

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.

SIKESTON R-6 SCHOOL
Sikeston, Missouri 63801
2018-2019 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

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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 –

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

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

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

Sikeston Junior High
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

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

Sikeston Junior High Mission

Building a

Unique

Love for

Learning while


Developing


Our


Greatness


Sikeston Junior High Vision


This is the shared vision of the Sikeston Junior High School as established by the Sikeston Junior High Community. The Sikeston Junior High Community is committed to the following:


-  A school that holds high expectations for all students and where all students reach their greatest potential


-  A school with teachers that are passionate about teaching and focused on student learning

-  A school that promotes and integrates appropriate technology

-  A school in which there is a sense of community and school pride, developing new, positive traditions while continuing existing traditions

-  A school that develops and reinforces citizenship, encouraging students to be respectful, responsible, ready to learn and safe

-  A school that strives for community involvement

-  A school that emphasizes career awareness

Be Respectful

Act Responsibly

Ready to Learn

Keeep Safe

BARK is an acronym used in the Sikeston Junior High's Positive Behavior System that helps students understand the type of behavior that is expected in the school setting. Each area of the building, from the cafeteria to the hallways to the classroom, requires the students to behave in a certain manner. The following chart explains the behavior expectations for all areas of the school environment. Please address the chart with your child and encourage him/her to follow the expectations that are required.

B A R K	All Locations	Classroom	Hallways	Cafeteria
Be Respectful	<ul style="list-style-type: none"> - Keep hands, feet and objects to yourself - Treat others the way you want to be treated - Respect the learning environment - Maintain personal space 	<ul style="list-style-type: none"> - Raise your hand to be recognized - Be kind to others - Respect others' space and property - Follow instructions without delay - Use appropriate language and volume 	<ul style="list-style-type: none"> - Follow all teacher/adult instructions without delay - Respect others' personal space 	<ul style="list-style-type: none"> - Follow instructions - Use your inside voice - Stand quietly in line - Be polite
Act Responsibly	<ul style="list-style-type: none"> - Use time wisely - Use "inside" voice - Be honest - Follow dress code - Be a good listener 	<ul style="list-style-type: none"> - Accept consequences without arguing or complaining - Turn in assignments on time - Complete all assignments - Study for tests - Do your best work 	<ul style="list-style-type: none"> - Use appropriate language and volume - Think, act and speak positively 	<ul style="list-style-type: none"> - Use good table manners - Clean up after your meal - Push in your chair when finished eating - Know your lunch PIN
Ready to Learn	<ul style="list-style-type: none"> - Have all necessary materials - Maintain a positive attitude - Be an active learner 	<ul style="list-style-type: none"> - Bring all necessary materials to class - Arrive on time - Have all materials out and ready before the bell rings 	<ul style="list-style-type: none"> - Return to class promptly when changing classes - Go directly to your destination 	<ul style="list-style-type: none"> - Keep track of money in your lunch account - Make healthy food choices - Be a good friend
Keep Safe	<ul style="list-style-type: none"> - Wash your hands - Keep hands, feet and other objects to yourself 	<ul style="list-style-type: none"> - Keep hands, feet and objects to yourself - Use materials appropriately 	<ul style="list-style-type: none"> - Walk - Enter/exit bleachers in orderly manner, using stairs - Stay in your seat 	<ul style="list-style-type: none"> - Report injuries/accidents to teacher on duty - Stay inside designated areas

B A R K	Bathroom	Bus	Assembly/ Events	Outside
Be Respectful	<ul style="list-style-type: none"> - Follow all requests from faculty and staff without delay - Be Polite - Wait your turn 	<ul style="list-style-type: none"> - Greet bus driver and thank him/her - Maintain personal space - Keep hands, feet and opinions to yourself - Use appropriate language 	<ul style="list-style-type: none"> - Applaud appropriately - Be an active listener - Maintain personal space 	<ul style="list-style-type: none"> - Be cooperative with others - Use good sportsmanship - Include others in activities
Act Responsibly	<ul style="list-style-type: none"> - Clean up after yourself - Place trash in trash cans - Remember to flush 	<ul style="list-style-type: none"> - Stay seated at all times - Keep yourself and belongings inside the bus - Report problems to adults - Know where to get on your bus - Know your bus number 	<ul style="list-style-type: none"> - Sit in designated area - Follow adult instructions - Stay with class or group 	<ul style="list-style-type: none"> - Put all equipment up when whistle blows - Line up and walk inside in an orderly fashion
Ready to Learn	<ul style="list-style-type: none"> - Use restroom between classes 	<ul style="list-style-type: none"> - Be on time - Face forward and follow directions - Take all your homework with you when you leave school 	<ul style="list-style-type: none"> - Ask appropriate questions - Bring any necessary materials - Keep comments/questions on topic 	<ul style="list-style-type: none"> - Listen when the whistle blows - Be prepared to use inside voice when entering the building
Keep Safe	<ul style="list-style-type: none"> - Wash hands - Keep hands, feet and other objects to yourself 	<ul style="list-style-type: none"> - Keep belongings out of the aisle - Watch for traffic crossing the road - Only speak to those that you know 	<ul style="list-style-type: none"> - Walk - Enter/exit bleachers in orderly manner, using stairs - Stay in your seat 	<ul style="list-style-type: none"> - Report injuries/accidents to teach on duty - Stay inside designated areas

iPad B.A.R.K. Matrix

Be Respectful	Act Responsibly	Ready to Learn	Keep Safe
<ul style="list-style-type: none"> ● Respect district's ownership of device. ● Use iPad only when teacher allows. ● Stay on appropriate apps and site during appropriate times. ● Remember, online activity is never truly deleted. 	<ul style="list-style-type: none"> ● Use iPad for school use only. ● Keep iPad, case and charger clean and in working order. ● Keep Find My iPad enabled. ● Back up iPad frequently. ● Report iPad issues to Help Desk. ● Keep iPad to yourself. ● Keep iPad face down on desk when not in use. 	<ul style="list-style-type: none"> ● Have iPad prepared and ready for the day. ● Have iPad charged. ● Know where your iPad is at all times. ● Come to school with iPad. ● Be mindful of teacher's rules concerning iPads. 	<ul style="list-style-type: none"> ● Remember school monitors online activity. ● Post online appropriately. ● Keep passwords and personal information to yourself. ● Be cautious when online.

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 Bulldog Volunteer Organization 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.

GENERAL RULES FOR JUNIOR HIGH STUDENTS

- A. Arriving at School
1. Car riders are not to be dropped off prior to 7:25 a.m.
 2. Students arriving before 7:50 a.m. will report to the cafeteria. Students are not allowed in the main hallways before 7:50 unless they have a pass.
 3. Upon dismissal from the cafeteria, students will be allowed to go to their lockers and then report directly to their first period class. Students will not be allowed to walk the halls before school.
 4. School begins at 8:10 a.m. each morning. Students not in their seats when the 8:10 bell rings will be counted as tardy. Students should arrive by 7:55 each morning in order to be in class prior to the 8:10 bell.
- B. Students Riding a Bus
1. Buses will load in front of the school.
 2. Students riding a late bus will wait in the cafeteria until their bus arrives.
 3. There is to be no running or playing in the bus loading zone.
 4. Misbehavior on the bus may result in suspension or other disciplinary measures.
 5. Students needing to ride a different bus must make arrangements with the school office. Parents will need to call the school or write a note explaining the reason for the bus change. Arrangements must be made by 2:30 p.m.
- C. Students not riding a Bus
1. Students whose parents bring them to school are to be dropped off along Lindenwood. Students may unload all along the block. Students who are picked up after school will be loaded in the parking lot on the corner of Lindenwood and Northwest. Students will not be allowed to load along Lindenwood after school. See map on pg. 14 for after school student pick up procedures.
 2. The school building will close at 4:00 p.m. Students should make arrangements to be picked up no later than 3:40 unless they have an activity or event scheduled for that day. Students who habitually cannot be picked up by 4:00 will not be allowed to stay after school.
 3. Students should not cross in the middle of the circle drive.
 4. Students should not cross the street in the middle of the block, but only at the corner or at designated crossings only.
 5. During inclement weather, students are to remain under the canopy unless otherwise directed by the building administrator and/or staff.
 6. Students may not drive to school.
- D. Students Riding Bicycles
1. Bicycles should be parked in the rack provided when arriving on campus.
 2. Students are encouraged to have bicycles locked up at all times while at school.
 3. Students should leave using Northwest Street and use the crosswalk at the corner of Northwest and Salcedo Road. Students should walk their bicycles across the street.
- E. Students Walking
1. Students should cross the street only at the corner and not in the middle of the block.
 2. Students walking to school and home should use Northwest Street and the crosswalk at the corner of Northwest and Salcedo Road.
 3. If your child normally rides the bus he or she may not walk home unless permission is given by the principal.

F. Bathroom Policies

Students are allowed to use the bathrooms before school, between classes, at lunch and after school. Students with a medical reason may obtain a nurse's pass to use the restroom at any time. It will be the teacher's discretion when a student may use the restrooms during class time.

G. Other Student Responsibilities

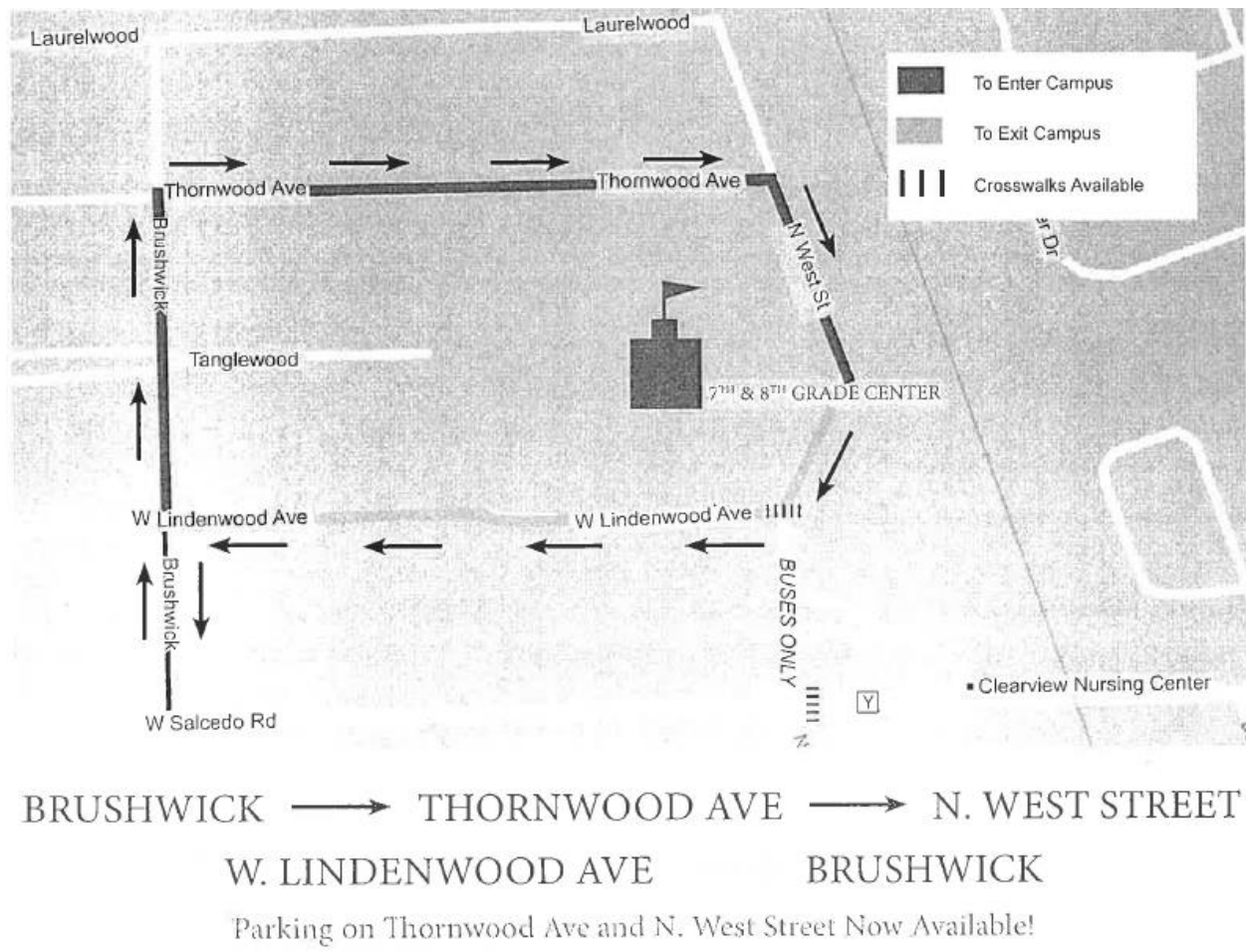
1. Students are not to bring items or materials to school to sell to other students unless permission is granted by the principal. This includes candy or gum.
2. Students are not to bring or wear to school items or materials that are considered a disruption to the educational process. These include electronic devices.
3. All coats and jackets, head coverings and other apparel or items not necessary for class will be placed in lockers upon the first visit to their lockers prior to 8:10 a.m. These items must remain in their lockers until the end of the school day. Students should dress according to their comfort level without a jacket or coat on. A pullover sweatshirt, zipped sweatshirt or fleece clothing that is not bulky would be acceptable. Circumstances beyond our control may require exceptions to this policy, such as a loss of power or heat. It will be the judgment of the principal to make such exceptions.
4. Student dress that is considered (in the judgment of the principal) to be disruptive, a safety concern, vulgar or in poor taste will not be worn and students may be asked to make adjustments to their dress. Clothing with alcohol, tobacco or drug symbols or slogans may not be worn. Sagging pants are not allowed.
5. Students are not permitted to wear clothing which exposes too much of the body due to see-through properties of the garment, inadequate coverage of the body, or the inappropriate revealing of the anatomy due to the tight fit and/or nature of the material of the garment (holes in jeans cannot be above finger-tip length). Shirts and tops should be a length that allows them to be tucked in. All shorts and dresses/skirts MUST BE fingertip length. Joggers are allowed as long as they are sitting on the waist (NOT SAGGING) and are not tight/too revealing. Leggings are allowed as long as the top/dress is fingertip length and loose fitting/not too revealing.
6. Students are responsible for their actions. Thinking before acting may allow a student to avoid disciplinary consequences.
7. Students will not be allowed to carry back packs, purses or heavy coats during the school day. Students will carry all items needed for class. The maximum number of books that will be needed between locker changes is two.
8. Student comments that threaten the safety and well-being of other students will be dealt with according to the student discipline code.

H. After school detention is not an option at Sikeston Junior High School. Three (3) lunch detentions will satisfy the disciplinary requirement.

ARRIVAL / DISMISSAL

Junior High students begin school at 8:10 a.m. Morning tardies – Arrival after the 8:10 a.m. bell. Students must be in their classroom seats by 8:10 a.m. Students are dismissed at 3:10 p.m.

When picking up students, please take Brushwick, turn right onto Thornwood Avenue and then head south on North West Street. Parking will be available on North West Street, as well as Thornwood Avenue. When exiting, please take West Lindenwood Avenue and turn left at the four-way stop onto Brushwick to access Y/Sacedo Road.



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 students. 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. Students may not be checked out the last fifteen minutes prior to school being dismissed to avoid the after school traffic.

ATTENDANCE

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.

Any time a student is absent the parent or guardian must contact the school before 9:00 a.m. the same day and provide a reason for the absence. If a student 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.

Students must be in attendance at least four hours of the regular school day before attending an extracurricular activity that same day or on the last day preceding the event.

Procedures:

1. An excused absence will be defined as:
 - a. Illness
 - b. Illness in immediate family
 - c. Death/Tragedy in immediate family
 - d. Medical Appointments - Timed note required from physician's office on return to school.
 - e. Absence which has strong educational or family value and is approved in advance by the building principal.
2. End of year attendance incentives will be given to students.
3. Six (6) or more unexcused absences will result in a truancy court referral.
4. See Board Policy [JGR](#) regarding disciplinary actions regarding absences from school.

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

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 **three 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**.

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 should occur during the day in which the absence occurs. Notes or parent calls **MUST** be received by 9:00 a.m. the following day.

Unexcused Absences

Any absence from school which is not excused by the school administrator will constitute an unexcused absence. Students with unexcused absences will not be permitted to make up work and test(s) missed.

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 suspension.)

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 Alternative Education Center are not permitted to attend any extra-curricular activities during the suspension or assignment. The suspension or assignment is over at the end of school on the final assigned day.

PERFECT DISCIPLINE REWARD DAYS

Each quarter students who have not been received an “F” in any class or been referred to the office (this may include attendance and tardies) will be rewarded with an extra socialization time at or near the end of the quarter. Students who have met these standards for the entire year will receive special recognition at the end of the school year.

TARDINESS

MORNING TARDIES (tardy to school)

Students that arrive late to school or class in the morning will be given a warning on their third tardy. Beginning with the third tardy, student tardies will result in an office referral. The fourth and fifth tardy will be disciplined through lunch detentions. Six or more tardies will result in an ISS assignment and referral to truancy court. Further discipline will be issued to address the pattern that is established if a student accumulates more than ten tardies.

3rd tardy—Reprimand

4th tardy—1 Lunch Detention

5th tardy—2 Lunch Detentions

Excessive tardiness (After 5th tardy)

6th tardy—1 day of In School Suspension

7th tardy—1 day of In School Suspension

8th tardy—2 days In School Suspension

9th tardy—2 days In School Suspension

10th tardy—3 days In School Suspension

TARDINESS TO CLASS (2nd – 7th period)

Students who are tardy to 2nd period through 7th period class will be given a minor incident referral. Students receiving a total of three minor incident referrals for tardies and/or other infractions will receive an office referral.

CLASSROOM DISCIPLINE

Teachers are responsible for student conduct in their classrooms. Parents are encouraged to call or visit their student's teachers on regular basis. Teachers may write a minor incident referral if students break minor classroom rules. Three minors from the same teacher results in an office discipline referral. Major incidents may result in an immediate office discipline referral and/or removal from the classroom. Student conduct is an important aspect of learning.

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. The dates of the assignment are defined as beginning upon the day assigned and ending upon the completion of the assignment.

All 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 directions of the instructor.
7. There will 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.

DEFINITION OF CHEATING

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

PLAGIARISM

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

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

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 building administrator
 - The Assistant Superintendent for Secondary Education
 - The Superintendent of Schools
 - The Board of Education

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

BREAKFAST PROCEDURES

1. Served from 7:25 a.m. - 7:55 a.m.
2. Students arriving at school between 7:25-7:55 have 2 options:
 - a. get in line and eat breakfast in the cafeteria
 - b. go to the gym and sit
3. Breakfast closes at the 8:00 bell at which time students are to clean up their tables, use the restroom if necessary and then go directly to lockers and on to 1st period class.

LUNCH PROCEDURES

The Type A lunch is provided on all lunch shifts. In addition to the Type A lunch, there will be ala carte. 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.

Students will have approximately 30 minutes to eat lunch on their assigned lunch shifts. Students may purchase a la carte items or Type A lunch.

Lunchroom Rules:

1. Remain seated until finished eating.
2. Use your quiet inside voice at all times.
3. Use good table manners.
4. Stay in chosen seat.
5. Be polite (i.e. please, thank you and excuse me).
6. Clean up after yourself.
7. Keep chair and both feet on the floor.
8. Students on lunch are not allowed in hallways.
9. Restroom privileges are before or after eating.
10. Students will be expected to walk in a quiet, orderly manner to lunch and through the lunch line.
11. When finished eating, students may go outside to play (weather permitting).
12. All students will be issued a 6 digit pin number to be entered by the student for lunch identification.
13. Students may not order food to be delivered to the school. Parents may bring food for their student only during lunch.
14. Students participating in the Federal Free and Reduced lunch program may purchase a meal from the value meal plan.

When finished eating students are expected to clean up tables and pick up paper before being dismissed to the gym or outside. The gym will only be used at lunch during inclement weather. The use of the library during lunch will be limited and a pass from a teacher will be required.

HALL PASSES

If a student finds it necessary to leave class, acting on behalf of a teacher, he/she must obtain a pass from the teacher indicating permission to be out of the class.

PERSONAL POSSESSIONS

Label your possessions so that lost items may be returned. The school is not responsible for lost or damaged or items prohibited by school policy. The Lost and Found is located at the end of the front hallway. 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.

LOST AND FOUND

Valuables and money go to the front office. 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.

LOCKERS/BOOK & LARGE BAGS/HEAVY JACKETS

Students are responsible for the contents of their locker. Any demands made by a student to use another student's locker must be reported immediately. Students are also responsible for damages to the locker that cannot be attributed to normal wear and tear, this includes locks. Lockers may be opened and inspected by the principal or his 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.

We do request that book bags be kept in the school locker and not be used during the day. Students should only take books required for a specific class. **Book bags are used only to transport books to and from school. All handbags or purses are to be kept in your locker.**

No heavy coats are allowed in the classroom or hallways, but are to be used for outside activities. Building temperatures will be adjusted for both heat and cold comfort. Students are expected to dress according to the weather conditions expected. Students should refrain from sharing coats. Students are responsible for the contents in their coat.

TELEPHONE USE

The office telephone lines are used for school business and may only be used by students before school, during lunch and after school. Students will not be called to the phone during class unless an emergency arises. We will be glad to take urgent messages and see that students receive those messages.

VISITORS

All visitors must report directly to MAIN office. Every visitor, including volunteers, will be given a visitor's pass to wear while in the building. This will make their identity known to students and staff as they walk through the building. Safety is 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.

GUIDANCE SERVICES

Sikeston R-6 has a guidance counselor on staff. The counselor 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 are assigned to a grade level counselor when the student enters 7th grade. The counselor will follow the student through two (2) years. Counseling is available to students who wish to use the service. 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 risk assessment. This referral is made by a school administrator using the district's risk assessment procedure.

TUTORING

After school tutoring is available to all qualifying students on Tuesdays. A bus will be available for students needing transportation.

Goals of Tutoring:

1. Improve Math and Reading achievement
2. Improve MAP scores
3. Build student accountability and student self-esteem

LIBRARY

Students may check out up to three books at a time for a three week period. CD's may be checked out for a 3 day period. The library is also in charge of issuing student textbooks. Charges will be made for overdue, lost or damaged books and textbooks. Students will be notified of any library fines through notices sent to homeroom classes or sent home with report cards. Fines must be paid promptly so the student can continue to check out library materials.

FINALS

All finals will be taken on the scheduled day. No finals will be given early. Any final not taken on the scheduled day will be taken after the scheduled days and may be an alternative final. Only students with excused absences will have the option to make up finals. Only the principal can grant exemptions to this policy.

COMPUTER USER AGREEMENT

Junior High 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 responsible adult sign and return to school the agreement pledging that they will follow school and district policies. No student will have access to the advanced computer products until the agreement is on record. See Technology Responsible Use Agreement (p. 26)

ANNOUNCEMENTS, SELLING GOODS AND POSTING SIGNS AND FLYERS

No sales from non-school organizations will be permitted. Qualifying non-profit organizations may, with the permission of the principal, post signs. Only school related announcements will be made. Qualifying flyers may be left for students to pick up only

ACTIVITY TICKET

Fee (subject to change) is \$10.00 admittance for: special assembly programs, high school-sports-football,

basketball, etc. It does not include tournaments and state sponsored activities

SCHOOL DANCES

Sikeston Junior High School dances are for Sikeston Junior High students only. Students will not be readmitted to a dance after leaving the building. Student dress for dances must follow the student dress code policy for the regular school day. This includes no sagging pants, muscle shirts, hats, halter tops, strapless or spaghetti strap dresses. Students with failing grades (2 or more F's) are not allowed to attend the dance.

STUDENT GOVERNMENT

Officers for the student government will be elected by the student body in the 4th quarter. The officers will be President, Vice President and Secretary-Treasurer. There will be one representative and one alternate chosen from each homeroom. Meetings will be called by the sponsor or officers as needed. Students may be removed from Student Council for poor grades and/or poor citizenship.

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 participation 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.

Math Club: Open to all Junior High students. In Math Club, students will work on problem-solving skills, solve both unique and standard type problems and have the chance to compete on a team in district and/or state contests.

Builders Club: Open to all Jr. High students. Builders Club is a service organization affiliated with Kiwanis.

Student Council: (StuCo): This is a student government club. Representatives are elected out of Junior High homerooms and attend the monthly meetings. StuCo sponsors dances, canned food drive and other activities.

Art Club: Open to any student at the Junior High who has completed or is enrolled in an art class. In Art Club, students will participate in various art competitions and work on beautifying the school grounds.

JR. Beta: Jr. Beta is a service orientated club for students with a minimum GPA of 3.75. Officers attend the Leadership Summit in November. Those students that are in good standing with the club have the opportunity to compete at the state competition in December. Students are required to complete a minimum of 5 service hours each semester, maintain the required GPA, attend all meetings, and receive no office referrals.

FCCLA: Family, Career and Community Leaders of America (FCCLA) is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education.

Engineering Club: Engineering club meets once a week to create and compete against other members. Students complete a variety of exciting projects, including things like zip lines and egg racers.

Science Club: Sikeston Junior High Science Club is an after-school club that meets the last Tuesday of each month. It is designed to give students an opportunity to participate in experiments that are not normally done in the regular classroom setting. These activities vary from year to year. Each May, the Science Club takes a science-themed field trip.

Science Olympiad: Science Olympiad is a STEM (Science, Technology, Engineering and Math) orientated club that is limited to 15 members. These students compete in STEM based labs, projects, and tests at the regional and state levels.

Fellowship of Christian Athletes (FCA): Activities range from small group meetings, outside speakers, and coordinating school-wide recreational activities. FCA meets once weekly in the morning before school. All students are welcome.

HONOR ROLL

All students have an opportunity to participate in the Honor Roll. Grade point averages are not used in the selection. If students' 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 a 4 point scale. Students who achieve honor roll status for 1st, 2nd, and 3rd 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 counted for Honor Roll status.**

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

GRADING SCALE (Grades 7-12)

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 mailed or e-mailed to parents approximately every 45 days.
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 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. Conference with parents and teachers can be arranged at a time of mutual convenience.
4. The mid-semester (1st & 3rd 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).
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.

ATHLETIC ELIGIBILITY

The MSHSAA's eligibility standards have been voted by member schools and were adopted by Sikeston R6 District when it became an association member. If there are rules which you don't understand, ask your principal 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.
2. Academics - Junior High eligibility is based on quarter grades. You must have passed 6 of 7 classes in the previous quarter to be eligible to participate. Some sports may involve several quarters in determining eligibility due to the length of the season.
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 \$25.00 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 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. Students are also not allowed to participate unless they have returned their signed drug form.

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.

[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 and/or participating in off-campus lunch are privileges that carry 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. For the purposes of this policy, open campus lunch privileges will also be considered a covered activity. Seniors participating in the off-campus lunch must meet criteria outlined in Board policy JEFA, Open/Closed Campus. 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 and/or off-campus lunch 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 participating 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. A "participation day" for off-campus lunch is a day that seniors are in attendance.

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 refuses to submit to testing may still be disciplined under the district's discipline code for being under the influence of alcohol or drugs.

Parent-Requested Participation

Parents of students who wish for their student to participate in the drug-testing program may voluntarily enroll the student in the district's program when or even if the student is not involved in extracurricular activities. The student will be placed in the drug pool and noted as a voluntary participant. If selected and the test is positive, the parent will be notified of the positive test, but the student will not be penalized through this policy or the Student Discipline policy (JG-R) of the Sikeston R-6 School District. However, for eligibility purposes, the students who are otherwise subject to this policy, those rules or regulations supersede those of voluntary enrollment.

* * * * *

Adopted: 08/12/2008

Revised: 06/09/2009; 06/28/2010; 06/14/2011; 09/13/2011; 03/12/2013

TECHNOLOGY RESPONSIBLE USE AGREEMENT

Sikeston Junior High School

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 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): _____