

**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 which is available online at <http://www.sikestonr6.org> 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.

**SIKESTON R-6 SCHOOL**  
**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.

- - - - -

\_\_\_\_\_ **The Release Of Student Directory Information Is Denied.**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

**ARMED FORCES RECRUITING**  
**This Pertains ONLY to Students in Grades 11 and 12**

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

Dear Parent:

The “No Child Left Behind Act of 2001” passed certain new requirements with respect to Armed Forces Recruiter Access to Students and Student Recruiting Information. Unless the parent requests otherwise, the District must provide, upon request by military recruiters, access to the name, address and telephone number of students in Grades 11 and 12. The parent (if the student is age 17 or below) or the student (if the student is age 18 or above) may request that the name, address and telephone listing not be released without prior parental consent. Schools are required to notify parents of the option to make such a request and to comply with any such request made by parents.

If your student is in either Grade 11 or 12 and you object to the release of information to military recruiters, please complete the form below and return it to the principal at the High School to make sure your written objection is on file in the student’s record.

- - - - -

\_\_\_\_\_ **The Release Of Information To Military Recruiters Is Denied.**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date

## TABLE OF CONTENTS

<b>SCHOOL DIRECTORY .....</b>	<b>5</b>
<b>RESPONSIBILITIES OF THE STUDENT .....</b>	<b>6</b>
<b>HOMEWORK TIPS .....</b>	<b>6</b>
<b>PARENT INVOLVEMENT .....</b>	<b>6</b>
<b>GUIDANCE SERVICES.....</b>	<b>7</b>
<b>VOLUNTEERS .....</b>	<b>7</b>
<b>VISITORS .....</b>	<b>7</b>
<b>PERSONAL POSSESSIONS.....</b>	<b>7</b>
<b>LIBRARY .....</b>	<b>8</b>
<b>DRUG FREE .....</b>	<b>8</b>
<b>SELLING GOODS AND POSTING SIGNS.....</b>	<b>8</b>
<b>ARRIVAL / DISMISSAL.....</b>	<b>8</b>
<b>EARLY CHECKOUT .....</b>	<b>8</b>
<b>TELEPHONE USE.....</b>	<b>9</b>
<b>CAFETERIA .....</b>	<b>9</b>
<b>CLOSED-OPEN CAMPUS.....</b>	<b>9</b>
<b>PARKING.....</b>	<b>10</b>
<b>HALL PASSES.....</b>	<b>11</b>
<b>ATHLETIC PASS.....</b>	<b>11</b>
<b>DANCES .....</b>	<b>11</b>
<b>PREGNANCY .....</b>	<b>11</b>
<b>ACADEMIC STANDARDS OF SIKESTON HIGH SCHOOL.....</b>	<b>12</b>
<b>GRADUATION REQUIREMENTS .....</b>	<b>13</b>
<b>PLAGIARISM.....</b>	<b>15</b>
<b>DEFINITION OF CHEATING .....</b>	<b>15</b>
<b>EDUCATION POLICIES .....</b>	<b>16</b>
<b>GRADING SCALE .....</b>	<b>16</b>
<b>GRADING GUIDELINES .....</b>	<b>16</b>
<b>HONOR ROLL .....</b>	<b>17</b>
<b>WEIGHTED COURSES AND GPA .....</b>	<b>17</b>
<b>ATHLETIC ELIGIBILITY .....</b>	<b>17</b>
<b>PHYSICAL EXAMS AND INSURANCE .....</b>	<b>18</b>
<b>ATTENDANCE.....</b>	<b>18</b>
<b>TARDINESS.....</b>	<b>20</b>
<b>SEMO- SIKESTON STUDENTS.....</b>	<b>20</b>
<b>IN-SCHOOL SUSPENSION GUIDELINES .....</b>	<b>21</b>
<b>DUE PROCESS - STUDENT MATTERS.....</b>	<b>21</b>
<b>STUDENT DRUG TESTING: FILE JFCI .....</b>	<b>22</b>
<b>SIKESTON R6 SCHOOLS IPAD CARE &amp; RESPONSIBLE USE AGREEMENT .....</b>	<b>23</b>

## SCHOOL DIRECTORY

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

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

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

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

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

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

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

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

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

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

## **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 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.

## **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 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.

## **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. Students attending Sikeston High School are assigned to a grade level counselor when the student enters 9<sup>th</sup> grade. A counselor will follow the student through their 11<sup>th</sup> grade year of high school. A designated 12<sup>th</sup> grade counselor will assist students through their senior year.

### 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. All volunteers should contact the school principal to schedule a time convenient for them and the classroom in which they will be assigned. Having adult volunteers benefits the students and helps parents to be a part of the educational process.

## **VISITORS**

All visitors must report directly to "A" building office. Visitors are not to enter other campus buildings. 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.

## **PERSONAL POSSESSIONS**

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 library and the "A" office. Articles found should be turned in the office. Losses of property should be reported; an effort will be made to return it to the owner.

## **LIBRARY**

The Sikeston High School Library contains a wide variety of print and non-print materials for student use and entertainment. Books may be checked out for a period of three (3) weeks and are renewable. Records and CDs may be kept for a week, while reference books and periodicals may be checked out overnight only. Late fines will be charged for overdue items at .05/day per book, .10/day per record, CD or periodical, .25/day per reference book. Library hours are 7:15 a.m. – 3:45 p.m.

## **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.

## **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. Students are not allowed to promote, sell, or fundraise for senior trips on school property.

## **ARRIVAL / DISMISSAL**

**Sikeston High School** students, instruction begins at 7:50 a.m. and dismissal is at 2:50 p.m. Students are not allowed to leave campus once they have been dropped off in the morning.

## **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. 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.

When students check out of school, the following procedures will be observed:

- A parent or guardian must call "A" office for students to check out. Students will not check out without a call from a parent or a note written by the parent.
- The student must check back into "A" office when returning to school.
- If a student is not feeling well, they must report to the nurse with their Student Handbook. It will be determined by the nurse if that student should remain at school or be sent home. It will not be an excused absence if that student contacts their parent or guardian to have them checked out.
- If the above procedures are not followed, the student will be considered unexcused and truant.



## 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.

## CAFETERIA

Breakfast is available every morning.

The Type **A** lunch is provided at all lunch hours. In addition to the Type **A** lunch, there is an *al a carte lunch line which serves salads, sandwiches, and desserts*. Each type of lunch is priced individually. Prices are subject to change.

Those students who bring their lunches may also use the cafeteria facilities. The following rules are expected to be observed in the cafeteria.

1. Trash must be placed in wastebaskets. Keep the floor and tables clean.
2. No students are to “cut” into lines; on occasion, teachers are extended this courtesy.
3. Sit in chairs and place them next to the table when they are not in use. Students are not allowed to move chairs to another table.
4. No eating or drinking in the halls or rooms in nice weather students may eat outside. We ask that you keep our campus clean.
5. No bottles are allowed in the cafeteria.
6. Drinks brought to school in Styrofoam cups or bottles will not be allowed at school during school hours.
7. Everyone must have his or her own tray – **NO SHARING!**

## CLOSED CAMPUS

Students in grades 9-11 will not be allowed to leave campus during the lunch period. During the lunch period, students must remain in the cafeteria, library or quadrangle.

### **Exceptions for High School Students (Grade 12 Only)**

#### *Open Campus Student Eligibility Determination*

1. Entering grade 12, student must have a 2.5 or higher GPA on a 4.0 scale.
2. Student must have a 95 percent attendance record overall for grades 9-11. All absences (excused, unexcused and verified) will count toward a student’s overall attendance. Student’s attendance that falls below the required 95 percent will have the option of appealing his/her absence to a review board. The review board will consist of the assistant superintendent, high school principal, school nurse and the A+ coordinator.
3. Student must perform 25 hours of unpaid tutoring and/or community service. Tutoring and/or community service hours must be submitted to the high school counselor prior to acceptance into the program.

4. Student must maintain a record of good citizenship and avoid the unlawful use of alcohol and/or drugs, as defined by district policy.
5. Student must achieve a score of proficient or advanced on one of the official end-of-course exams for Algebra I, Biology, English II or Government.

Once a student is selected for open campus lunch privileges, he/she is required to maintain the Open Campus Requirements as stated below.

***Open Campus Requirements (Monitored on a Quarterly Basis in Addition to Being Monitored Daily)***

1. Student must maintain 95 percent attendance. All absences (excused, unexcused and verified) will count toward a student's overall attendance. Student's attendance that falls below the required 95 percent will have the option of appealing his/her absence to a review board. The review board will consist of the assistant superintendent, high school principal, school nurse and the A+ coordinator.
2. Student must maintain an overall "B" average (83 percent).
3. Student will have no discipline referrals resulting in ISS or OSS and no more than two referrals resulting in reprimands or detentions.
4. Student may not have more than two tardies per semester per class.
5. Student must wear a school-issued tag to and from the tennis court parking lot in order to leave the high school campus.
6. Student must park in the tennis court parking lot and must purchase a school-issued student parking pass. School-issued tags will be picked up every day through the math and science building office. Students must sign out when leaving and sign in upon returning to the high school campus.
7. Student will be subjected to the monthly random drug testing as outlined in Board policy JFCI.

**PARKING**

Students are responsible for familiarizing themselves the regulations governing driving and parking.

1. Parking permits are required and may be obtained through the principal's office. **BY APPLYING FOR THE PERMIT, YOU ARE GIVING YOUR CONSENT TO ALL OF THE PROVISIONS OF THE PERMIT.**
2. Automobiles parked on campus **MAY** be searched by the principal or his designate at any time if he/she has reasonable cause to believe that there are items in the car either prohibited by the school or illegal in nature.
3. **All** students will be assigned to the Field House parking lot. **Parking in front of school, H & I lot, tennis court parking lot or in the faculty lot is forbidden except in extenuating circumstances approved by the principal.**
4. **All** motorized vehicles parked on school property **must** have liability insurance. A certificate of insurance must be presented when permit is assigned.
5. Students must park and lock automobiles upon arriving at school. The parking lot area is off limits except when coming to or leaving school. **NO LOITERING!**
6. All parking lots are closed at the end of the school day or activity. Students are not to park cars on the parking lots after school or on weekends unless authorized because of an approved school activity.
7. Parking in wrong lots, outside the parking lanes, parked in grass, blocking traffic or improper use of cars will result in disciplinary actions. Continued infractions will result in revoking use of cars on campus and possible suspension from school.
8. Students are expected to maintain a valid parking sticker on **ANY CAR** which they park on school property. Stickers are to be obtained **PRIOR** to parking the vehicle. The sticker must be place on the rearview mirror in plain view from the front of the car. **THERE WILL BE NO EXCEPTIONS.** The

fee for a parking sticker is \$10.00.

9. A new parking sticker **MUST BE** purchased each year. **There will be a \$1.00 charge for each additional sticker.**
10. Student's dishonesty with stickers will result in revocation of driving privileges.

### **HALL PASSES**

If a student finds it necessary to leave class, he/she must have a signed pass from the teacher indicating permission to be out of the class. Students not attending classes due to their schedules must leave the building after the tardy bell; anyone needing to wait in the building for an activity must report to "A" office for grades 9-12 and remain there until the end of the hour.

### **ATHLETIC PASS**

Athletic passes may be purchased at a charge of \$10.00 per year.

### **DANCES**

All school policies are followed at school dances. Infractions are dealt with in accordance to our discipline policy. Students may not be re-admitted to a dance after leaving the assigned area.

All out of town school dates must have permission from high school principal a minimum of one (1) week before attending the dance. No one below grade 9 or over the age of 20 years may attend any school dance. Out of school dates must have graduated from high school or be presently enrolled in a local area high school.

**Out of town dates will be required to show a picture I.D. when entering the dance.**

**Students, who receive after school detention, in-school suspension or out of school suspension during a two week period prior to the scheduled dance, may not be allowed to attend the dance. Additionally, those students that have been assigned after school detention, in-school suspension or out-of-school suspension which carries into the two week period, will not be allowed to attend the dance.**

### **PREGNANCY**

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

## ACADEMIC STANDARDS OF SIKESTON HIGH SCHOOL

1. For the purpose of clarification, a student must have earned five (5) units of credit to be classified as a sophomore; twelve (12) units of credit completed to be classified as a junior; and must be in a position to graduate before being classified as a senior.
2. A student must have completed four years of high school before they can graduate from Sikeston High School (unless early graduation is approved).
3. No student shall enroll in any advanced course within a given subject field until he/she has successfully completed the preceding courses in that subject. (As an example, a student is not allowed to enroll in English II until successfully passing English I.) This stipulation may be waived at the discretion of the principal.
4. No student shall add or drop classes after two weeks of a new semester unless a change is approved by the teachers involved, counselors and principal.
5. A student shall receive a grade of "F" for any course dropped without the recommendation of teachers and approval of counselor and principal.
6. A student who has received an "incomplete" grade in a course shall be required to remove the deficiency within a two-week period from the time the grade is given. After this period of time has passed, "incomplete" assignments shall be automatically recorded as a zero. The teacher shall be responsible for notifying the class counselor, in writing, when such a deficiency has been removed so that the permanent record can be corrected.
7. No student shall be excused from a regular class period to prepare for an activity not directly connected with that class work, unless excused by the principal.
8. Students transferring to Sikeston High School will not be given a class rank until after one full semester of attendance. At this time preceding grades from other accredited schools will be given the same grade point average as those which the students earned during his first semester attendance. Students who are members of the National Honor Society when transferring may transfer membership immediately. **A student is not eligible for the salutatorian and valedictorian honors unless they have been in attendance three (3) semesters preceding graduation.**
9. Students that miss work due to an extra-curricular activity are required to get make-up work prior to missing that class.
10. Juniors and seniors will be allowed two (2) college days, granted the student informs "A" office before leaving. College days will be counted as field trips if proper documentation is brought back from the college or university.
11. A student that intends to take an elective class for college prep credit must have the signed forms into "A" office after two weeks of a new semester.
12. All class final exams will count as 10% of the semester grade. Teachers will develop alternative final exam tests for students who have excused absences on final days. Students may not take their final exams prior to the schedule testing dates, however; students may make-up final exams after the test has been given.
13. All end of course exams will count as 10% of the semester grade.

## GRADUATION REQUIREMENTS

To graduate from Sikeston High School, a student must meet the following minimum academic requirements:

Language Arts	4 units
Social Studies	4 units
Mathematics	4 units
Science	4 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education/Health	1 ½ units
Personal Finance	½ unit
Electives	4 units
<b>Total</b>	<b>24 units</b>

Students with a disability will agree to the graduation requirements of the Sikeston R-6 Schools. Any exception will be outlined in the Individual Education Plan for the individual student and in compliance with the policy to the Missouri State Department of Elementary and Secondary Education Graduation Guidelines for disabled students.

A student who has not successfully completed one unit of algebra by the end of his/her sixth semester will be required to take an additional ½ unit of Math to complete graduation requirements.

Graduation from Sikeston High School requires four units of basic education for four years. Basic education is defined as English, Mathematics, Science and Social Studies for grades nine and ten. An option to the four basic unit basic education requirements is available for eleventh and twelfth grade years which would enable a student to select a vocational program for two (2) periods each year in lieu of mathematics and science.

We recommend that students who have aspirations to pursue a college education complete the following program (all college preparatory classes):

Four years of English  
Four years of Social Studies  
Four years of Science  
Four years of Mathematics  
Two to four consecutive years of a Foreign Language

Freshmen and sophomores are enrolled in the four core subjects and juniors and seniors would be required to be enrolled in four core subjects using the vocational requirement.

## Graduation Ceremony Requirements

1. Students participating in the graduation ceremony must be able to complete the graduation requirements during the summer school following the graduation ceremony. If summer school is not offered to our students, those students wishing to participate must have met all the Sikeston High School graduation requirements.
2. All correspondence work approved by the principal must be completed three weeks prior to the graduation ceremony
3. All Credit Recovery work through the A+LS computer program must be completed by the 1<sup>st</sup> Monday in May.

Student participation in the graduation ceremony will be **VOLUNTARY**. Students that wish to participate will be expected to follow these guidelines concerning dress and behavior:

1. A graduate's cap will be worn flat on your head with the tassel on the right side until you receive your diploma.
2. Caps will be worn at all times.
3. No corsages or other types of decoration should be placed on the cap or gown.
4. Men will wear a collared dress shirt, a tie and dress slacks (preferably dark slacks); ladies will wear dresses, a skirt or dark dress pants.
5. Everyone will look like the young ladies and gentlemen that you are.
6. No tennis shoes or flip flops, students will wear dress shoes. Ladies will wear dress shoes that are secure to their feet.
7. No shouting, loud cheers or distracting movements will be allowed as the graduate walks across the stage.
8. The day following graduation, students may pick up their diplomas in the high school cafeteria. Time for the diploma pick up will be announced.

Those students that do not wish to comply with these guidelines may not be allowed to participate in the graduation ceremony.

## 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.

**\* First Offense: Nullification of forged document. Principal/student meeting, detention, in-school suspension, or 1-10 days out-of-school suspension**

**\* Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.**

### DEFINITION OF CHEATING AND/OR PLAGIARISM

- Looking at another student's test, independent work (homework/class work).
- Giving, receiving, 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.

**EDUCATION POLICIES**  
**COLLEGE PREPARATORY/A+ GRADE POINT SYSTEM**

Sikeston High School has developed curricula for both Grade Level and College Preparatory programs. From either curricular area, students may enter the A+ program which has specific criteria that must be met. Students who enter the A+ program will receive grade points as indicated on the grading scale.

The college preparatory education program offers courses in the areas of language arts, mathematics, science and social studies. The course content is highly challenging and includes requirements in research projects and research papers. A considerable amount of homework and individual student initiative is expected.

Sikeston Public Schools also participates in the A+ Schools Program. Through the development of a goal-oriented curriculum, Sikeston Public Schools is committed to ensure that all students graduate from high school, complete a challenging selection of high school studies with identified learning expectations, and proceed from high school graduation to a college, post-secondary vocational or technical school, or a high-wage job with work place skill development opportunities. For qualifying students, tuition costs will be paid for the first two years of community college or trade school.

All programs are designed to provide a solid academic background for living and post high school education pursuits.

**GRADING SCALE (Grades 9-12)**

The following grading scale is used by all secondary teachers.

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+	0-59	F

**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 (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).  
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.
3. The mid-semester (1<sup>st</sup> & 3<sup>rd</sup> 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.
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.  
All class final exams will count as 10% of the semester grade. Teachers will develop alternative final exam tests for students who have excused absences on finals days. (Grades 9-12 only)



## HONOR ROLL (Grades 9-12)

All students have an opportunity to participate in the honor roll. Cumulative grade point averages are not used in the selection. If a student's letter grades for any quarter average "B" or better, he/she will make the honor roll for that quarter. A "B" average is defined as an average of 3 points on an 4 point scale. "A" is worth 4 points, "A-" is worth 3.667 points, "B+" is worth 3.333 points, "B" is worth 3 points, "B-" is worth 2.667 points, "C+" is worth 2.333 points, "C" is worth 2 points, "C-" is worth 1.667 points, "D+" is worth 1.333 points, "D" is worth 1 points, "D-" is worth .667 point and "F" is worth 0 points. Students who achieve honor roll status for the 1<sup>st</sup>, 2<sup>nd</sup>, & 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 classes will be counted for honor roll status.**

### WEIGHTED COURSES AND GPA

Adopted 6/04

Grade	Non Weighted	Weighted +.333	Weighted +.667
A	4.000	4.333	4.667
A-	3.667	4.000	4.333
B+	3.333	3.667	4.000
B	3.000	3.333	3.667
B-	2.667	3.000	3.333
C+	2.333	2.667	3.000
C	2.000	2.333	2.667
C-	1.667	2.000	2.333
D+	1.333	1.667	2.000
D	1.000	1.333	1.667
D-	.667	1.000	1.333
F	.000	.000	.000

Weighted courses are very important for any student that is interested in his or her class rank and grade point average. The more difficult courses listed above are to the right on the weighted scale. Students should use caution in taking weighted courses. Details regarding course offerings and weighting can be found in the Career and Educational Planning Handbook.

### ATHLETIC ELIGIBILITY

The MSHSAA's eligibility standards have been voted by member schools and were adopted by your school when it became an association member. If there are rules which you don't understand, ask your principal or Athletic Director to explain these to you.

1. Citizenship - You must be a creditable school citizen. Creditable school citizens are those students whose conduct - both in and out of school - will not reflect discredit upon themselves or their school. **Student Responsibility:** Each student is responsible to notify the school of any and all situations that would affect his/her eligibility under the standards. If the student does not notify the school of the situation prior to the school's discovery, then the student shall be ineligible for up to 365 days from the discovery, pending the Board of Directors.
2. Academics - You must be currently enrolled in and regularly attending courses that offer a minimum of 3.0 units of credit. You must have earned 3.0 units of credit the preceding semester. Up to one (1) credit per core subjects may be made up during summer school.
3. Transferring Schools - If you transfer schools and your parents do not move to your new school district,

- you will be ineligible for 365 days.
4. Entering School - You must enter school within the first 11 days of the semester in order to be eligible.
  5. Proposal No. 16 - This Amendment to By-Law 230, Amateur and Awards Standard, permits merchandise awards with a suggested manufacturer's retail value of no greater than \$100.00 to be presented as an acceptable award and any artwork or sponsor appearing on the award shall not be contrary to the standards of the interscholastic program.
  6. Age limits - If you reach nineteen (19) years of age prior to July 1, you will be ineligible for the next school year.
  7. Non-School Competition - You may not practice for or participate with a non-school team or in any organized non-school athletic competition and for your school team in the **same sport** during the same season. You may participate on a school team and a non-school team in **different sports** during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without the approval of your school administrator.
  8. College Auditions/Tryouts - You may participate in an auditions or tryouts for a college team only after you have completed your last season of eligibility in the sport for which you wish to "audition" or "tryout".
  9. All-Star Games - You may not compete in an all-star game or contest before you complete your eligibility in all high school sports. Participation in an all-star game or contest will result in your becoming ineligible to participate in any high school sport.
  10. Recruiting Athletes - You will be ineligible for 365 days if you are influenced by a person or persons to transfer schools for athletic or activities purposes.
  11. Sportsmanship - If you should commit an unsportsmanlike act while participating in a high school event, you could become ineligible.

### **PHYSICAL EXAMS AND INSURANCE**

All students involved in athletics and/or cheerleading are required to have had a physical examination issued on or after February 1 of the previous school year. No student will be allowed to tryout, practice or compete until the school has verification that he or she has proof of physical and basic accident insurance coverage.

### **ATTENDANCE**

Sikeston High School students are expected to maintain good attendance. The best way to insure 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
  - a. Medical Appointments - Timed note required from physician's office on return to school.
  - b. Absence which has strong educational or family value and is approved in advance by the building principal.
2. It is strongly urged that as much as possible, family vacations should not be taken during the school year.
3. 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 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.

4. End of year attendance incentives will be given to students 9-12 based on the following criteria:

**Students must have:**

- (1) 98% attendance (2 days 1<sup>st</sup> semester/2 days 2<sup>nd</sup> semester)
- (2) "B" average in that class (83% or above)
- (3) No discipline referrals resulted in ISS or OSS and no more than 2 referrals resulting in reprimands or detentions.
- (4) No more than 2 tardies per semester per class

**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 information for the test must take the test the first day back.

Students who miss their finals, have two weeks (for 1<sup>st</sup> Semester) and one week (for 2<sup>nd</sup> Semester) from the last day of the semester to make up their finals.

**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.

- **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 (SAC) are not permitted to attend any extra-curricular activities during the suspension or SAC assignment.**

Students with unexcused absences will not be permitted to make up work and test(s) missed.

**TARDINESS**

**MORNING TARDIES**

Students that arrive late to school in the morning will not be counted as excused unless verified with a doctor's excuse. Students that are tardy will be given a warning for their first and second tardies. The following will occur after the second tardy.

3<sup>rd</sup> tardy – 1 lunch detention  
4<sup>th</sup> tardy – 2 lunch detentions  
5<sup>th</sup> tardy – 3 lunch detentions

7<sup>th</sup> tardy – 1 after school detention  
8<sup>th</sup> tardy – 2 after school detentions  
9<sup>th</sup> tardy – 3 after school detentions

6<sup>th</sup> tardy – 4 lunch detentions

10 tardy – 1 day of ISS

Six or more tardies will also result in a referral to Juvenile Court.

### **TARDY TO CLASS**

Students who are tardy to class are those who are not sitting in their seat BEFORE the bell rings. Those students who are tardy will receive a Tardy/Materials Discipline Sheet from their teacher and will receive discipline as outlined on that sheet.

### **SEMO- SIKESTON STUDENTS**

Students who attend SEMO-Sikeston will attend class in accordance with their schedule. On days that classes are not scheduled, students will report to a designated classroom for that class period. Students who are not in the designated classroom or who do not attend classes at SEMO-Sikeston with a valid excuse, will be counted as truant and disciplined accordingly.

### **IN-SCHOOL SUSPENSION GUIDELINES**

Students assigned to ISS will not be allowed on any Sikeston Public Schools campus or attend school activities from the time of the assignment until the completion of the assignment. All ISS time will be served before returning to the regular classroom. Students may have time added, be assigned to the Alternative School or be suspended out of school for rule infractions. Students may be released one day early if all work has been completed, no rule infractions have occurred and it is their first assignment.

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 of notes in class.
8. Students are to complete all assigned work in the proper classes.
9. Students will follow all rules and policies as outlined in the district discipline code.

### **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.

FILE: JFCI

## STUDENT DRUG TESTING

The Board recognizes the importance of protecting the health and safety of students from the use of illegal drugs, performance-enhancing drugs and alcohol. The purpose of this policy is to help prevent substance abuse among students, to encourage treatment for students with substance abuse problems and to ensure that students have the opportunity to attend school and participate in activities in a fair, safe and healthy environment.

The superintendent or designee is directed to adopt procedures to carry out the intent of this policy and may contact the district's attorney for assistance in applying this policy. The district will use a laboratory certified by the U.S. Department of Health and Human Services.

### Random Drug Testing

Participation in extracurricular activities is a privilege that carries the responsibility to adhere to high standards of conduct, including refraining from the use of illegal drugs, performance-enhancing drugs and alcohol. To assist students in making healthy and safe choices, the district will conduct random drug testing of students in grades 7-12 as a condition of participation in covered activities. Covered activities include participation in activities regulated by the Missouri State High School Activities Association (MSHSAA), excluding all activities in which students receive an academic grade for participation and Seniors qualifying for off campus lunch. District employees shall not have the authority to waive the testing of any student selected using the random selection process.

Students who test positive through this random testing program will be excluded from participation in covered extracurricular activities as follows:

**First Offense:** Exclusion from all covered activities for a minimum of 30 participation days and must pass a drug test administered by the district prior to participating in covered activities again.

**Second Offense:** Exclusion from all covered activities for a minimum of 90 participation days and must pass a drug test administered by the district prior to participation in covered activities again.

**Third Offense:** Excluded from all covered activities for the rest of the student's enrollment in the district.

For the purposes of this policy, a participation day is each day that the extracurricular group meets, regardless of whether that meeting is a practice, a group meeting or an event.

The consequences may be reduced if the student participates in drug or alcohol counseling and additional testing in accordance with procedures developed by the superintendent or designee. A positive test through this random testing program will not result in suspension from school or academic sanctions. The district will not report results to law enforcement.

## Suspicion-Based Drug Testing

Suspicion-based drug testing, unlike random drug testing, may only be used when there is reasonable suspicion that the student is under the influence of or has recently consumed alcohol or any drug prohibited by district policy. Students testing positive will be disciplined in accordance with the district's discipline policy and may also be excluded from extracurricular activities as determined by the district. A student who refused to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

\* \* \* \* \*

*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms of related information.*

Adopted: 8/12/08

Revised: 6/9/09

Cross Refs: IGAEA, Teaching about Drugs, Alcohol and Tobacco IGD, District-Sponsored Extracurricular Activities and Organizations

Legal Refs: U.S. Const., amend. IV  
*Board of Educ. Of Ind. Sch. Dist. No. 92 of Pottawatomie County v. Earls*, 536 U.S. 822 (2002)  
*Vernonia Sch. Dist. V. Acton*, 515 U.S. 646 (1995)

## Sikeston R6 Schools iPad Care & Responsible Use Agreement (Grades 7-12)

The mission of Sikeston R6 Schools is to provide a comprehensive, quality education for all students. We believe technology is essential to facilitate the creative problem solving skills, information fluency, critical thinking skills, and collaboration needed to be successful in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible. The following statements help define expectations for students' responsible use of electronic resources and devices. It is the responsibility of students and parents/guardians to ask for clarification of any information not understood before signing this document, or electronically agreeing to the terms therein. Upon signing/acceptance of the iPad Care & Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document. In addition, all users of the Sikeston R6 network and equipment must comply at all times with the Sikeston R6 Board Policy EHB-Technology Usage.

### Respect Yourself and Others:

1. Primary usage of the school network should be reserved for instructional purposes. Be aware of the fact that everyone in our district (Kindergarten through High School) shares the same network and bandwidth. While you may be on a break and want to check in on social networks, listen to music, watch a video, or play a game; there are hundreds of other students, teachers and administrators who need the network to do their educational work. **Save personal usage for non-school hours.**
2. Everything that you do online or electronically is part of your digital footprint. Nothing is ever truly deleted. Keep your digital footprint and online reputation positive. Use appropriate language and images. **Content that is obscene, pornographic, vulgar, indecent, dangerous, threatening, or makes a student feel uncomfortable is unacceptable.** Accessing or distributing such content or images can result in the loss of the privilege to use district technology or other disciplinary actions.
3. **Be prepared and focused during class.** Students are responsible for bringing their fully charged iPads to school each day. To avoid unnecessary class disruptions, sound should be muted unless permission is obtained from the teacher for instructional purposes. If using headphones, the volume should not be so loud that it can be heard by others nearby.
4. All schools are required by the Children's Internet Protection Act to filter all Internet access. This district's network is filtered regardless of which browser app you choose to use (Safari, Chrome, etc). **Attempts to bypass content filtering is strictly prohibited.** This includes but is not limited to VPNs, torrents and alternate browsers. Although every attempt is made to filter Internet access inside and outside of the school network (home or public wifi), ultimately, monitoring of outside access is the responsibility of parents. The district will assist parents in this effort when needed by setting up restrictions on the iPad.
5. The iPad comes equipped with both a front and rear-facing camera and video capacities. **Always get permission before photographing or recording anyone.** Do not post or send pictures or videos of others without their express permission.

## Protect Yourself and Others:

6. Each iPad is assigned to a specific student. **Students should not share or swap their iPads with other students or other individuals who are not enrolled at Sikeston R6 School.** It is recommended that you protect your iPad with a passcode. Do not share this passcode with anyone else. Any inappropriate activity done on an iPad is the responsibility of the student to which it is assigned.
7. **Students should not share personal information with others online.** Personal contact information includes one's full name, address, telephone number, social security number, school address, pictures, etc. No student should agree to meet with someone he or she has met online without parent/guardian approval.

## Respect and Protect Intellectual Property:

8. **All students and staff are expected to adhere to the copyright laws of the United States.** Violating copyrights by copying or downloading copyrighted media (such as graphics, movies, music, or text) without the owner's permission is a violation of copyright law. This includes media under Creative Commons licensing where the author denotes what media may be shared, remixed, or reused. It also includes the downloading of music and video through BitTorrent protocols.

## Respect the District's Ownership of the iPad:

9. The district reserves the right to review the history and current use on the iPad. This includes reviewing the use of apps, the device's content, any settings or preferences, and the Internet history. The safety of our staff and students, and the security of our network are priorities for the district. If there is suspicion of inappropriate use, the district has tools at its disposal to track network and device activity. **There should be no expectation of privacy with any document, picture, file or any other data on any district owned device.**
10. **Students may be required to remove certain data or apps from the iPad** if the district determines that it is occupying an amount of memory that interferes with space needed for instructional applications, determined to be inappropriate, used in a manner inconsistent with disciplinary policies and procedures, or used or likely to be used for the purpose of harassment or bullying of another student or adult. Students will not be reimbursed for any app required to be removed from the district iPad.
11. **Students should not remove district required applications (apps), ebooks or other content.** Management profiles will be installed on your iPad. These are necessary for the district to manage the apps that are purchased for you. If this management profile is removed from your device, it will also remove apps installed by the school and you could lose your documents/data. The district technology department will receive immediate notification if the profile is removed. Your iPad will be temporarily taken to reload the profile. If the profile is removed multiple times, disciplinary action will occur.
12. **The iPad is the property of Sikeston R6 Schools and is on loan to the student.** It should not be considered the student's personal property in any way. This includes the iPad device, the case and charger. If lost or damaged, the replacement value includes the iPad, case and charger. Students who leave Sikeston R6 Schools during the school year must return the iPad, case and charger to the Library Media Center Help Desk at the time they leave the district. In accordance with Board Policy JG-R, failure to return an iPad after withdrawing from the school district will result in legal action.



13. In an effort to limit distractions in the classroom, teachers may choose to use Apple Classroom. Apple Classroom allows teachers to monitor, lock, and mute the iPads while in the classroom. **Students should keep their bluetooth and wifi on to allow Apple Classroom access.** Apple Classroom does not allow monitoring of the iPad when the student is out of bluetooth range (30 feet) from the teacher iPad or while off campus.

#### **Protect the Device:**

14. **Students are expected to keep the iPad in good condition and in the district-provided case.** The case should also be kept in good condition. The iPad and case must remain free of stickers, writing, painting, or any other form of adornment. Failure to keep the device in the case and the case in good condition may result in parents/guardians being required to pay for repair or replacement of the device and/or case.
15. **Students should do everything possible to keep the iPad from being damaged.** Heavy objects should not be placed on top of the iPad. The iPad should not be left where it can be stepped on or items can be dropped onto it. The iPad should not be left in extremely hot or cold conditions. The iPad should be kept in the case at all times. If your case has a screen protector, it must remain on the case at all times. If your case has a magnetic cover, it should be closed when not using the iPad in a seated position - do not walk around without the cover closed on the screen. Failure to comply with these guidelines will be considered neglect and will void the insurance.
16. **If the iPad is not working correctly, seems to be malfunctioning or is damaged, it should be taken to the Help Desk.** Students should not disassemble any part of the iPad or attempt any repairs themselves or take the iPad to a third-party for repair (including the Apple Store). The iPad is the property of the district and should only be serviced by a district technician.
17. **Keeping your iPad safe is your responsibility.** iPads should be in a student's possession or in a designated secure area at all times. Do not leave the iPad unattended. Students and parent/guardians are responsible for the security of the iPad when students are off campus and should take all reasonable precautions for the storage of the iPad. iPads should not be left in unattended vehicles or in an area where it could be easily stolen. All students should be logged into iCloud in Settings on the device and Find My iPad should be enabled. If your iPad is lost or stolen, attempting to locate it through [www.icloud.com](http://www.icloud.com) should be your first action. If this tool does not help you locate and retrieve the iPad, you should immediately contact school personnel for assistance. If you believe the iPad is stolen, you should immediately report the theft to school administration and the police department. A police report must be filed within 24 hours.

Any failure to comply with this agreement may result in disciplinary action and Sikeston R6 may remove a user's access to the network or restrict the usage of the iPad or network.

Parents should take the time to browse apps and content on the iPad regularly. It is to the advantage of the students, parents, and school that the parents have a working understanding of the apps and student work found on the iPad.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the computer equipment described in this document.

We also understand we are accepting responsibility for any damage, destruction, or loss of the assigned iPad. We understand that a \$30 insurance fee will be collected for each iPad each year. The maximum amount collected per household will be \$90 per year.

This insurance will cover:

- One occurrence of replacement of the iPad due to damage (including but not limited to screen damage, button damage, water damage, headphone jack or charger port damage). There will be no charge for the first breakage, unless it is determined that the iPad had been removed from its school-purchased protective case or the case has not been kept intact (see #14 and #15 above). If the iPad has to be replaced more than once due to damage, the parent/guardian will be charged \$50 for each occurrence after the first replacement.
- If the iPad is lost or stolen in the student's time in the district, a \$50 fee will be charged to the parent/guardian. A second instance of loss or theft will result in the parent/guardian being charged the full cost of replacement. Restricted use may result if it is determined that the loss or theft was due to neglect on the part of the student or parent/guardian.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Name (print): \_\_\_\_\_