

Name: \_\_\_\_\_

**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

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent or Legal Guardian's Signature

\_\_\_\_\_  
Date

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

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

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

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## SCHOOL DIRECTORY

**Board of Education**  
1002 Virginia Street  
Sikeston, MO 63801  
573-472-2581  
Superintendent – Tom Williams

**Sikeston Kindergarten Center**  
1310 E. Salcedo  
Sikeston, MO 63801  
573-471-0653  
Principal – Jenny Hobeck

**Lee Hunter Elementary**  
315 Baker Lane  
Sikeston, MO 63801  
573-472-2200  
Principal – Kim Pinkard

**Matthews Elementary**  
604 Courtney & Elm Street  
Sikeston, MO 63801  
573-471-0615  
Principal – Crystal Hartzog

**Southeast Elementary**  
2300 Ables Road  
Sikeston, MO 63801  
573-472-0707  
Principal – Alecia Jordan

**5<sup>th</sup> & 6<sup>th</sup> Grade Center**  
100 Twitty Lane  
Sikeston, MO 63801  
573-471-0792  
Principal – Sheila Branch

**7<sup>th</sup> and 8<sup>th</sup> Grade Center**  
510 Lindenwood Ave.  
Sikeston, MO 63801  
573-471-1720  
Principal – Frank Staple

**Sikeston High School**  
200 S. Pine  
Sikeston, MO 63801  
573-472-8850  
Principal – Steve Bays

**Alternative Education Center**  
835 Murray Lane  
Sikeston, MO 63801  
573-472-8808  
Principal – Jeff Williams

**Sikeston Career & Technology Center**  
200 S. Pine  
Sikeston, MO 63801  
573-471-5442  
Director – Chad King

# WELCOME TO SIKESTON 5<sup>th</sup> & 6<sup>th</sup> GRADE CENTER

## *Vision Statement*

**The vision of our school is to improve and promote student learning by a professional and dedicated staff. All members of our school will feel capable of reaching their highest potential in an innovative, engaging climate which will be founded in a sense of community within a nurturing environment.**

*Created 9/16/13 Professional Development Day*

## GENERAL RULES FOR THE SIKESTON 5<sup>TH</sup> & 6<sup>TH</sup> GRADE CENTER

### Arrival/Dismissal

**Sikeston R-6 Schools will not be responsible for supervising students outside the stated times. Parents are not to drop off or leave children at the school during unsupervised periods.**

#### 1. Arrival/Dismissal

- a) School begins at 7:50 a.m.
- b) Students who arrive by cars must be dropped off in front of school.
- c) Students who arrive before 7:40 a.m. may eat breakfast or report to the gym. No students will be allowed in the hallways prior to 7:40 a.m. At 7:40 a.m. a bell will ring for all students to report to their locker and classroom. Students who are not their classrooms when the 7:50 a.m. bell rings will be counted as tardy.
- d) School will be dismissed at 2:50 p.m.
- e) After-school pick up will be at the north entrance of the building
- f) The school building will close at 3:50 p.m. All students must be picked up by 3:10 p.m. unless an activity or event is scheduled that day.

#### 2. Students Riding in Cars

- a) Car riders are not to be dropped off prior to 7:05 a.m.
- b) Students who arrive by cars must be dropped off in front of school. Students are to enter through the double doors. After-school pick up will be at the north entrance of the building.
- c) For the safety of the students, drivers are highly encouraged to refrain from cell phone usage while dropping off and picking up students.

#### 3. Students Riding a Bus

- a) Buses will load and unload in front of the school.
- b) There is to be no running or playing in the bus loading zone. Students are to enter the building quietly.
- c) Misbehavior on the bus may result in a bus suspension or other disciplinary measures.
- d) Students needing to ride a different bus must make arrangements with the school office. Parents must send a note or call the school explaining the reason for the bus change.

#### 4. Students Riding Bicycles

- a) Bicycles should be parked at the rack provided when arriving on campus.
- b) Students are encouraged to have bicycles locked up at all times while at school. The school district is not responsible for unlocked items.
- c) No skateboards should be brought to school.

## **5. Students Walking**

- a) Students should cross the street only at the corner and not in the middle of the block.
- b) Walkers will be dismissed after all buses leave the front of the building.
- c) If your child normally rides the bus he or she may not walk home unless a parent or guardian sends a note. We request that plans for the students return to home be finalized prior to the beginning of the school day.
- d) Students who walk home after school are expected to leave the premises immediately upon dismissal unless alternate arrangements are made by school personnel.
- e) If your car is not in the car dismissal line your child will be considered a student walker.

## **6. Early Checkout**

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

On occasion your child may have an appointment immediately following school and it will be necessary for you to pick him up early. If this occurs, please do not call ahead and ask that your child be waiting in the office to be picked up.

## **CAFETERIA PROCEDURES**

1. Breakfast served from 7:05 to 7:40.
2. All students will be seated in the cafeteria upon arrival. Students who have completed breakfast will be directed to move to the gym.
3. Students will have approximately 20 minutes to eat lunch on their assigned lunch shifts.
4. In the event that a parent wishes to bring lunch to their child they are welcome to do so. Please label the lunch with your child's name and leave it on the counter outside the office.
5. Parents may bring lunch for only their child.

**For behavior expectations in the cafeteria, see the "BE A PRO" matrix on page 13.**

## **COMMERCIALLY PREPARED TREATS**

Any food items sent to the school must be commercially prepared. This includes store bought items purchased from a commercial bakery. Items must be brought to the school in the original packaging.

## **BIRTHDAY TREATS**

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. These treats must follow the guidelines for Commercially Prepared Treats.

## **RESPONSIBILITIES OF THE STUDENT**

1. Each student has the responsibility to develop good work and study habits.
2. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
3. The student should take home any materials and information needed to complete the assignment.
4. The student should learn to budget his/her time.
5. Long-term assignments should be planned so they do not have to be done all at once.
6. It is the student's responsibility to return all work completed to the teacher by the date requested.
7. The student should also make up work missed during an absence.

### **Additional Student Responsibilities:**

1. Students are not to bring items or materials to school to sell to other students or to staff.
2. Students are not to bring or wear to school items or materials that are considered a disruption to the educational process. This includes electronic devices.
3. Sikeston Public schools is not responsible for lost or stolen items which are not allowed at school.
4. Sixth grade students should place all coats and hats in their lockers each morning. These items must remain in the locker until the end of the day. Students should dress according to their comfort level without wearing a coat in the school building.
5. Student dress that is considered in the judgment of the principal to be disruptive, vulgar or in poor taste will not be worn and students may be asked to call home for other clothing. Clothing with alcohol, tobacco, or drug symbols or slogans may not be worn. Sagging pants are not allowed.
6. Students are responsible for their actions. Thinking before acting may allow a student to avoid disciplinary consequences.
7. No back packs or handbags may be carried during the day. Students must carry their books to class.
8. Student comments that threaten the safety and well-being of other students will be dealt with according to the student discipline code.

## **HOMEWORK TIPS**

1. Set aside a special time in which to do assignments.
2. Find a special place free from excessive noise and other distractions in which to work.
3. Organize time so assignments can be completed in a reasonable length of time.
4. Carefully check the completed assignments.

## **LOCKERS**

Lockers are assigned to students entering 6<sup>th</sup> Grade. All lockers are equipped with combination locks. Students will not be allowed to bring and use personal locks. Lockers are for the personal use of the students to whom they are assigned; students have no need to know any combination but their own. Keeping lockers locked at all times will aid in keeping the halls neat and attractive. There will be ample room for coats, hats and personal items, which should be kept in the lockers. Students will be allowed to go to lockers at their teacher's discretion. Lockers may be opened and inspected by the principal or his/her designee if he/she believes there may be prohibited articles stored in a locker. Students are assigned lockers for their own personal use and are not to be used by other students. Lockers are the property of SPS and are subject to all school policies and rules. Decorations on the outside of the locker are not allowed unless provided by the school staff.

## **PARENT INVOLVEMENT/VOLUNTEERS**

At Sikeston R-6, parent involvement is believed to be imperative. The 5<sup>th</sup> & 6<sup>th</sup> Grade Center encourages all parents and guardians to take an active part in their child's education. If interested in becoming a volunteer you may sign up at Open House or call the school. Volunteers help out at a variety of school activities and assist teachers in the classroom.

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 will be allowed to visit classrooms by appointment only.

Parents are invited and encouraged to attend Parent Volunteer meetings as well as Open House, Academic nights, etc. Parent Teacher conferences are held at the end of the first quarter 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.

## **VISITORS**

All visitors must check-in at the main office and 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 a top priority and visitor passes are one way we ensure the safety of our students and staff.

## **STUDENT DELIVERIES**

Deliveries, flowers, balloons, etc., sent to students at the Sikeston schools for Valentine's Day, Birthdays or any other type of special event disrupt the day-to-day operations of our schools. The administration requests that individuals refrain from sending deliveries to any of the Sikeston schools during such events.

## **COMPUTER USER AGREEMENT**

The 5<sup>th</sup> & 6<sup>th</sup> Grade students must have an *Acceptable Use Agreement* form on file. This agreement states that the school will teach the proper methods of using the computer. The student and their parent or guardian *should* sign the agreement pledging that they will follow school and district policies. All new transfer 5<sup>th</sup> and 6<sup>th</sup> grade students will be given a form to be signed and returned. No student will have access to the advanced computer products until the agreement is on record.



## **GUIDANCE SERVICES**

The Sikeston 5<sup>th</sup> & 6<sup>th</sup> Grade Center has guidance counselors on staff. The counselors spend a great deal of time assisting teachers with students having academic difficulties and works with individual students and small groups of students who wish to speak with the counselor about concerns. Counseling is available to students who wish to access the services. Students should request the service through a teacher or 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 group counseling. (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 a threat assessment. This referral is made by a school administrator using the district's threat assessment procedure.

## **DRUG FREE**

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

## **LIBRARY**

The library is open for students 30 minutes before and after school each day. Students need a pass when using the library prior to school. During lunch the library will be open to students who have class work to complete. At other times during the day students may be sent to the library with special permission from the teacher. The library has many books available for checkout by the students.

The library also issues student textbooks. Charges will be assessed for overdue, lost or damaged books and lost textbooks. Students will be notified of any library fines. Fines must be paid promptly in order for the student to continue to check out library materials.

## **LOST AND FOUND**

Please permanently label any item of clothing or articles with your name or ID label to help identify items. The school assumes no responsibility for items or materials brought to school that are lost or stolen. Students are expected to care for school property as if it is their own. Parents will be held accountable for the cost of books or property which are lost or damaged by their student.

## **TELEPHONE**

Students will not be called to the phone during class unless an emergency arises. Please do not call and leave messages for your child during the school day, except for emergency messages. Announcing messages for students takes away from instructional time. In order for a message to efficiently be delivered to a student it must be received in the office prior to 2:30 pm.

## **CLASSROOM DISCIPLINE**

Teachers are responsible for student conduct in their classrooms. Teachers may assign detentions in their classrooms, call parents or make other reasonable assignments for student misconduct. Only a principal may assign a student to In-School Suspension (ISS). If a student is assigned a detention, it will be the responsibility of the parent to provide transportation. Parents are encouraged to call or visit their child's teachers on a regular basis. Student conduct is an important aspect to learning.

## **DETENTION POLICY**

Teachers may assign detentions to students for the following reasons:

- 1. Misbehavior in classroom or on school grounds**
- 2. Failure to complete work or assignments**

Students are expected to serve detentions when assigned. If a student fails to attend their assigned detention(s) the teacher will notify the parent and reassign the detention and additional detentions may be added. Failure to attend the reassigned detention will result in an office referral.

## **IN SCHOOL SUSPENSION**

The In School Suspension (I.S.S.) Classroom is an alternative to suspension from school. Students assigned to I.S.S. will have the opportunity to continue class work in all of the assigned classes where appropriate. Daily assignments will include those similar or identical to those in the regular classes as well as alternative lessons.

Students assigned to I.S.S. will not be allowed to be on any of the Sikeston Public School Campuses except to attend the I.S.S. assignment. Students who are assigned to the I.S.S. program are not eligible to attend any school function or activity during the assignment period. The dates of the assignment are defined as beginning upon the day assigned and ending upon the completion of the assignment. ISS begins upon the student's arrival at school and ends upon being picked up or their arrival home from the bus stop. Students who are absent will not be able to make up work unless excused through the office.

All I.S.S. time will be served before returning to the regular classroom. Students will be allowed a restroom break in the morning, at lunch and in the afternoon. Additional breaks are under the discretion of the instructor.

### **In School Suspension Rules:**

- 1.** All students will report directly to the office upon arrival to school.
- 2.** All students will go directly to the assigned seat when entering the classroom.
- 3.** Students are to remain in their assigned seats.
- 4.** There will be no talking.
- 5.** Students will keep hands, feet and other objects to themselves.
- 6.** Students will follow the directions of the instructor.
- 7.** There will be no writing or passing notes in I.S.S.
- 8.** Students are to complete all assigned work from their classes.
- 9.** Students will follow all rules & policies as outlined in the district discipline code.
- 10.** While assigned to I.S.S. students may not attend any school activity beyond the regular school day.
- 11.** Failure to abide by ISS rules will result in additional consequences determined by the principal.

# BE A PRO

<i>Expectations</i>	<i>All Areas</i>	<i>Classroom</i>	<i>Hall</i>	<i>Bus</i>	<i>Restrooms</i>	<i>Cafeteria</i>	<i>Playground</i>	<i>Library</i>
<b><i>Be Peaceful</i></b>	<ul style="list-style-type: none"> <li>*Maintain personal space</li> <li>*Calm Voices</li> <li>*Report problems</li> </ul>	<ul style="list-style-type: none"> <li>*Think, act, and speak positively to everyone</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly</li> <li>*Watch where you are walking</li> <li>*Calm transition</li> </ul>	<ul style="list-style-type: none"> <li>*Sit calmly in one seat</li> <li>*Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Enter and exit in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>*Wait in line in a quiet, orderly manner</li> <li>*Use polite words</li> <li>*Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment appropriately</li> <li>*Stay in designated areas</li> <li>*Enter and exit building calmly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> </ul>
<b><i>Be Respectful</i></b>	<ul style="list-style-type: none"> <li>*Use polite language</li> <li>*Follow adult directions</li> <li>*Treat others the way you want to be treated.</li> </ul>	<ul style="list-style-type: none"> <li>*Be honest</li> <li>*Follow instructions the first time</li> </ul>		<ul style="list-style-type: none"> <li>*Follow the directions of the bus driver every time</li> <li>*Use polite language</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Flush</li> <li>*Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>*Use manners</li> <li>*Eat and touch only your food</li> <li>*Clean up your eating area</li> <li>*Push in your chair</li> <li>*Place all trash in trash cans</li> <li>*Remain seated until finished eating</li> <li>*Report any spills</li> </ul>	<ul style="list-style-type: none"> <li>*Share</li> <li>*Include all who want to play</li> <li>*Follow game rules</li> <li>*Take turns</li> </ul>	<ul style="list-style-type: none"> <li>*Be aware that others may be working</li> </ul>
<b><i>Be Organized</i></b>		<ul style="list-style-type: none"> <li>*Be prepared – have all of your materials</li> <li>*Turn in homework on time</li> <li>*Complete all assignments</li> </ul>	<ul style="list-style-type: none"> <li>*Keep paper picked up</li> <li>*Keep locker clean</li> </ul>	<ul style="list-style-type: none"> <li>*Remember to take your personal items with you when you leave the bus</li> </ul>		<ul style="list-style-type: none"> <li>*Know your pin number</li> </ul>	<ul style="list-style-type: none"> <li>*Take balls and games back to classroom</li> <li>*Remember to take personal items back to class</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of and return all books on time</li> </ul>

## POSITIVE BEHAVIOR SUPPORT

During the 2008-2009 school year, the Sikeston 5th & 6th Grade Center became involved with the Positive Behavior Support Program. This program is an organized method of communicating behavior, climate, and safety expectations to the students. The program consists of lesson plans taught at various times during the school year which explain our building expectations in different locations in our school, on the playground, and on the bus. Our school adopted the acronym “PRO” which stands for Be Peaceful, Be Respectful, and Be Organized. The following Matrix is an example of how these characteristics look in various places in our school. Our overall goal is to have a safe, friendly school climate where every student feels welcome and is able to do their best.

## CLUBS and ACTIVITIES

Participation in clubs and activities is voluntary and thus is considered a privilege. Students who display inappropriate school or community citizenship or do not make adequate progress in their classes may be removed from participation. Student participating in after school clubs and activities are expected to have rides prearranged. Students who abuse this privilege will not be allowed to participate in after school activities.

## HONOR ROLL

Students in all groupings will have an opportunity to participate in the Honor Roll. The students will be recognized for their academic achievement in the ability level in which they are working. If students’ letter grades for any quarter average B (3) or better and he/she has no grade below a C-, he/she will make the Honor Roll for that quarter. Students who achieve Honor Roll status for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters of the current school year will be recognized in an end of the year reception for the Bulldog Honor Roll. All grades will be used to determine the average.

A	=	4.00	Points	C+	=	2.33	Points	D	=	0.67	Points
A-	=	3.67	Points	C	=	2.00	Points	F	=	0.00	Points
B+	=	3.30	Points	C-	=	1.67	Points				
B	=	3.00	Points	D+	=	1.33	Points				
B-	=	2.67	Points	D	=	1.00	Points				

## GRADING SCALE (Grades 5-12)

96-100	A	73-76	C
90-95	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59-0	F

## GRADING GUIDELINES

1. Grade report forms will be mailed to parents approximately every 45 days.
2. Students' mid-semester (1<sup>st</sup> & 3<sup>rd</sup> 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 unsatisfactory work by mail or e-mail 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.  
The mid-semester (1<sup>st</sup> & 3<sup>rd</sup> quarter) grade is not a grade of record. It is a preliminary indication of progress being made by the student. The semester grades (which become part of the official transcript) shall represent an evaluation of the total semester's work. It is possible for a passing mid-semester grade to become a failing grade (note item 3).
4. 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

### WHEN CHILDREN ARE ILL /ABSENT

Any time your son or daughter is absent, it is necessary for the parent or guardian to contact the school before 9:00 a.m. of the following day and provide a reason for the absence. It is strongly urged that as much as possible, family vacations should not be taken during the school year. 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.

All students are expected to maintain good attendance. The best way to ensure learning, achieve good grades and persist until graduation is through regular school attendance.

### Procedures:

1. An excused absence will be defined as:
  - a) Illness
  - b) Illness in immediate family
  - c) Death/Tragedy in immediate family
  - d) Physician Appointments (Ex: Orthodontist) 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.
2. Any time your son/daughter is absent, it is necessary for the parent or guardian to contact the school and provide a reason for the absence. The school **MUST** receive a call by 9:00 a.m. the next day for to be considered for an excused absence. If not, 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. Six (6) or more unexcused absences will result in a truancy court referral.
4. See Board Policy JRG regarding disciplinary actions regarding absences from school.

## **Excused Absences**

Students who receive excused absences must make arrangements for make-up work within **two days** after returning to school and have a maximum of **five days** to complete the make-up work. Students who are absent when a test is scheduled and who have received all of the information for the test must take **the first day back**. The same guidelines apply for any major projects that have been assigned.

Any student absent more than 5 verified, consecutive days will require a “Make-Up Work Plan” developed by the teacher, counselor and principal.

Notes or parent calls explaining an excused absence MUST be received by 9:00 a.m. the day following the absence.

## **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. (In-School Suspension and Alternative Education Program are not considered suspensions.)

- **NOTE: Students may not attend an extra-curricular activity on the day of their absence or if absent on the last day preceding the event without permission of the principal. Students who are suspended or assigned to the Sikeston Alternative Center are not permitted to attend any extra-curricular activities during the suspension or Alternative School assignment. The suspension or assignment is over at the end of school on the final assigned day.**

## **Attendance Awards**

“Perfect Attendance” is awarded to students that have no absences, tardies or early check outs.

“Outstanding Attendance” is awarded to students that have no more than three (3) hours of absence during a quarter. It is possible for a child to have “Outstanding Attendance” for all four quarters of the year, but not have it for the entire year.

## **Tardies**

### **Morning Tardy Policy**

Tardiness is seldom necessary if one plans according to the weather conditions and other factors. If tardiness is allowed to continue it can become a pattern that will definitely affect school work. Being on time is an important attribute students should strive to attain. At times being late may be unavoidable. When a student has received their 3<sup>rd</sup> morning tardy, it will result in an office referral and the student will receive a reprimand. The 4<sup>th</sup> tardy will result in a detention and the 5<sup>th</sup> tardy will result in two detentions. Six or more tardies will result in placement in ISS and a referral to truancy court. Subsequent tardies will result in an additional day of ISS.