school because of an excused absent will be given the equivalent number of days with an excused absent to make-up the missed work without penalty.

Late Work/Missing Assignments – Students will be allowed to turn in work one day late for 70% credit. After one day, the student must attend the next available study hall and submit the completed assignment at the end of the study hall time to the supervisor for 70% credit.

Senior Level Courses Late Work – Students will be given guidelines set by the instructor included in the course syllabus.

Dual Credit Late Work – Students will be given guidelines that are set by the school issuing credit for the course.

Special Education Students

The majority of students who receive an Individualized Educational Plan (IEP) receive the same district curriculum and assessments as the general educational students. The exceptions are students in moderate to severe settings receiving Life Skills curriculum as indicated in their IEP. All students receiving an IEP are eligible to receive accommodations/modifications within the classroom, whether it be the regular education setting or the special education setting. Each student's accommodations/modifications will be listed in their IEP and updated yearly. These accommodations/modifications are given to the student in order for the student to be able to access the regular education curriculum. Regular education teachers are a part of the IEP team and should confer regularly with the Special Educator regarding the student's progress. The Special Educator will make available a copy of the student's background information and accommodations/modifications and will also be available for questions and concerns. All accommodations/modifications are based on the Department of Elementary and Secondary Education Special Education regulations and should be part of the day-to-day program and assessments as identified in the IEP.

GRADING – Special Education

Grading within the Special Education Setting

The grading procedure, expect for moderate to severe populations, will use the following grading scale and weights.

- Formal assessments (50 to 75% of final grade) will include: unit tests, lab reports, large projects, presentations, portfolios, final drafts, quizzes, hands-on assessments, etc.
- Informal assessments (25 to 50% of final grade) will include: class activities, homework, class work, small projects, practice work, daily assignments, etc.

The special education teacher will use their discretion to apply individual grading policies to their course; the policy will be clearly stated at the beginning of the year and provided to the student. The policy will be followed consistently throughout the course. The teacher is responsible for determining:

- Retake/correction policies
- Extra credit opportunities must be directly related to the course content and cannot exceed 3% of the course grade or increase the course grade by more than one point in the eleven-point scale.
- Grading-coursework will be identified as either a formal assessment or an informal assessment. The weight of each assessment will be provided by the teacher for each course.

Students, who are on a different grading scale, as marked in the IEP, will be looked upon on a case by case basis.

Special Education students who receive an IEP and who are in the general education classes will be expected to follow the adopted district grading policy. The policy will be weighted and reviewed to include the student's accommodations/modifications. For student's that do not receive accommodations/modifications in a certain classroom the adopted district policy will be followed as is.

At the same time the district distributes grade cards, the special education teacher is required to send a progress report based on the student's IEP.

Home School Students

As stated previously in the *Admissions* section of the Handbook, all students transferring to Sturgeon High School from a home school setting will be tested by the school district to determine the appropriate grade level placement of the student wishing to enroll. If the student is found to be at the ninth grade level in the four core subject areas, the student will be enrolled as a freshman.

Home school students wishing to receive a diploma from Sturgeon High School must attend Sturgeon High School for 8 semesters and meet all the graduation requirements. Only two home school credits per student will be accepted and counted towards graduation while the student is enrolled at Sturgeon High School. Any modifications to these requirements would require Board approval.

Late Enrollment

After fourteen days of a semester have passed, a student may not enroll at Sturgeon High School and earn credit for that semester, unless that student is transferring from another district. Every effort will be made to enroll a transferring student from another district into classes so that minimal credit will be lost, but due to scheduling conflicts, it is possible that credit may be lost in the transfer process.

Lumen Grading Portal

The Lumen Grading Portal will give you access to information about the many services and programs provided by our district. You are able to view student's grades, course schedule, lunch balance, attendance and a variety of other school related information. You can access Lumen by going to the school home page at www.sturgeon.k12.mo.us and clicking on the link. Log-in information is available from the school office.

Part-Time Students

Each class meets for 50 minutes each day, except for 5th hour, which meets for 30 minutes and students are allotted three minutes to pass between their classes. Each student is required to enroll in a full day of instruction. Students who wish to be considered for part-time status must meet with the principal and counselor for a complete transcript review. Students who attend Sturgeon High School only part time must have proof of employment or proof of college attendance for the remainder of the day. If part-time status is requested, the student must complete, have parental signatures, and return an Application for Part-time Status. A student who applies for part-time status must also have a letter on file from their employer showing that the student is employed for at least 15 hours per week. If a student request part-time status for work a Supervised Business/Agriculture Experience will be encouraged

Students Transferring to Sturgeon High School

Students who transfer from another state or country or unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If a student is placed in the tenth grade or higher, the district

will work with the student and the parents to develop a program of study that if successfully completed will result in graduation.

Any student wishing to enroll at Sturgeon High School from a home school setting will be tested by the school district. The results of the testing must conclude that the student's knowledge is on grade level in all subject areas (math, science, social studies and communication arts).

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.

GRADUATION

Requirements for Graduation

In order to graduate, students must earn an appropriate number of credits from a variety of subject areas. A credit, based on the Carnegie Unit, is defined by the Department of Elementary and Secondary Education (DESE). The Administration and Board strongly believe that in order to acquire knowledge from our instructors and programs, students must also be in regular attendance. Student attendance helps assure the district has fulfilled its obligation to provide an instruction program where quality of credits can be measured.

At Sturgeon High School a credit is earned through both regular attendance and completing required class work.

All Sturgeon High School students must complete 24 Carnegie units of credit (or the equivalent based on graduation year) and complete 8 semesters of high school attendance (see early graduation section) to satisfactorily complete requirements for graduation and to receive a diploma from the Sturgeon R-V School District and the Board of Education.

Course descriptions for classes offered at Sturgeon High School are available in Career Planning and Educational Guide (CPEG). This document is located on the school counseling website (<http://sturgeonsc.weebly.com/formsdocumentsresources.html>). The graduation requirements for upcoming graduating classes are shown on the charts on the following pages.

Early Graduation

Students may request to the Board to graduate early if any one of the following conditions apply: pregnancy, college attendance, military service or health issues (with a doctor's recommendation). Students will need to complete an Early Graduation Application if they are interested in graduating early. Students graduating early need to meet all grade level requirements, including class dues.

Graduation Dress Guidelines

All graduating seniors and a parent/guardian will be required to sign an agreement to follow the following dress guidelines in order to participate in Sturgeon High School's graduation ceremony. All males must wear dress pants, dress shoes and a collared dress shirt. All females must wear dress pants, skirt or dress. A dress hemline should not go below the graduation gown. Females must wear dress shoes or sandals. Graduates may not wear blue jeans, t-shirts, shorts or tennis shoes. Students may not alter their caps or gowns in any way.

Graduation Requirements and Students with an IEP

Graduation requirements and grading scales for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's Individualized Education Program (IEP).

Valedictorian and Salutatorian

To be eligible for valedictorian and salutatorian honors, a student must be enrolled as a student at Sturgeon High School for 3 consecutive semesters prior to the student's graduation.

Graduation Course Requirements Sturgeon High School

Course	Graduation from Sturgeon High School
English Language Arts (must include English 1, 2, & 3)	4
Math	3
Science (must include Physical Science & Biology)	3
Social Studies (must include American Government, World History, U.S. History & must pass MO & US Constitution Tests)	3
Fine Arts - (can include Art, Band, and Choir)	1
Physical Education	1
Health	.5
Personal Finance (part of Practical Arts)	.5
Practical Arts (can include an Ag class, MATC courses, or Business Tech*)	1
Electives	7
TOTAL	24

Business Tech will be required for seniors who have not taken an Ag class or attended MATC

MOBERLY AREA TECHNICAL CENTER

Students attending MATC must be enrolled in courses at Sturgeon High School 1st through 4th hours. Exceptions may be made for students enrolled in morning college classes, students working morning hours (approved through part-time status request) or for students enrolled in full day MATC programs.

Students who fail classes at MATC will not be allowed to attend MATC classes the following semester.

Embedded Credit at Moberly Area Technical Center

A student attending MATC may earn an embedded math or communication arts credit while attending MATC. The math credit earned can be used as one of the three required to graduate from SHS. The communication arts credit can be used as one of the four required to graduate from SHS, although it may not take the place of Communication Arts I, II or III. Students can earn either a full credit or partial credit as it is earned.

NORTH CENTRAL REGIONAL SCHOOL (Alternative School in the Moberly School District)

North Central Regional School, an alternative school, is part of the Moberly School District. NCRS allows students from area school districts to attend school in this alternative setting. Each year the Sturgeon School District reserves slots at NCRS for Sturgeon High School students. The number of slots reserved depends on funding available and the tuition price set by the Moberly School District. Sturgeon students who are chosen to attend NCRS have their tuition paid by the Sturgeon School District.

Students are chosen to attend NCRS based on the following:

1. attendance – the student must attend school regularly – at least 80% attendance rate
2. credit standing – a student who is deficient in credits and have fallen a grade level or more behind
3. persistence towards graduation – the student must exhibit a desire to put forth the effort and work required to receive a high school diploma

Other factors may contribute to a student's placement at NCRS, depending on each student's unique situation.

Staff members and parents may suggest that a student be considered for placement at NCRS. The final decision to place a student at NCRS is made by the high school principal and the guidance counselor.

Transportation is provided for Sturgeon students to and from NCRS.

Students graduating from NCRS will receive a diploma from this school, not Sturgeon High School. An NCRS diploma is a high school diploma.

General Guidelines for Students Attending NCRS

Graduation

A student from Sturgeon High School who attends NCRS will be able to participate in graduation activities at Sturgeon High School or at Moberly. NCRS has a graduation ceremony. Students may go through graduation ceremonies at Sturgeon or at Moberly, not both.

Sturgeon students attending NCRS who choose to graduate with Sturgeon High School students will be given a NCRS diploma during the ceremony. NCRS students are not eligible to receive a Sturgeon High School diploma.

Extra-curricular Activities, Homecoming, Prom, etc.

A student from Sturgeon High School who attends NCRS is invited to attend extra-curricular activities as long as he/she is in good standing with NCRS and the Sturgeon School District.

Participation in Athletics

Students who attend NCRS are allowed to participate in MSHSAA sponsored activities at Sturgeon High School. Students who wish to participate in these activities are responsible for arranging transportation to and from NCRS to be able to participate. NCRS students who participate in MSHSAA activities are held to the same standards as students attending SHS (for example, drug testing and AP requirements).

Credit and Attendance Requirements

Upon the end of each semester, the principal at Sturgeon High School will review each NCRS student's academic progress from that semester. Any student who wishes to be eligible to attend NCRS the next semester must meet the following requirements:

- student must have an average semester attendance of 80%
- student must complete 3 units of credit during that semester

Students who do not meet both of these requirements may lose the privilege of attending NCRS the following semester.

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. Should office referrals become necessary, however, students will be given the opportunity to express their “side of the story.”

Consequences can be broken down into the following categories based on the severity of the offense:

Conferences – These are discussions between the student, the teacher, the principal and the parent. Not every conference will include all of the previously listed parties, but the process of correction often begins here. Conferences are a documented part of a student’s discipline record.

Principal Detention – These are specified periods of time when the student must report to a specific location for 30-45 minutes. Detentions are assigned by the principal. Detentions may be served before school or after school depending on the schedule of the building principal.

A.C.P. – Alternative Classroom Placement – A.C.P. placement is assigned by the principal. A high school student may be referred to A.C.P. for a specific number of days. High School students are expected to report to the A.C.P. classroom (at the K-8 building) by 7:40 a.m. Students will follow A.C.P. classroom rules as outlined by the A.C.P. teacher. Students are expected to complete class work given to them by their teachers and students will receive credit for this work. If a student violates A.C.P. classroom rules or any other handbook policies, the student will serve days of out of school suspension, then finish the assigned time in A.C.P. when the OSS is served.

Specific A.C.P. Rules:

1. Students will report to A.C.P. by 7:40 a.m.
2. Students who miss any A.C.P. 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 A.C.P. classroom.
5. Students will turn their cell phone into the A.C.P. proctor upon arrival.
6. Assignments will be collected from teachers for students to work on.
7. Students are responsible for bringing necessary materials.
8. Full credit will be given for work made-up while in A.C.P..
9. All school rules apply in A.C.P..
10. Students will remain seated in assigned seats and work on assignments or read appropriate material.
11. Talking/social media use with others, sleeping, lounging and eating or drinking at any time other than lunch is not allowed.
12. Students will be given one warning if in violation of A.C.P. rules.
13. Failure to comply will result in 3 days of OSS. At the completion of OSS, students will finish their A.C.P. before returning to regular classes.
14. Students in A.C.P. are not permitted to attend or participate in any extra-curricular activity until assigned A.C.P. time is completed.

Out of School Suspension – A student can be put out of school by the grade level principal for as few as one day and for as many as 10 consecutive school days. During a period of OSS, the student is not authorized to attend school, be on school property, participate or attend 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, discussed previously, and see that 10 unexcused absences translates in to jeopardizing available credit at the high school level. Any suspension from school for more than 10 consecutive school days will come from the Superintendent of Schools.

Examples of Rules, Violations, and Corresponding Consequences

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Appropriate Shoes on the Gym Floor- Students should wear only clean tennis shoes on the gym floor.

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.

Automobile / Vehicle Misuse – Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property. Students may not go to their vehicle during classes/passing period.

Banned Items – Due to legislation governing school safety, the following items will be banned from student possession while attending school and school sponsored activities: **papers, pocket or folding knives, tobacco products/imitation tobacco/paraphernalia of any kind, and any item that would be construed as a weapon or used as one.**

Due to their potential disruption of the learning process, the following items are not to be seen or heard at school unless authorized by the administration:

MP3 players, iPods, electronic games/toys, portable radios/CD players in the classroom.

Students will not be allowed to take any pictures or video during school hours. Students are not allowed to take pictures or videos during school sponsored events taking place during non-school hours at any location where clothing is being changed or removed.

Confiscated items will be held by the building principal until a parent/guardian personally picks up the item. 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. Confiscated items and lost and found items not claimed by the school year will be disposed of.

Students who refuse to turn banned items into the office when asked to by any district faculty/staff member will serve 3 days of A.C.P.

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

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.

PERSONAL ELECTRONIC DEVICE USAGE (Includes Cell Phones)

The Sturgeon School District understands and acknowledges that personal electronic devices are a necessity for many students and parents. *Students will be able to utilize cell phones for academic reasons ONLY during class based solely on teacher discretion.* The cell phone/smart device should only be used to aide in student learning. To ensure this process takes place, Sturgeon High School will be implementing a check in policy as follows:

- Each classroom will have a Cell Phone Caddy
- Before the class period begins, students will silence their cell phone and place their cell phone in one of the slots in the Cell Phone Caddy. Each Cell Phone Caddy slot will correspond with the students' seat in the classroom.
- Students will be given time before the end of the class period to retrieve their cell phone.
- Students that choose not to participate are still subject to the Cell Phone/Smart Device Insubordination Policy. See Page 53
 - Please Note: After the second offense, the student will be presented with 3 options
 - (1) The student will not bring their phone to school
 - (2) The student may leave their phone in their vehicle
 - (3) The student may check their phone in at the office

Sturgeon High School and its teachers are not responsible for any cell phones that are lost, stolen, or damaged while using the Cell Phone Caddy

Students may use their cell phone/electronic device in the hallway between classes and in the commons before school and during lunch. *Students should not have their cell phone out at the K-8 building while school is still in session.*

The school bus is an extension of the high school. Students will be allowed to have their phones out to call/text or play games. They cannot: call other Sturgeon students who are in class; record anything or take pictures. School bus drivers, coaches, sponsors or other authorized adults are authorized to confiscate any and all cell phones that are being misused. Any cell phone/electronic device that is confiscated will be turned in to the principal.

Dishonesty/ Academic Dishonesty – Any act of lying, whether verbal, written, including forgery.

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.

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. Use of words or actions, verbal, written, or symbolic meant to harass or injure another person; i.e., name calling, threats of violence Students will not be disciplined for speech in situations where it is protected by law.

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

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.
- 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.

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

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.

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.

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

Parking Lot/Vehicles at School – The use of the student parking lot is a privilege. Students must obtain and use a hanging car tag when they have driven a vehicle to school. They must park appropriately and within the designated student parking.

Public Displays of Affection – Physical contact that is inappropriate to the school setting. A good rule to follow is that side to side hand holding is authorized.

Racial Slurs – Threats of racial violence or defamation of a person’s race, religion, gender or ethnic origin. Constitutionally protected speech will not be addressed.

Recording by Students – The Sturgeon R-V School District prohibits the use of video (including cell phones) 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.

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.

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

Tobacco products, electronic cigarettes or imitation tobacco or cigarette products – Possession or use of any tobacco product on school grounds, on a school bus or while representing the school in an activity.

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 of device defined in SS571.010.RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

Consequences

Offense	1 st Offense	2 nd offense	3 rd Offense	4 th Offense
Academic Dishonesty	0 Credit and Principal Conference	0 credit and 1 day of A.C.P.	0 Credit and 3 days of A.C.P.	0 Credit and 5 days of A.C.P.
Arson	10 days of O.S.S. and referral to Supt. and Law enforcement notified			
Assault	10 days of O.S.S. and referral to Supt. and Law enforcement notified			
Bullying	3 days of A.C.P.	5 days of A.C.P.	5 days of O.S.S.	10 days of O.S.S. plus referral to Supt.
Cell Phone and Smart Device Insubordination	1 day A.C.P.	3 Days of A.C.P.	5 Days of A.C.P.	3 Days of O.S.S.
Disparaging or Demeaning Language	1 day of A.C.P.	3 days of A.C.P.	5 days of A.C.P.	3 days of O.S.S.
Disrespectful or Disruptive Speech or Conduct	Principal Detention	1 day of A.C.P	3 days of A.C.P.	3 days of O.S.S.
Dress Code	Warning, change clothes	Warning, Change Clothes, Principal Detention	3 days of A.C.P.	5 days of A.C.P.
Drugs/Alcohol Group A, B or C	5 days of O.S.S.	10 days of O.S.S. plus referral to Supt		
Extortion	3 days of A.C.P.	5 days of A.C.P.	5 days of O.S.S.	10 days of O.S.S. plus referral to Supt.
False Alarm	10 days O.S.S. plus referral to Supt.			
Fighting (With hands, fists, and/or feet)	3 days of O.S.S.	5 days of O.S.S.	7 days of O.S.S.	10 days of O.S.S. plus referral to Supt.
Food & Drink in Classroom/Hallway	Principal Conf. Item Confiscated	Principal Detention Item Confiscated	1 day of A.C.P. Item Confiscated	1 day of A.C.P Item Confiscated
Hazing	3 days of A.C.P.	5 days of A.C.P.	5 days of O.S.S.	10 days O.S.S. referral to Supt
Hall Pass Violation	Lunch Detention	Principal's Detention	1 day of A.C.P.	1 day of A.C.P.
Inappropriate Language	Principal Detention	1 day of A.C.P.	3 days of A.C.P	5 days of A.C.P.
Inappropriate Language Towards Staff	3 days of A.C.P.	5 Days of A.C.P.	5 days of O.S.S	10 days O.S.S. & referral to Supt.

Insubordination	3 days of A.C.P.	5 days of A.C.P	3 days of O.S.S.	5 days of O.S.S.
Parking Privileges (per semester)	Principal's Detention	Principal's Detention	Principal's Detention	5 Day Suspension of privilege
Pictures - Taking unauthorized by students	3 days of A.C.P.	5 days A.C.P.	5 days of O.S.S.	10 Days of O.S.S. Referred to Superintendent
Public Display of Affection	Principal Detention	1 day of A.C.P.	3 days of A.C.P.	5 days of A.C.P.
Pushing/Shoving/Horse play	Principal Detention	1 day of A.C.P	3 days of A.C.P	5 days of A.C.P
Racial Slur	3 days of A.C.P.	5 days of A.C.P	5 days of O.S.S	10 days of O.S.S plus referral to Supt.
Recording by students	3 days of A.C.P	5 days of A.C.P	5 Days of O.S.S	10 Days of O.S.S. Referred to Superintendent
Sexual Harassment (Non-Physical)	1 day of A.C.P.	3 days of A.C.P.	5 days of A.C.P.	5 days of O.S.S.
Sexual Harassment (Physical Contact)	3 days of O.S.S.	5 days of O.S.S.	7 days of O.S.S.	10 days O.S.S. plus referral to Supt.
Tardy (per semester)	4 th tardy-Principal Detention	5 th tardy and each subsequent tardy 1 day of A.C.P.		
Technology Misconduct	20 day Suspension of Privileges	1 day A.C.P. plus 45 Suspension of Privileges	3 days of A.C.P. plus 90 day Suspension of Privileges	5 days of A.C.P. and 180 day Suspension of Privileges
Theft	Restitution, Minimum of 1 day A.C.P. and Law Notified	Restitution, 5 days of A.C.P., Law notified	Restitution 5 days of O.S.S. Law Notified	Restitution, 10 days of O.S.S. Law Notified, referral to Supt.
Tobacco	5 days of A.C.P.	3 days of A.C.P. and 3 days of O.S.S.	5 days of A.C.P. and 3 days of O.S.S.	5 days of A.C.P. & 5 days of O.S.S.
Truancy or Skipping	3 days of A.C.P.	5 days of A.C.P.	7 days of A.C.P.	10 days of A.C.P.
Unauthorized Picture Taking	1 day of A.C.P.	3 days of A.C.P.	5 days of A.C.P.	7 days of A.C.P.
Vandalism	Restitution, Minimum of 3 days of A.C.P. Law Notified	Restitution, Min. 5 days A.C.P., Law Notified	Restitution, Min. 5 days O.S.S., Law Notified	Restitution, 10 days O.S.S. referral to Supt. Law Notified
Weapons	10 days O.S.S. referral to Supt.			

Consequences will be given at the Principals discretion.

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:

4th Office Referral – for any reason, the student will be minimally subject to 1 day of A.C.P

5th Office Referral – for any reason, the student will be subject to 3 days of A.C.P.

6th Office Referral – for any reason, the student will minimally be subject to 5 days of A.C.P

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.

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 an aggravated circumstance 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 minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not limited to, acts of students on school playgrounds, parking lots, school transportation or at a 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 §§565.021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 566.030, .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, RSM.
10. Distribution of drugs under §§195.211, 212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, 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 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 districts 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.

STURGEON HIGH SCHOOL
Guest Approval Form for a School Activity

The following application must be filled out and approved by the high school principal one day before bringing a guest to a Sturgeon High School dance. Guests must be under the age of 20 (with the exception of Junior/Senior Prom - guests must be under the age of 22). No middle school students or high school drop-outs (from any district) are allowed.

Sturgeon Student

Name: _____ Grade: _____

Visiting Student

Name: _____ Grade: _____

Age: _____

School Attending (or attended): _____

Attending School Principal's Signature: _____

Phone Number of School: _____

Parent / Guardian Signature: _____

I, _____ (signature of visiting student) agree to follow all rules and regulations set forth by Sturgeon High School concerning student conduct at extra-curricular activities.

To be completed by Sturgeon High School Office

Event: _____

Date of Event: _____

Principal's Signature of Approval: _____

Principal
Sturgeon High School

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2017-2018 CRITICAL CALENDAR DATES

August 10, 11, 14, 15	Teacher Workdays
August 16	School begins
September 4	Labor Day - no school
September 13	1 st Quarter Progress Reports
October 5	Early Out (12:30 p.m.) -P/T Conference
October 6	No School
October 9	Teacher Workday
October 17	End 1 st Quarter
October 18	2 nd Quarter begins
November 15	2 nd Quarter Progress Reports
November 22-24	Thanksgiving break - No School
December 11	Teacher Workday
December 21	Early out (12:030 am) - End Second Quarter
Dec. 22-Jan. 1	Christmas Break - No School
January 2	Teacher Workday
January 3	School in Session - Third Quarter begins
January 15	MLK Day - No School
January 31	3 rd Quarter Progress Reports
February 9	Homecoming
February 19	Presidents Day - No School
March 6	End of 3 rd Quarter
March 7	4 th Quarter Begins
March 12	Teacher Workday
March 22	Early Out (12:30 p.m.) - P/T Conference
March 23 - 30	No School - Spring Break (Possible Make-Up Snow Days)
April 9	Teacher Workday
April 11	4 th Quarter Progress Reports
May 15	Last Day of School - End of 4 th Quarter
May 16	Teacher Workday