

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

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

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

(Please circle the grade you are in.)

.....

Student Name (Please Print)

Date

Student Signature

Date

Parent(s) Signature

Date

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

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

SIKESTON R-6 SCHOOLS

NEW HORIZONS HIGH SCHOOL (NHHS) CONTRACT

NAME _____ D.O.B. _____ DATE _____

LAST SCHOOL ATTENDED _____ GRADE _____

PARENT/GUARDIAN NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____ CELL _____

DATE BEGINNING WITH NEW HORIZONS _____

DATE GRADUATING FROM/DEPARTING NEW HORIZONS _____

REVIEW DATE/TIME _____

I will follow all expectations set forth by New Horizons staff and program as outlined in the student handbook. I will come to school ready to learn with an attitude that will enable me to master the competencies and earn the credits that I need in order to graduate. I understand that the academic standards at NHHS are high and that I must produce grades of 75% or above to earn credit in a class. I also recognize the importance of good attendance and understand that if I am going to achieve the competencies and earn the credits I need to graduate, be eligible to attend school dances, and participate in graduation exercises, I must maintain at least a 92% attendance rate. I understand that eight or more unexcused absences in a year or five or more in a semester will result in dismissal from the NHHS program.

I understand that the social expectations for New Horizons are different as well. These expectations include dressing for success which means dressing modestly with no sagging pants, no excessive exposure of skin, no head coverings, and no facial piercings. Students are also required to maintain proper hygiene and be dressed for success.

I understand that I will be expected to display a positive attitude as reflected by my demeanor, attention in class, and respect for others. These expectations include consistent verbal and non-verbal communication skills demonstrated by proper greetings, approaching issues with other students and staff politely and respectfully, and demonstrating the ability to present myself for educational and employment advancement opportunities in a positive manner.

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

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

Student Signature

Date

Parent/Legal Guardian Name

Date

NHHS Principal

Date

SIKESTON R-6 SCHOOLS

SUSPENSION SCHOOL CONTRACT

NAME _____ D.O.B. _____ DATE _____

SENDING SCHOOL _____ GRADE _____

PARENT/GUARDIAN NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____ CELL _____

DATE BEGINNING SUSPENSION SCHOOL _____

DATE DEPARTING SUSPENSION SCHOOL _____

REVIEW DATE/TIME _____

I understand that this opportunity may be my last chance to succeed in pursuing an education at Sikeston R-6. Therefore, all the rules of this contract and the student handbook will be strictly enforced. I understand I must come to school ready to learn with an attitude that will enable me to master the competencies and earn the credits that I need in order to return to my sending school and persist to graduation. I also understand that in order to gain mastery of the competencies assigned through the A+LS computer system I will need to maintain excellent attendance and punctuality. I understand that school starts promptly at 8:00 AM for the morning session and 11:30 AM for the afternoon session.

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

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

Student Signature

Date

Parent/Legal Guardian Name

Date

Principal

Date

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SCHOOL-WIDE POSITIVE BEHAVIOR

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

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

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

Sikeston Alternative School SWPBS Matrix

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

SCHOOL WIDE SOCIAL BEHAVIOR MATRIX

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

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.

ATTENDANCE

Procedures:

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

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

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

Excused Absences

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

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

Unexcused Absences

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

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

- **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.

Students at the Suspension School will be held to the same high attendance standards as all other district students. Good attendance is extremely important in order for students to master their competencies and earn their way back into the regular school setting. All absences are unexcused until verified through the school office and excused by the principal.

EARLY CHECKOUT

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

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

TELEPHONE USE

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

PARENT INVOLVEMENT

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

VOLUNTEERS

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

VISITORS

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

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

GUIDANCE SERVICES

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

REFERRAL PROCESS

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

COOPERATIVE WORK PROGRAM

Guidelines for high school students who want to work for credit:

1. Students must be a junior or senior making adequate progress toward graduation. (Must have at least twelve (12) credits).
2. Students must write a letter to the principal stating why they want to participate in the program and stating how the program will benefit their educational experience.
3. Students must obtain employment at a job related to their intended career at an approved place of employment.
4. Students must take responsibility for completing the work agreement application and securing all required signatures.
5. Students must work a minimum of fifteen (15) hours per week and submit copies of their pay stubs to the school counselor on at least a bi-weekly basis.
6. Students must have completed all of the above requirements and start work within four (4) weeks of the beginning of the semester.
7. Students must work a minimum of twelve (12) weeks per semester to be awarded credit.
8. Students must demonstrate commitment to their employer by maintaining a good work attendance record. Failing to show up at work is cause for termination from the student work program.
9. Students must demonstrate commitment to their employer by maintaining an acceptable work-related attitude. Failing to maintain an acceptable attitude at work is cause for termination from the student work program.
10. Students must demonstrate commitment to their education by maintaining good grades. Failing semester grades (in two or more classes) is cause for termination from the student work program.
11. Students must demonstrate commitment to their education by maintaining good school attendance. Excessive absences (five or more days in a semester) is cause for termination from the student work program.

12. Students must demonstrate commitment to their education by maintaining acceptable behavior at school. Excessive office referrals (five or more in a semester) is cause for termination from the student work program.

Students who meet all of the above requirements will be awarded 1.5 elective credits per semester.

PERSONAL POSSESSIONS/LOST AND FOUND

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

DUE PROCESS – STUDENT MATTERS

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

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

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

HOTLINE TELEPHONE NUMBER

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

SELLING GOODS AND POSTING SIGNS

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

DRUG FREE

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

DEFINITION OF CHEATING

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

PLAGIARISM

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

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

PREGNANCY

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

HEAD COVERINGS

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

INAPPROPRIATE DRESS AND FACIAL PIERCINGS

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

NEW HORIZONS

NHHS VISION

New Horizons provides an environment where expectations are high and teachers are committed to prepare students to be successful, life-long learners in an ever-changing society.

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

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

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

HIGH EXPECTATIONS

Participation in New Horizons is a privilege bestowed upon only those students demonstrating a commitment to the high standards of the program which include:

- Grade expectations of 75% or higher
- Positive attitude as reflected by demeanor, attention in class, and respect to others
- Consistent verbal and non-verbal communication skills demonstrated by proper greetings, approaching issues with other students and staff politely and respectfully, and demonstrating the ability to present themselves for advancement opportunities such as employment in a positive manner.
- Dressing for success in a manner acceptable to the majority of area employers including dressing neatly and modestly, maintaining proper personal hygiene, and removing facial piercings during the school day.
- Excellent attendance and punctuality and taking responsibility for keeping absences to a minimum, scheduling medical appointments, etc. during after school hours whenever possible and by calling in to report absences.

ENROLLMENT PROCEDURES

1. Students wishing to enroll at NHHS are encouraged to do so early in the semester. Students who apply for admission more than four weeks into each semester may not be allowed to begin until the following semester. Completion of at least one full semester at NHHS will be required before a student is allowed to enroll or re-enroll at Sikeston High School.
2. An application shall be completed by the appropriate Sikeston High School Counselor and approved by the Sikeston High School Principal.
3. Once approved, the application is sent to the NHHS Principal and Counselor for review. The student is either accepted or rejected for placement in NHHS.
4. The student, parent, counselor and/or principal must meet and review expectations prior to enrollment. A contract will be signed by all parties.

NHHS STUDENT INFORMATION

Students who arrive to school early are to remain in the cafeteria until the start of the school day.

Students are not allowed to be in any pods except those designated for NHHS classes at any time unless accompanied by a teacher or principal. Students are not allowed to be in any classroom other than their own without the express written permission of the principal.

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 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 take responsibility to make up work missed during an EXCUSED absence.

PARKING

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

- 1. Parking permits are required and may be purchased through the principal's office. **By applying for the permit you are giving your consent to all of the provisions of the permit.**
- 2. Students are required to park in the east parking lot. Parking in front of the school or in the faculty lot is forbidden except for extenuating circumstances approved by the principal.

ARRIVAL / DISMISSAL

New Horizons High School (RED or BLACK day) instruction begins at 7:45 a.m. and dismissal is at 1:50 p.m.

PERIOD	TIME
1 ST	7:45-9:09
2 ND	9:12-10:36
3 RD	10:39-11:58
4 th	12:25-1:50

Lunch will be served from 11:58-12:23 each day.

The first day of school will be a RED day. The second day of school will be a BLACK day. Days will continue to alternate between RED and BLACK days. If the last day of school before a weekend or extended break is RED, then when school resumes, it will be BLACK and vice versa.

The school opens at 7:15 a.m. No students are to arrive before this time.

EARLY DISMISSAL DAY SCHEDULE

On school days when early dismissal is scheduled, New Horizons High School instruction will begin at its regular 7:45 AM time, but dismissal will be at 10:00 AM. Students are to adhere to the following schedule, whether it is a RED day or a BLACK day:

PERIOD	TIME
1ST	7:45-8:18
2ND	8:20-8:52
3RD	8:54-9:26
4TH	9:28-10:00

Lunch is not provided on early dismissal days.

TARDINESS

Students who are tardy to class will be given a warning (reprimand) for their first tardy. The following will occur after the first tardy:

2nd tardy – one day of lunch detention

3rd tardy – two days of lunch detention

4th tardy – one day of In School Suspension (ISS)

5th tardy – two days of ISS

6th tardy – three days of ISS

Any additional tardy (over 6th tardy) – Out of School Suspension (OSS)

To prevent continual disruption to the educational process, any student with three (3) or more tardies will be sent to ISS for the period.

HALL PASSES

If a student finds it necessary to leave class or is acting on behalf of a teacher, he/she must obtain a pass (handbook) from the teacher indicating permission to be out of class. Except for emergencies, students should use the restroom before/after school, between classes, and at lunch. Students, not attending classes due to their schedules, must leave the building after the tardy bell. Anyone needing to wait in the building for any reason must report to the office and remain there until the end of the hour or given dismissal by the principal.

CLASS WORK

Enrollment in New Horizons High School is a privilege. Students in attendance are expected to maintain a high work ethic. Those students who fail to complete course assignments (during the school day or assigned as homework) will jeopardize their ability to successfully earn credits. Remember in order to be granted academic credit for any course; a student must earn a passing grade in the course. Students who continually refuse to fully participate in course work will be in violation of their NHHS contract and will be in jeopardy of dismissal from our program.

GRADING SCALE

The following grading scale is used for all regular NHHS courses.

96-100	A	80-82	B-
90-95	A-	77-79	C+
87-89	B+	75-76	C
83-86	B	74 or below	F

A+LS computer classes will be graded on a Mastery/Non-Mastery scale and students mastering the objectives will earn the appropriate credit in the course.

GRADING GUIDELINES

1. Grade report forms will be provided to parents at the end of each quarter. All teachers in grades 1-12 are required to use the SIS Grade Book Program and will electronically send the grades to the office on the designated dates.
2. Students' mid-semester (1st and 3rd quarter) and semester grades will be based upon an accumulation of all evaluative methods. (No grade will be determined by a single method).
3. A student will not be given a failing grade unless parents have been notified of unsatisfactory work. Parents will be informed of outstanding or unsatisfactory work by mail or phone during each quarter as circumstances indicate. A record of such reports will be kept in the principal's office. Conferences with parents and teachers can be arranged at a time of mutual convenience.
4. The mid-semester (1st and 3rd quarter) report is not a grade of record. The five week progress report to parents involves the total semester work to that point, whether it be during the first, second, third or fourth quarter. The semester grades (which become part of the official transcript) shall represent an evaluation of the total semester's work. Points are used when assigning grades and are cumulative throughout each semester.
5. Students with a disability will be graded according to the grading guidelines for all students. Any exception will be outlined in the Individual Education Plan for the individual student.
6. 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 6-12 only)

A+LS CREDITS

Students may earn a portion of the credits required for graduation through the Anywhere Learning System (A+LS) program. The A+LS program allows students to progress at their own pace. However, students who are not demonstrating effort and making progress toward mastering their A+LS course objectives may be removed from the program. The A+LS program is intended to help students who are behind in credits to do credit recovery and "catch up" to their cohort class. A+LS is not intended to be used as a means for early graduation. Therefore, students will not be awarded more than four (4.0) credits for A+LS courses per semester. The principal has the discretion to waive this requirement for extenuating circumstances. Waiver requests must be made in writing before the start of an additional course in A+LS.

HONOR ROLL

The student must be enrolled in a minimum of four classes to be eligible for honor roll. 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 three (3.0) points on a four (4.0) point scale. An "A" is worth 4 points. An "A-" is worth 3.67 points. A "B+" is worth 3.33 points. A "B" is worth 3.00 points. A "B-" is worth 2.67 points. A "C+" is worth 2.33 points. A "C" is worth 2.00 points. An "F" is worth zero (0) points.

STANDARDS OF NEW HORIZONS HIGH SCHOOL

1. For purpose of classification, students with zero to six (0-6) credits will be classified as freshmen; students must have earned seven (7) credits to be classified as a sophomore, twelve (12) credits to be a junior, and eighteen (18) credits to be a senior. A total of twenty-four (24) credits are required for graduation.
2. New Horizons students may graduate with a minimum of seven (7) semesters of high school provided all requirements for graduation have been met. If a student's cohort class has already graduated then the seven semester minimum may be waived by the principal.
3. No student shall enroll in any advanced course within a given subject field until he/she has successfully completed the preceding course in that subject. (As an example, a student is not allowed to enroll in English 2 until he/she has passed English 1.) This requirement may be waived at the discretion of the principal.
4. All schedule changes will take place during the first two (2) weeks of the semester. The requirement may be waived at the discretion of the principal.
5. 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" grades shall automatically be recorded as "F". The teacher shall be responsible for notifying the class counselor, in writing, when such deficiency has been removed so that the permanent record can be corrected.
6. 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.

GRADUATION REQUIREMENTS

Communication Arts	4 Units
Social Studies	3 Units
Mathematics	3 Units
Science	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit
Health Education	0.5 Unit
Personal Finance	0.5 Unit
Electives	7 Units
Total	24 Units

END OF COURSE EXAMS

All students must take state required End of Course exams in order to graduate.

GRADUATION CEREMONY

New Horizons High School students that have earned the required number of credits, passed the required constitution tests, taken required End of Year and End of Course exams, paid all fines, and turned in all books, may participate in the Sikeston High School graduation ceremony. Student participation in the graduation ceremony will be VOLUNTARY.

Students that wish to participate in the graduation ceremony will be expected to follow these guidelines concerning dress and behavior. A graduate's cap will be worn flat on your head with the tassel on the right side until you receive your diploma. Caps will be worn at all times. No corsages or other types of decoration should be placed on the cap or gown. Men will wear a collared dress shirt, a tie, and dress slacks (preferably dark slacks); ladies will wear dresses or a skirt. Everyone will look like the young ladies and gentlemen that they are. No tennis shoes or flip-flops. Students will

wear dress shoes. Ladies will wear dress shoes that are secure to the feet. No shouting, loud cheers or distracting movements will be allowed as the graduate walks across the stage. Those students that do not wish to comply with these guidelines may not be allowed to participate in the graduation ceremony. Graduates may pick up their diplomas at the school the day after graduation.

In order to take part in the graduation ceremony, a student must have an attendance rate of 92 percent for the year. This is based upon calculations in student attendance one week prior to the event. Exceptions can only be made if the parent petitions school administration for a review of the circumstances that resulted in having an attendance rate of less than 92 percent. The administration can use discretion in waiving the attendance requirement for instances of extended illness that are properly verified by doctor excuses or other medical documentation. Such parental requests for a review of the attendance requirement must be at least one week before the graduation ceremony.

LIBRARY

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

CLOSED CAMPUS

NHHS students will remain on campus during all scheduled classes and at lunch.

FOOD SERVICE

New Horizons is closed campus and follows the same lunch menus as other Sikeston R-6 Schools. NHHS students are also given the privilege of purchasing items from the student store at designated times. However, students are not to bring **open drink containers or food items** to school. Exceptions may apply for documented medical reasons.

While students are generally allowed to eat and drink items from the student store in the classrooms, it is expected that students will treat this as a privilege; therefore, they will respect and protect school property in their use of food and drink. When any student habitually makes this privilege a distraction to the education process, the privilege may be revoked for such a time as deemed necessary by the classroom teacher and/or principal.

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

1. Students should proceed to the lunch line in a quiet and orderly fashion since there are other classes in session within the building.
2. Upon entering the lunch line, students are to pick up their trays, being respectful of the food service workers and other students in line. Students must then enter their code in the keypad. No students are to 'cut' into lines; on occasion, teachers are extended this courtesy.
3. Upon receiving their food tray and drink, students are to be seated in the lunch room. Students are allowed to visit with one another in a quiet, orderly fashion. The floor and tables should be kept clean.
4. At no time are students to enter classrooms during lunch time.
5. Everyone must have his or her own tray – **NO SHARING!**
6. Students may be allowed to eat outside during fair weather. **This is a privilege.** Students are to pick up all trash and abide by all lunchtime rules.

ATHLETIC PASS

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

DANCES

NHHS students in good standing are eligible to attend dances for which they qualify. Any student wishing to attend a dance must sign up in advance and be approved by the principal. 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.

In addition all out-of-school dates must be signed up in advance and have permission from the high school principal at a minimum of one (1) week before attending the dance. No one below grade nine (9) or over the age of twenty (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 ID when entering the dance.**

DANCE ATTENDANCE REQUIREMENTS

In order to attend a school dance, a student must have an attendance rate of 92 percent for the year. This is based upon calculations in student attendance one week prior to the event. Exceptions can only be made if the parent petitions school administration for a review of the circumstances that resulted in having an attendance rate of less than 92 percent. The administration can use discretion in waiving the attendance requirement for instances of extended illness that are properly verified by doctor excuses or other medical documentation. Such parental requests for a review of the attendance requirement must be at least one week before the scheduled dance.

INAPPROPRIATE DRESS AND FACIAL PIERCINGS

New Horizons students are encouraged to dress for success in a manner commensurate with the job expectations of the majority of area employers. Students will be required to make modifications to their clothing and appearance, when in the judgment of the principal, a student's appearance fails to meet the New Horizons standard of dressing for success which includes, but is not limited to, removing facial piercings and head coverings, dressing modestly without sagging pants or excessive exposure of skin, and by maintaining appropriate personal hygiene.

STUDENT ATTENTIVENESS TO LEARNING

Students are expected to be alert, sitting up, and actively listening or working during instructional time. The acronym **STAR** serves as a reminder of appropriate student attentiveness to learning:

Sit up (heads off desk)

Track the speaker (eye contact)

Ask and answer questions like a scholar

Respect those around you

Students who fail to demonstrate adequate attentiveness (as outline above) will be given a warning (reprimand) for their first offense. The following will occur after the first offense:

2nd offense – one day of lunch detention

3rd offense – two days of lunch detention

4th offense – one day of In School Suspension (ISS)

5th offense – two days of ISS

6th offense – three days of ISS

Additional offenses (over six) may result in removal from the program.

SUSPENSION SCHOOL

VISION

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

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

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

GOALS OF THE PROGRAM

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

STUDENT EXPECTATIONS

The Sikeston Board of Education, staff, and parents expect students to treat others as they wish to be treated. We expect that our students, with few exceptions, follow the rules and are good school citizens.

All students are to honor the following expectations:

1. Display a positive attitude toward learning and the school environment.
2. Acquire values and attitudes necessary for responsible citizenship. Respect and accept all individuals whether they are students or adults.
3. Be accountable for their actions and realize that with privileges come responsibilities.
4. Respect and obey all persons in authority.
5. Meet all classroom standards of behavior and performance.
6. Know and obey all rules and regulations.
7. Practice academic honesty.
8. Dress appropriately in a manner which does not cause disruption to the learning environment and which does not pose a safety or health hazard.

THE SCHOOL DAY

Students assigned to the program will attend either the morning or afternoon session. The morning session begins promptly at 8:00 AM and dismisses at 11:00 AM. The afternoon session begins promptly at 11:30 AM and dismisses at 2:30 PM.

Students attending the Suspension School program are to report directly to their designated classroom and are not to be in any other part of the Alternative Education Center campus without the express permission of the principal. Students

are not allowed to leave campus after arrival. Students wishing to park on campus must purchase parking permits through the school office.

Limited bus transportation will be available to those students who have maintained that privilege.

TARDINESS

Students assigned to Suspension School are not allowed to arrive late to school. Students who arrive late will not be admitted to class and will be considered absent for the day.

A+LS/GRADING

Students enrolled in the program will complete course work through the A+LS computer program. The A+LS program allows students to progress at their own pace. However, students should earn a minimum of three (3.0) credits per full semester of attendance in order to be considered for return to their sending school. A+LS computer classes will be graded on a Mastery/Non-Mastery scale and students mastering the required course objectives will earn the appropriate credit. A+LS is not intended to be used as a means for early graduation. Therefore, students will not be awarded more than four (4.0) credits for A+LS courses per semester. The principal has the discretion to waive this requirement for extenuating circumstances. Waiver requests must be made in writing before the start of an additional course in A+LS.

GRADUATION REQUIREMENTS

Communication Arts	4 Units
Social Studies	3 Units
Mathematics	3 Units
Science	3 Units
Fine Arts	1 Unit
Practical Arts	1 Unit
Physical Education	1 Unit
Health Education	0.5 Unit
Personal Finance	0.5 Unit
Electives	7 Units
Total	24 Units

VISITORS

ALL visitors must report directly to the school office before going to a classroom. Every visitor, including volunteers, will be given a visitor's pass to wear while on campus. This will make their identity known to students and staff as they walk through the building and/or school grounds. Safety is a top priority and visitor passes are one way we ensure the safety of our students and staff.

Parents are encouraged to stay in close contact with the school. However, parents are asked not to confer with the teacher during class time. Parents may confer with the teacher during their planning time, prior to, or after school. Under special circumstances, parents may be allowed to confer with a teacher who is in class but only with the express permission of the principal. Visitors to campus are asked to refrain from parking in the bus lane immediately in front of the school.

GUIDANCE SERVICES

Students will have opportunities to meet with the counselor by appointment. Students who wish to see the counselor should ask their teacher to sign them up to see the counselor.

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. If the student is found to be a threat to themselves or others, a referral is made to an outside resource for threat assessment. This referral is made by a school administrator using the district's threat assessment procedure.

FOOD

Students are not permitted to have food or drink in the classroom.

ATHLETIC/SOCIAL EVENTS

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

OTHER INFORMATION

Students are not to be in any area of the campus except their assigned classroom and the designated entrance/exit areas at any time unless accompanied by a teacher or school official.

No phone calls will be allowed once classes begin. With the principal's permission, a student may be allowed to use the phone for extreme circumstances only.

Students needing to leave school early must sign out through the office or with the designated school personnel.

Never leave money or valuables unattended. Students, not the school, are responsible for their own property.

Off-campus misconduct will also be subject to student discipline policies, rules, and regulations.