

SIKESTON R-6 SCHOOLS
Sikeston, Missouri 63801
2018-2019 School Year

I have received and reviewed the 2018-2019 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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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. Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

► **Students in kindergarten through twelfth grade** -- Student's name; grade level; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

► **In addition, students in eleventh grade through twelfth grade** -- Address; telephone number, but only for the purposes of complying with the requirements of the “No Child Left Behind Act of 2001;” Armed Forces Recruiter Access to Students and Student Recruiting Information (i.e., student address and phone number).

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
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 –

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

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

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

Sikeston Jr. High School
510 Lindenwood Ave.
Sikeston, MO 63801
573-471-1720
Principal – Frank Staple

Sikeston High School
200 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 Pine
Sikeston, MO 63801
573-471-5442
Director – Chad King

K-4 TITLE I SCHOOL WIDE PROGRAM

The purpose of the Title I School wide program is to provide supplemental services to ALL children in the school so that they may reach high educational standards.

A School wide Program Plan for your child's school has been developed that includes:

- A comprehensive needs assessment based on performance
- Effective methods and instructional strategies based on scientifically based research
- Instruction by highly qualified teachers and paraprofessionals
- Professional development for teachers, principals and paraprofessionals
- Strategies to increase parent involvement
- Plans for assisting children in the transition from one grade to the next

Each elementary school has formed a committee of teachers, staff, and parents to develop a School wide Program Plan that is specific to that school. The committee researches the achievement data for previous years to determine the needs of the Title I program. Based on the data, goals were written that would focus on all children and their success. The supplemental services may come from additional instruction provided by a Title I assistant or Title I teacher, or it may come from supplemental materials that are used to support the daily curriculum.

The School wide Program Plan is available to all parents/guardians, school district personnel, and the public. If interested in obtaining a copy, please contact your child's principal.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM (SW-PBS)

The School-Wide Positive Behavior Support (SW-PBS) program is used as a system for teaching and rewarding appropriate behaviors in students. Staff members teach and model lessons based on appropriate behavior in all areas of the building as well as on the bus. The goal of School-Wide Positive Behavior Support is to decrease discipline referrals and inappropriate behaviors and to increase appropriate behaviors along with student achievement. The following elementary schools have chosen to participate in SW-PBS: Kindergarten and Early Childhood Center, Lee Hunter Elementary, Matthews Elementary and Southeast Elementary.

RESPONSIBILITIES OF THE STUDENT

- Each student has the responsibility to develop good work and study habits.
- The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
- The student should take home any materials and information needed to complete the assignment.
- The student should learn to budget his/her time.

- When study time is provided during the day, the student should take advantage of it.
- Long-term assignments should be planned so they do not have to be done all at once.
- It is the student's responsibility to return all work completed to the teacher by the date requested.
- The student should also make up work missed during an absence.

HOMEWORK TIPS

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

PARENT INVOLVEMENT

At Sikeston R-6, parent 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 Parent Volunteer Meetings as well as Open House, Academic and School Activities. 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.

GUIDANCE SERVICES

Sikeston R-6 has a guidance counselor on staff. The counselor is the building sponsor of Red Ribbon week, a national effort to educate children about drug abuse. The counselor also spends 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.

The guidance counselor also conducts class/large group sessions on appropriate topics such as: character education, test-taking strategies, bullying, etc.

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.

VOLUNTEERS

Parent volunteers are welcome and encouraged. Parents may obtain a volunteer 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 check in the office prior to going to a classroom. 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 a top priority and visitor passes are one way we 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 time are parents allowed to hold conferences with teachers while teachers are in class. Parents that wish to observe in their child's classroom must schedule the time in advance with the teacher.

PERSONAL POSSESSIONS

Label your child's possessions so that lost items may be returned. The school is not responsible for lost or damaged items. 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. If you have lost an item, check with your teacher or the office to see if it has been turned in.

LIBRARY

Fifty minutes of library services is allotted to each classroom weekly. During this time the students will check out books to take to their classroom and be exposed to a variety of literature. Classrooms may also use the library at times other than their scheduled times.

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.

AVAILABLE TECHNOLOGY

Each elementary building has technology available for student use including: computers, iPads, Smart Boards and projectors. All computers are connected to the internet and can be used for research and access to educationally appropriate software programs.

ARRIVAL / DISMISSAL

Kindergarten Center

For students attending the Sikeston Kindergarten Center, instruction begins as 8:45 a.m. Children may be dropped off after 8:00 a.m. Parents need to drop their children off at the car rider end of the building, which is marked CARS ONLY.

Dismissal at the Kindergarten Center is at 3:45 p.m. Car riders will be dismissed first at 3:45, parents pick your child up at the car rider end, marked CARS ONLY. Please stay in your car and follow the car rider lane and pull forward and your child will be loaded into the car for you.

Lee Hunter, Matthews, Southeast

All students are to enter the building in the morning and exit the building in the afternoon through the front doors of the school. Parents are asked not to walk their child to their classroom.

Instruction begins at 8:30 a.m. Students should be in their seats ready to work at this time. Children may be dropped off after 7:30 a.m. Dismissal is at 3:30 p.m. Please drive through the driveway and do not walk up to the front of the building to pick up your child.

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.

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, a pictured I.D. may be required. 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. Please check the student out prior to the last 15 minutes of school. Do not call ahead and ask that your child be waiting in the office to be picked up. Early checkout will prevent a student from having "Perfect Attendance".

CHANGES IN TRANSPORTATION

Daily changes to your child's transportation must be limited to emergency situations only. When changes are made to this daily routine, children often become confused and forget where they are going from day to day.

If at any time your child needs to change his/her regular afternoon transportation due to an emergency, we ask that you send a note to the child's teacher explaining the necessary change. If possible, discuss the change with your child so that he understands what to do after school. If you become aware of the need for a change during the school day, the parent, guardian or an emergency contact person must call and inform the office of the change.

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.

I.S.S. 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 direction 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 and 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.

TELEPHONE USE

If it is necessary for you to get a message to your child during the school day, please contact the office and we will notify your child of the message. Students will not be called to the office to take phone calls. Students will be allowed to use the office phone only in emergency situations and if approved by school principal or secretary.

PARKING

Please do not park in the bus loading and unloading zones prior to 9:00 a.m. or after 3:00 p.m. due to buses coming and going.

INVITATIONS / PARTIES

If your child would like to bring invitations to school for a party at home or elsewhere, make sure that all children in the class are invited. Otherwise, please 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. These treats must follow the guidelines for Commercially Prepared Treats.

COMMERCIALLY PREPARED TREATS

When food items are brought to school for special events such as class parties, birthdays, etc., the items must be commercially prepared. This includes store bought items as well as items purchased from a commercial bakery. Items must be brought to school in the original packaging.

ELEMENTARY GRADING (Grades K-4)

The following grading scale is used by all elementary teachers in grades 2-4.

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 & 3rd quarter) grades are not grades of record. The total effort of the semester should be averaged to arrive at the semester grade.

Grading (Grades K-1) – Students in Kindergarten and 1st Grade work on a standards-based curriculum. Classroom activities are designed to lead to mastery of learning targets. This mastery is monitored by classroom teachers and instruction is adjusted to meet the needs of the students. Standards-based report cards, listing each learning target for the year and students' progress to mastery of each learning target, will be sent to parents quarterly.

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.

Any elementary school student whose progress is not acceptable may be retained in the same grade for the ensuing school year.

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 & 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 & 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 is 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.

HONOR ROLL (Grades 1-4)

All students in grades 3 & 4 have an opportunity to participate in the honor roll. If a student's letter grades in any quarter average "B" or better with no grade below "C", he/she will make the honor roll for that quarter.

BULLDOG HONOR ROLL (Grades 1-4)

1st & 2nd Grade

First and second grade students who demonstrate mastery of 30 learning targets by April 30, 2018 will be recognized at the end of the year "Bulldog Honor Roll" awards assembly.

3rd & 4th Grade

Students who achieve honor roll for the 1st, 2nd & 3rd consecutive quarters of the current school year will be recognized at the end-of-the-year "Bulldog Honor Roll" awards assembly.

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.

ATTENDANCE

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

Procedures:

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 that 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. If a child is being taken out of town, (non-emergency/vacation) 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.

Any time a student 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 following day to be considered 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.

Students in grades K- 4 will be recognized based on the following criterion:

“Perfect Attendance” is awarded to students who have no absences, tardies or early check outs. It is awarded quarterly and yearly.

“Outstanding Attendance” is awarded to students who have no more than 3 hours of absence during a quarter or no more than 1 day during the entire year.

See Board Policy JG-R for disciplinary action for absence from school.

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 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.

- **NOTE: Students may not attend any 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.**

TARDINESS

Tardiness is seldom necessary if one plans according to weather conditions and other factors. If allowed to continue, tardiness becomes a pattern and definitely has an effect on schoolwork. Being on time is an important attribute students should strive to attain.

Refer to District Information: Board Policy JG-R.

Revised: 03/08/2016