

SIKESTON R-6 SCHOOLS
Sikeston, Missouri 63801
2017-2018 School Year

I have received and reviewed the 2017-2018 Sikeston R-6 Schools Student Handbook with the principal or designee in my school. I was given the opportunity to ask questions and receive clarification on any rules or policies I did not understand. I also understand that I am to take these policies home and share them with my parents / legal guardians.

K 1 2 3 4 5 6 7 8 9 10 11 12

(Please circle the grade you are in.)

.....

Student Name (Please Print)

Date

Student Signature

Date

Parent(s) Signature

Date

This form must be completed and returned to your building principal within ten (10) days of receipt of this notice.

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Sikeston, Missouri 63801
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Dear Parent:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records including “directory information” about the student. General student directory information includes such items as student name, graduation year, school activities, photos, and other information typically found in school yearbooks. The District is required to notify parents that this information may be released in the context of student achievements and awards, such as participation in officially recognized activities and sports (which might include pictures, videotaping, field trips and/or tests necessary for various education and/or athletic programs) as well as academic accomplishments. Release of certain directory information makes it possible for students to be honored and recognized for achievements. Some examples of this type of information could include: (1) a student recognized in the local newspaper for academic or athletic achievements; (2) a student’s name, jersey number, height and/or weight printed in a school athletic program; or (3) a student’s name and photo included in the school yearbook.

If your student attends Sikeston R-6 Schools and you object to the release of this type of directory information, please complete the form below and return it to the building principal to make sure your written objection is on file in the student’s record.

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_____ **The Release Of Student Directory Information Is Denied.**

Name of Student

Grade

Parent or Legal Guardian’s Signature

Date

**SIKESTON R-6 SCHOOLS
BULLDOG ACADEMIC RESOURCE CENTER (BARC) CONTRACT**

NAME _____ D.O.B. _____ DATE _____

LAST SCHOOL _____ GRADE _____

PARENT/GUARDIAN NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____ CELL _____

DATE BEGINNING WITH BARC _____

DATE GRADUATING FROM/DEPARTING BARC _____

REVIEW DATE/TIME _____

I will follow all expectations set forth by the Bulldog Academic Resource Center (BARC) staff and program as outlined in the student handbook. I will come to school ready to learn with an attitude that will enable me to get the best education. I understand that inappropriate behavior will not be tolerated in the BARC program. Therefore, students will be disciplined in accordance with district policy, which allows for progressively greater disciplinary action (see handbook) such as after-school detention, in-school suspension, and out-of-school suspension. Failure to act appropriately in after-school detention or in-school suspension will automatically result in out-of-school suspension for the number of days suitable to the offense as determined by school administration and district policy.

Communication between the home and BARC is required. I understand that regular communication between school personnel, the student, and the parents is an expectation that we will have of each other in order to best meet the needs of all parties.

A student who does not demonstrate commitment to the program, who displays unacceptable behavior, or who fails to attend regularly, will be subject to suspension or even expulsion from BARC and Sikeston R-6 Schools.

Student Signature

Date

Parent/Legal Guardian Name

Date

BARC Principal

Date

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SCHOOL-WIDE POSITIVE BEHAVIOR

School Wide Positive Behavior Support (SW-PBS) is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. SW-PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in schools.

We, the staff and students at Sikeston Alternative School, commit ourselves to working together to provide a positive, safe, and predictable school environment that encourages respect, responsibility, safety, and success.

Our SW-PBS expectations are detailed on the following pages.

Sikeston Alternative School SWPBS Matrix

School Wide Expectations	All Settings	Classroom	Hallways	Cafeteria	Bathroom
Safe	<ul style="list-style-type: none"> - follow school rules - ask permission before leaving seat - listen and follow adult directions the first time - keep hands, feet and all body parts to yourself 	<ul style="list-style-type: none"> - keep hands, feet and all body parts to yourself 	<ul style="list-style-type: none"> - keep hands, feet and all body parts to yourself - walk at all times 	<ul style="list-style-type: none"> - keep hands, feet and all body parts to yourself - walk at all times 	<ul style="list-style-type: none"> - keep hands, feet and all body parts to yourself - wash hands every time
Successful	<ul style="list-style-type: none"> - attend school every day - arrive to school on time each day - come to school prepared each day (pencil, paper, etc) - pay attention in all settings - complete all assignments and hand them in on time 	<ul style="list-style-type: none"> - arrive to class on time and take assigned seat promptly - complete all assignments and hand them in on time - come to school prepared each day (pencil, paper, etc) 	<ul style="list-style-type: none"> - use restroom at appropriate times - take the most direct route to class 	<ul style="list-style-type: none"> - eat promptly - be prepared with your pin number - use the restroom after eating 	<ul style="list-style-type: none"> - keep visits short - use the restroom at appropriate times
Respectful	<ul style="list-style-type: none"> - ask permission before speaking - keep hands, feet and all body parts to yourself - use polite language (no foul language, name calling, etc.) 	<ul style="list-style-type: none"> - use polite language (no foul language, name calling, etc.) - relate discussion to classroom topic 	<ul style="list-style-type: none"> - use polite language (no foul language, name calling, etc.) - take care of items posted in hall 	<ul style="list-style-type: none"> - use polite language (no foul language, name calling, etc.) - ask permission before leaving seat - use proper manners (please, thank you, etc.) - wait in line patiently and quietly 	<ul style="list-style-type: none"> - use polite language (no foul language, name calling, etc.) - report any messes to the teacher or janitor
Responsible	<ul style="list-style-type: none"> - complete all assignments and hand them in on time - accept consequences without arguing or complaining - arrive to class on time and take assigned seat promptly 	<ul style="list-style-type: none"> - complete all assignments and hand them in on time - accept consequences without arguing or complaining - arrive to class on time, take assigned seat promptly 	<ul style="list-style-type: none"> - take the most direct route to class - have a pass at all times 	<ul style="list-style-type: none"> - put trash in proper place - clean up any mess you make 	<ul style="list-style-type: none"> - flush the toilet every time - clean up any messes you make

SCHOOL WIDE SOCIAL BEHAVIOR MATRIX

School Wide Expectations	Playground	Nurse/ Office	Assembly	Bus	Walkers
Safe	- keep hands, feet and all body parts to yourself	- keep hands, feet and all body parts to yourself	- keep hands, feet and all body parts to yourself	- keep hands, feet and all body parts to yourself - enter and exit bus in a safe manner - remain seated at all times	- keep hands, feet and all body parts to yourself - follow traffic safety rules at all times - always use the sidewalk
Successful	- line up promptly when recess is over	- return to class promptly	- remain attentive during assembly	- follow bus drivers directions at all times	- leave school at your designated time
Respectful	- use polite language (no foul language, name calling, etc.)	- use polite language (no foul language, name calling, etc.) -explain your problem politely	- use polite language (no foul language, name calling, etc.)	- use polite language (no foul language, name calling, etc.)	- use polite language (no foul language, name calling, etc.)
Responsible	- return equipment in its proper location	- always have a pass	- remain seated until given permission to leave	- clean up any messes you make	- take the most direct route home

BARC VISION

The BARC program will provide an environment where expectations are high and are committed to prepare students to be successful, life-long learners in an ever-changing society.

All students will be provided the opportunity and motivation to develop academically, mentally, emotionally, socially, culturally, and physically to their fullest extent.

We further believe schools should foster honesty, citizenship, self-esteem, and respect for the rights of others.

Along with the developing academic skills, the BARC staff will maintain firm discipline in order to encourage appropriate behaviors. Preparing the student to develop appropriate skills in good behavior is beneficial for the students as well as the school environment.

At the end of each semester, the student will be evaluated by the teacher and principal. At that time, the student may be recommended to stay in the BARC program for the next semester or he/she may be recommended to return to their home school. It is hoped that the student will eventually return to the regular school after developing socially while maintaining a normal academic curriculum.

GOALS OF THE BARC PROGRAM

1. To meet the core academic needs of the students who have not been successfully progressing academically.
2. To provide an alternative educational setting for students who have been habitually disruptive in the regular school program.
3. To provide educational services for students who have been suspended from the regular educational program in accordance with the district disciplinary policy.

ENROLLMENT PROCEDURES

1. An application shall be approved by the Assistant Superintendent in cooperation with the BARC administration.
2. The student is either accepted or rejected for placement in the BARC program.
3. The student, parent, teacher and/or principal must meet and review expectations prior to enrollment. A contract will be signed by all parties.
4. The parent/guardian must attend conferences one (1) time per semester or the student will be subject to suspension.

STUDENT INFORMATION

Students are to be in their assigned pod only and are not allowed in other pods or classrooms at any time unless approved by a teacher or school official.

BARC students are not allowed to purchase items at the student store without their teacher's permission.

Students should not bring large amounts of cash to school. It is recommended that BARC students carry no more than \$5.00 to school to prevent the loss or theft of larger sums of money.

BARC students are not allowed to bring backpacks to school.

RESPONSIBILITIES OF THE STUDENT

- A. Each student has the responsibility to develop good work and study habits.
- B. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- C. The student should take home any materials and information needed to complete the assignment.
- D. The student should learn to budget his/her time.
- E. When study time is provided during the day, the student should take advantage of it.
- F. Long-term assignments should be planned so they do not have to be done all at once.
- G. It is the student's responsibility to return all work completed to the teacher by the date requested.
- H. The student should also make up work missed during an EXCUSED absence.

HOMEWORK TIPS

- A. Set aside a special time in which to do assignments.
- B. Find a special place free from excessive noise and other distractions in which to work.
- C. Organize time so assignments can be completed in a reasonable length of time.
- D. Carefully check the completed assignments.

PARKING/STUDENT PICK UP/DISMISSAL

Please do not park in the bus loading and unloading zone during the school day due to buses coming and going.

ARRIVAL / DISMISSAL

BARC classes will begin at 8:00 a.m. and the school day will end at 1:45 p.m. Transportation will be provided for all eligible BARC students. The school opens at 7:15 a.m. No students are to arrive before this time.

EARLY DISMISSAL DAY SCHEDULE

On school days when early dismissal is scheduled, BARC instruction will begin at its regular 8:00 a.m. time and dismissal will be at 10:00 a.m. Lunch will not be provided on early dismissal days.

TARDINESS

Students late to school in the morning will be given a warning for their first tardy. The second through fifth tardy will be disciplined through lunch detentions. If excessive tardiness continues, the student will be assigned to In-School Suspension and referred to Truancy Court.

GRADING SCALE (Grades 3-8)

The following grading scale is used by all teachers in the BARC program.

A	90-100	O	Outstanding
B	80-89	S	Satisfactory
C	70-79	U	Unsatisfactory
D	60-69	UG	Un-graded
F	0-59	CR	Credit
		EX	Exempt

The semester grades are recorded on the permanent record at the end of first and second semesters and therefore become a part of the student's official transcript. Mid-semester (1st and 3rd quarter) grades are not grades of record. The total effort of the semester should be averaged to arrive at the semester grade.

Students with disabilities will be graded according to the grading guidelines for all students. Any exceptions will be outlined in the Individual Education Plan for the student.

GRADING GUIDELINES

1. Grade report forms will be provided to parents at the end of each quarter. All teachers in grades 1-12 are required to use the SIS Grade Book Program and will electronically send the grades to the office on the designated dates.
2. Students' mid-semester (1st and 3rd quarter) and semester grades will be based upon an accumulation of all evaluative methods. (No grade will be determined by a single method).
3. A student will not be given a failing grade unless parents have been notified of unsatisfactory work. Parents will be informed of outstanding or unsatisfactory work by mail or phone during each quarter as circumstances indicate. A record of such reports will be kept in the principal's office. Conferences with parents and teachers can be arranged at a time of mutual convenience.
4. The mid-semester (1st and 3rd quarter) report is not a grade of record. The five week progress report to parents involves the total semester work to that point, whether it be during the first, second, third or fourth quarter. The semester grades (which become part of the official transcript) shall represent an evaluation of the total semester's work. Points are used when assigning grades and are cumulative throughout each semester.
5. Students with a disability will be graded according to the grading guidelines for all students. Any exception will be outlined in the Individual Education Plan for the individual student.

ATTENDANCE

Procedures:

1. An excused absence will be defined as:
 - a. Illness
 - b. Illness in immediate family
 - c. Death/Tragedy in immediate family
 - d. Medical Appointments – Timed note required from physician(s) office on return to school.
 - e. Absence which has strong educational or family value and is approved in advance by the building principal.

It is strongly urged that as much as possible, family vacations should not be taken during the school year.

2. Any time your son/daughter is absent, it is necessary for you, the parent or guardian, to contact the school before 9:00 a.m. of the following day, and provide a reason for the absence. The school MUST receive a call by 9:00 a.m. the following day to be considered an excused absence. If no call is received, disciplinary actions may occur. The principal will use this contact to make a decision as to whether a student's absence is excused or unexcused.
3. If a child is being taken out of town (non-emergency), work should be obtained prior to leaving. **The office must be notified in advance** of the absence, and the reason for leaving town should be given in order for the principal to determine whether the absence is excused or unexcused.
4. Eight or more unexcused absences in a class per year or five in a semester class will result in the loss of the privilege of attending the Alternative Education Center.

Excused Absences

Students who receive excused absences must make arrangements for make-up work within two school days after returning to school and have a maximum of five school days to complete the make-up work. Students who are absent when a test is scheduled and who have received all of the pertinent information for the test must take the test the first day back.

Any student absent for more than five (5) verified, consecutive days will require a "Make-up Work Plan" developed by the teacher, counselor and principal.

Unexcused Absences

Any absence from school which is not excused by the school administrator will constitute an unexcused absence.

Suspended from school – One who is separated from school by the school administrator for a period of time because of a rule infraction.

Students with unexcused absences will not be permitted to make up work and test(s) missed. All absences are unexcused until verified through the school office and excused by the principal.

EARLY CHECKOUT

When it becomes necessary for your child to leave school early due to an illness or doctor's appointment, a parent, guardian, or emergency contact person must report to the school office to sign the child out. If you know ahead of time that your child is going to be checked out early, please send a note or call the office to let us know.

When checking your child out, come to the office and your child will be called out of class. Parents must sign their child out. Only persons authorized to check out a child may take a child from school. A picture ID may be required. To insure the safety of our students, please take the time to come to the office and sign your child out.

TELEPHONE USE

Students are not permitted to make or receive telephone calls during the school day. Parents are to handle all pick-up or other arrangements with your child before he/she comes to school. Please do not call the school office and ask for a message to be relayed to your student unless it is of extreme importance. Keep in mind that phone messages are relayed via intercom and disrupt classrooms during instruction. With the principal's permission, a student may be allowed to use the phone for extreme extenuating circumstances only. Cell phones are not to be brought to school. **Students who call or text from school with a cell phone will be disciplined in accordance with district policy.**

PARENT INVOLVEMENT

At Sikeston R-6, Parental involvement is believed to be imperative. Parents are encouraged to participate in the education of their children by talking with them daily about what they did in school. All parents should look at the work of their children daily and encourage them to do well in school. Parents are invited and encouraged to attend PTO meetings as well as Open House, Academic nights, etc. Parent/ Teacher conferences are held at the end of the first and third quarters where parents are given the opportunity to review their child's grades during a conference with the teacher. As always, parents are welcome to schedule a conference at other times whenever they have concerns.

VOLUNTEERS

Parent volunteers are welcome and encouraged. Parents may obtain a form at the school office. Forms must be returned to the office and approved by the principal. Having adult volunteers benefits the students and helps parents to be a part of the educational process.

VISITORS

All visitors must report directly to the building office. Every visitor, including volunteers, will be given a visitor's pass to wear while in the building. This will make their identity known to students and staff as they walk through the building. Safety is top priority and visitor passes are one way to ensure the safety of our students and staff.

Parents may not confer with the teacher except during their planning time, prior to, or after school. At no times are parents allowed to hold conferences with teachers while teachers are in class.

GUIDANCE SERVICES

Students will have opportunities to meet with the counselor by appointment. Students who wish to see the counselor should sign the list outside the office.

REFERRAL PROCESS

When a teacher observes that a student has a problem that is interfering with his/her education, the teacher may consult with the counselor to discuss alternative intervention strategies that may help the child in the classroom. The teacher may also refer the student to the counselor for individual or small counseling group. Students can be referred to the counselor by teachers, administrators, or other school personnel, parents, or through self-referral. If school personnel believe the problem needs to be discussed with the parent, the parent will be contacted. School personnel may suggest to the parent some strategies and services that could be beneficial to the child and provide the parent with a list of community resources available. If the student is found to be a threat to themselves or others, a referral is made to an outside resource for threat assessment. This referral is made by a school administrator using the district's threat assessment procedure.

PERSONAL POSSESSIONS/LOST AND FOUND

Label your possessions so that lost items may be returned. The school is not responsible for lost or damaged items. The Lost and Found is located in the school office. Articles found should be turned in to the office. Losses of property should be reported; an effort will be made to return it to the owner.

DUE PROCESS – STUDENT MATTERS

A student(s) will be afforded due process when a disagreement or conflict occurs involving school personnel. The due process procedure will:

- Provide for oral or written statements concerning the situation by school personnel.
- The student shall be given an opportunity to present his/her version of the situation.
- A decision will be made at the given level.
- The student, if he/she desires, may appeal the decision.
- The appeal shall be to the unit administrator.
- To the Assistant Superintendent.
- To the Superintendent of Schools.
- To the Board of Education.

The Board of Education may or may not grant the appeal.

HOTLINE TELEPHONE NUMBER

You have the power to keep our school Drug-Free and Safe. Let us know ANONYMOUSLY when you witness any illegal activity that threatens our school. CALL the Safe School Helpline at 1-800-418-6423 Ext. 359.

SELLING GOODS AND POSTING SIGNS

No sales from non-school organizations will be permitted. Qualifying non-profit organizations may, with the permission of the principal, post signs.

DRUG FREE

Sikeston R-6 students are provided the opportunity during October's Red Ribbon Week to participate in many activities promoting a drug free lifestyle.

DEFINITION OF CHEATING

- Looking at another student's test, independent work (homework/class work)
- Giving, receiving, and using assistance on a test or independent work (homework/class work)
- Sharing a calculator or other electronic media to exchange information during a test or independent work (homework/class work)
- Sharing a disk or computer file with another student to exchange information during a test or independent work (homework/class work)
- Sharing of test questions or answers outside the test setting
- Copying assignments or independent work (homework/class work)
- Taking another person's independent work (homework/class work) or project and turning it in as one's own work

PLAGIARISM

Plagiarism is defined as presenting another person's words or ideas as if they were your own. In college plagiarism can be considered a form of stealing which can result in grounds for failure of a course or expulsion from a college. Whether plagiarism is intentional or unintentional, the offense is still the same. Sikeston Public Schools considers plagiarism a serious disciplinary matter which will be dealt with accordingly.

When conducting research, students should follow all MLA (Modern Language Association) guidelines for paraphrasing, summarizing, quoting, and documenting sources. Copies of sources should accompany the final paper. All research should contain parenthetical notation and a Works Cited page according to MLA form. Internet sources may be restricted at the teacher's discretion. Students in all disciplines will be provided MLA information concerning paraphrasing, summarizing, quoting, and documenting sources.

PREGNANCY

Pregnant students may remain in school as long as medically feasible. Homebound programs are available for required courses for up to six (6) weeks after delivery, upon application by the student. Application for homebound must be accompanied by written recommendation from the attending physician.

HEAD COVERINGS

In accordance with district policy, no head coverings will be allowed inside the building in any of the Alternative School programs. Students who bring head coverings into school will be given a warning on the first occurrence and the item will be kept in the office until the end of the day. Additional offenses will result in confiscation of the item and the student will face the appropriate disciplinary action.

INAPPROPRIATE DRESS AND FACIAL PIERCINGS

Students will be required to make modifications to their clothing and appearance, when in the judgment of the principal, a student's appearance fails to meet the Alternative School standard of dressing for success which includes, but is not limited to, removing facial piercings and head coverings, dressing modestly without sagging pants or excessive exposure of skin, and by maintaining appropriate personal hygiene.

LIBRARY

The school library contains a wide variety of materials for grades three through twelve. Students may check books and audio books out for a two-week period, while magazines may be kept for three days. Reference books may not be checked out except with special permission. Some titles not available in our school library can be borrowed from other schools in the Sikeston R-6 School District by special arrangement with the Library Media Specialist.

COMPUTER LAB

Each elementary building has a computer lab that is available for student use. All computers are connected to the internet and can be used for research and access to educationally appropriate software programs.

INVITATIONS

If your child is going to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations. Birthday parties are not allowed during

school hours, including lunch and recess. Individual birthday parties would consume instructional time and violate state mandated instructional time allotments. You may elect to bring small treats that can be passed out in class by the teacher on your child's birthday. However, we ask that you do not send whole cakes that have to be cut, ice cream that has to be dipped, or other items that take too much time away from the instructional process. Feel free to send items such as commercially prepared cupcakes or cookies that can be eaten while the students continue to work.

FOOD SERVICE

BARC follows the same lunch menu as other Sikeston R-6 schools.

The following rules are expected to be observed during lunch time:

1. Students should proceed to the lunch line in a quiet and orderly fashion since there are other classes in session within the building.
2. Upon entering the lunch line, students are to pick up their trays, being respectful of the food service workers and other students in line. Students must then enter their code in the keypad. No students are to 'cut' into lines; on occasion, teachers are extended this courtesy.
3. Upon receiving their food tray and drink, students are to be seated at their assigned seats in the lunch room. Because other classes are in session students are to remain quiet in the lunch room. The floor and tables should be kept clean. Students are to clean up after themselves.
4. At no time are students to enter other classrooms.
5. Everyone must have his or her own tray – NO SHARING!

ATHLETIC/SOCIAL EVENTS

BARC students DO NOT participate in other school events within the school district outside of the Alternative Education Center Campus. This includes athletic, as well as social events, from any of the sending schools.