





Sheldon R-VIII
2024-2025
**STUDENT
HANDBOOK**

**Engage, Educate, and
Empower, Everyone,
Every Day!**

417-884-5111 

www.sheldon.k12.mo.us 

100 E Gene Lathrop Drive 
Sheldon, Mo 64784

TO THE PATRONS OF SHELDON R-VIII SCHOOL

Dear Parents and Students:

Welcome to the Sheldon R-VIII School. This handbook provides information about policies and general guidelines that will ensure that our educational mission is accomplished.

We encourage you to become involved with the educational experience. Teachers and administration need your support in our effort to provide an orderly educational atmosphere.

Please feel free to contact the school by mail, 100 E. Gene Lathrop Drive, Phone 884-5111 or 5113, or in person if there is an unresolved issue or problem that involves your child/children.

To succeed, we must work together for the good of our school and community.

Sincerely,
Mr. Jason Irwin
Superintendent

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SHELDON R-VIII SCHOOL MISSION STATEMENT

Engage, Educate, and Empower, Everyone, Every Day!

SHELDON R-VIII SCHOOL VISION STATEMENT

The vision of the Sheldon School District is to prepare our students to become productive, responsible, and respectful citizens. Pairing with families and the community, the school seeks to provide an educational environment that will increase each student's intellectual, physical, social, emotional, and career development.

BOARD OF EDUCATION

Mr. Jerod Lamb-President
Mrs. Dana Byram-Vice President
Mr. Paul Sprenkle-Treasurer
Ms. Shylo Webb-Secretary

Mr. Gene Leininger
Mrs. Michelle Claflin
Mrs. Geneva Blurton

ADMINISTRATORS

Mr. Jason Irwin.....Superintendent
Mr. Kevin Post.....Principal
Ms. Synthia Young.....Assistant Principal

SHELDON R-8 SCHOOL FACULTY

Mrs. Marla Miller	Science
Mr. Rodney Blakeman	FACS
Ms. Suzanne Kirby	5 th Grade
Mrs. Samantha Canfield	6 th Grade/Junior High English
Mrs. Morgan Heard	Vo-Ag
Mr. Josh Short	P.E./Health
Ms. Kayla Penn	Business
Mrs. Sarah Rayburn	Reading Specialist
Mrs. Jolene Standley	1 st Grade
Ms. Emily Sommer	English 9-12
Mr. Robert Ewan	Social Studies
Ms. Chelsea Harper	ELEM Special Programs
Mr. Mike Galimberto	HS Special Programs
Mrs. Holly McCaslin	High School Math
Mrs. Carrie Turner	2 nd Grade
Ms. Bailey Herbst	4 th Grade
Mrs. Clarissa Smith	Kindergarten
Mr. Mac Backerman	3 rd Grade
Mrs. Lisha Lamb	Preschool
Mrs. Christy Worsley	Library Media Specialist
Mrs. Angela Patrick	Band/Vocal
Ms. Paige Wait	Middle School Math
Ms. Becca Pacter	Art
Mr. J.W. Lantrip	Elementary Counselor
Mrs. Jennifer Smith	Counselor/SPED Director

SHELDON R-VIII STAFF

Supt's Secretary/Clerical	Ms. Shylo Webb
Bookkeeper	Mrs. Jenni Laning
Principal's Secretary	Mrs. Vicki Jadlot
Nurse	Mrs. Patty Hottel
Custodian	Mr. Thomas James, Mr. Mike Williams
Behavior Specialist	Mrs. Jaycee Jenkins
Paraprofessionals	Ms. Jill Wilhelm, Mrs. Ashton Bullard, Ms. Rebecca O'Hanahan, Ms. Lakin Standley, Mr. Johannes Brann
OPAA Food Service	

ACTIVITY SCHEDULE

Mrs. Smith/Mrs. Patrick
Ms. Penn/Mrs. McCaslin (non-sponsor)
Mrs. Miller/Mr. Ewan
Ms. Sommer/Mr. Blakeman
Coach Short/Mr. Irwin
Ms. Penn

Mrs. Patrick
Mrs. Patrick
Mrs. Heard
Mr. Blakeman/Ms. Sommer
Mr. Post
Mrs. McCaslin
Mrs. Smith

12th Grade
11th Grade
10th Grade
9th Grade
Athletic Director
Yearbook, Future Business
Leaders of America (FBLA)
National Honor Society
Band
FFA
Student Council
Enrichment
FCA
Student Leadership

BELL SCHEDULE

First bell-7:57

1st Hour 8:00-8:50
2nd Hour 8:53-9:43
3rd Hour 9:46-10:36
4th Hour 10:39-11:29

LUNCH

11:00-11:20 - Pre-K - 2nd
11:29-11:49 - 6th - 8th
11:55 -12:15 - 3rd - 5th
12:22-12:42 - 9th - 12th

5th Hour 11:32-12:42
6th Hour 12:45-1:35
7th Hour 1:38-2:28
8th Hour 2:31-3:10

Sheldon R-VIII Rules, Regulations and Policies

This Student Handbook contains many of the rules, regulations, and policies concerning Sheldon R-VIII students, grades K-12. Other policies concerning students are in the MUSIC manual and other policy manuals. These manuals are in each administrative office and open to the public. Though we have tried to be thorough, not all situations can be foreseen. The administration will use its discretion in such cases.

ADMISSION TO SHELDON R-VIII SCHOOL

All persons seeking admission to Sheldon R-VIII shall satisfactorily meet the requirements of the admissions policy established by the Board of Education and Missouri State Law. No student suspended or expelled from another district may enroll in the Sheldon R-VIII School District during that suspension or expulsion. The admission of all students shall be under the direction of the Superintendent and subject to the approval of the Board of Education.

INFORMATION FOR ENTERING SCHOOL AGE OF ENTRANCE-MCE 2210

The child is allowed to enter kindergarten provided (s)he will be five years old by August 1st. Our kindergarten is an optional all-day program. A birth certificate and shot record are required of each student entering school. Children entering kindergarten or first grade for the very first time will be required to have a Kindergarten readiness screening.

INCOMING STUDENTS

Students entering Sheldon Middle/High School by transfer from an accredited or non-accredited school, including home or private school, shall submit evidence of achievement in the last grade attended as a prerequisite to confirmed enrollment. A student's grade level or class placement may be adjusted according to District policy. A home-schooled student who transfers in must present verification of work and log. A proficiency test will be administered to determine placement.

Attendance Policy – MCE 2300

Missouri school law 167.031 requires every parent or other person in the state having charge, control, or custody of a child between the ages of 7 and 17 years shall cause the child to attend regularly someday school, public, private or parochial or parish, not less than the entire time the school which the child attends is in session or shall provide the child at home regular instruction during the usual school hours which shall, in the judgment of the court or competent jurisdiction, be at least substantially equivalent to the instruction given to the children of like age in the day school in the locality in which the child resides.

The Sheldon Board of Education believes regular attendance is essential to success in school. Education is a process based upon continual communication and shared responsibilities among parents, students, teachers, and the school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral obligation to require regular attendance at school.

If it is necessary for a student to be absent, parents should call the school the morning of the absence, or (s)he should return to school with a note to the office from a parent or doctor and be prepared to make up any missed class work. Absences having written verification from the proper medical authorities will be accepted for special consideration.

Excessive absences during the school year may jeopardize the promotion of a student to the next grade as well as result in a possible referral to the Division of Family Services or the Juvenile Office. Letters will be sent home reminding parents of the attendance policy after the 3rd, and 5th absences. Referrals may be made to DFS or the Juvenile office after 6 absences. The Principal will analyze extenuating circumstances.

High School Attendance

In addition to the specific academic requirements in each class, an acceptable attendance rate must be maintained. To maintain an acceptable rate, a student may miss no more than 6 times per class per semester. Policy exceptions may be granted for extenuating circumstances only. When a student reaches 7 absences, the parent and the student will receive a letter notifying them that the student has exceeded the days of absence allowed (6) and may receive a no-credit in that specific class or classes. An appeals committee will be available for any student who exceeds the 6-day limit and feels that extenuating circumstances were present. The committee will comprise the Principal, Building Counselor, and two teachers appointed by the Principal. To address extenuating circumstances and afford due process, the attendance committee will meet at the end of each quarter or as needed with parents/guardians and/or students who have accumulated more than 6 absences in a class. At that time, the student and parent or guardian will present to the committee any conditions that might be a justifiable reason for excessive absences. A student may be afforded the opportunity to make-up the hours, or a portion of the hours, missed instead of receiving no-credit for the class(es). Hours will be determined by the attendance committee. A final appeal may be made to the superintendent and school board.

Absences for school-sponsored or school-sanctioned activities will not count toward the six allowable absences. All truancy will be counted towards the six allowed absences. A student is truant if the student is absent from school without the parent's and administration's knowledge and consent. A student is also considered truant if the student leaves school without the building principal's permission or accumulates excessive unjustifiable absences, even with parental consent. Parental notes and calls are needed to readmit the student after an absence or alert us before an absence but do not excuse the absence.

Definitions/Explanations:

Exempt- School Functions. These absences will not count against a student's attendance.

Excused- Verified by outside sources, i.e. doctors notes, sent home by nurse, funerals, etc... These absences still count against a student's attendance but are noted as excused for the attendance committee's consideration for forgiveness.

Unexcused- No outside verification beyond parent verification. These absences will count against a student's attendance and will not be considered for forgiveness by the attendance committee unless extenuating circumstances warrant such action.

Unknown- No outside verification. These absences will count against a student's attendance and will not be considered for forgiveness by the attendance committee.

These definitions are for school use only and do not apply to attendance records kept for state or federal purposes.

ILLNESS OR ACCIDENT AT SCHOOL

A pupil who becomes too ill to continue in class will be sent to the nurse's office. If the illness appears to be serious, the student will be accompanied to the nurse's office. After one hour, a student will return to class or be sent home. If the illness is so severe that the student is incapacitated, the nurse and the office must be notified immediately. The teacher will request assistance.

If a student becomes too ill to continue at school, the parents or other designated persons will be contacted to come pick up the student. It will be the policy only to send ill students home if someone is there to supervise them. The nurse must examine students to be sent home for illness/injury. Phone calls to parents without approval will result in a cell phone violation. See cell phone policy.

A report will be made to the principal's office in case of an accident. The office personnel will see that proper aid is given. Should a serious accident occur, the principal will be notified at once. Every effort will be made to contact the parents or other designated parties as soon as possible. If the parents cannot be contacted, the pupil will be sent to the doctor listed on their emergency medical card or to the hospital for emergency treatment.

Appropriate accident forms will be completed and filed by the adult in charge at the time of the accident.

IMMUNIZATIONS

It is unlawful for a student to attend school unless (s)he has met the minimum immunization requirements established by the state of Missouri. A student entering school on the first day of school will be sent home if their record shows (s)he is in non-compliance with state law. If in doubt about your child's immunizations, check with the Vernon County Health Department.

HEALTH SCREENINGS

The school nurse or health aide will do head lice screenings occasionally; vision and hearing screenings for elementary students in grades 1, 3, and 5. The continued discovery of head lice on the heads of some children in the school necessitates a clear and workable policy to help our staff in their efforts to control the spreading of these parasites at school.

1. If the teacher, parent, health aide, or school nurse discovers head lice or eggs (nits) on a child in the classroom, every child in that room should be examined immediately. Every sibling or person who resides with that child that attends school shall also be examined for lice. The parents shall be notified, and the children with head lice should be removed from the classroom.
2. Children found to have head lice are sent home with a letter outlining the procedure for removal of lice and cleaning items the child has been in contact with, as well as the school policy on lice.
3. They may return to school once they are lice-free. If the child has excessive absences due to this problem, it will be considered neglect, and a report will be filed with Family Services and/or the Juvenile Officer.
4. Children found to have head lice for the 4th time, and every time after that, will be reported on the Child Abuse Hotline.
5. The School Nurse will keep records of children infested with lice. The records will be used to help determine possible carriers.

COMMUNICABLE DISEASE

MCE Policy #2860

167.191. It is unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease or while liable to transmit such disease after being exposed to it. **Students must be fever-free, diarrhea, and vomit-free for 24 hours before returning to school.** For the purpose of determining the diseased condition, or the liability of transmitting the disease, the teacher or board of directors may require any child to be examined by a physician and exclude the child from school so long as there is any liability of such disease being transmitted by the pupil. If the parent or guardian refuses to have an examination made by a physician at the request of the teacher or board of directors, the teacher or board of directors may exclude the child from school. Any parent or guardian who persists in sending a child to school after having been examined as provided by this section, and found to be afflicted with any contagious or infectious disease, or liable to transmit the disease, or refuses to have the child examined as herein provided, is guilty of a misdemeanor, and, upon conviction, shall be punished by a fine of not less than five nor more than one hundred dollars.

ARRIVAL/DEPARTURE AT SCHOOL

The east and west doors will not be opened until 7:30 a.m. Students who plan to participate in the breakfast program will be allowed in the cafeteria by 7:30 a.m. with supervision. Teachers are not on duty before 7:30 a.m. or after 3:15 p.m., so the school is not responsible for students until then. Any student who arrives on school property, except in cases of tutoring or practices, is not to leave school property without permission of a parent/guardian. Students should only remain at school after regular school hours if they are involved in a designated activity or with a sponsor.

TARDIES

Any student arriving at school after classes have started must sign in at the office before reporting to class. Tardies throughout the day are a disruption to the education process. This handbook's Disciplinary Code for Students section outlines the penalty for excessive tardies.

DOORS LOCKED FOR SAFETY REASONS

Doors will be locked for security reasons during the school day, beginning at 8:00-3:05. All parents and visitors during the day must enter the west doors and check in at the principal's office for a visitor's pass. Students are not to open any locked door for someone without a staff member's approval.

VISITORS

Parents are welcome to visit the school at any time. However, parents and all visitors must check in at the principal's office for permission to visit the student and keep classroom disruption at a minimum. Parents requesting a parent-teacher conference should make arrangements through the office to ensure the teacher's availability. **Students from other schools are not permitted to visit classes during regular school days.**

MEDICATION AND FIRST AID MCE#2870

It is the policy of the Sheldon School Board to discourage the distribution of over-the-counter medications in the school setting. However, in order to help keep children in school during temporary, mild illness or injury, the Board allows the giving of the following with yearly, signed parental permission. Parents may supply other OTC medications, such as cold or allergy medicine (in the original container and with signed parental permission) for short-term use. Any medicine or anything resembling medicine is to be turned into the nurse's office in the original container and be distributed through there. Prescription medications will be kept in a locked drawer or cabinet and administered according to the prescription label, which serves as the doctor's orders. Current, signed parental permission is required. A parent will be notified if the student runs out of medication or refuses to take it. It is the student's responsibility to come to the health office at the appropriate medication time; however, reasonable efforts will be made to ensure that the student does receive their medication as prescribed. Cuts and abrasions will be treated with hydrogen peroxide, antibiotic ointment, and bandages. Minor bumps and injuries will be treated with ice and rest. All head injuries will be reported to a parent as soon as possible. Serious injuries will be transported via ambulance to the nearest hospital, and a parent will be advised as soon as the situation allows.

EMERGENCY INFORMATION

Emergency information is necessary in case a student is ill or hurt. We keep student information on SIS of home and work numbers in ready access. Please be sure that your child's card is up-to-date. **It would be helpful if you would let us know if your child couldn't attend for any reason. The school phone number is 884-5111.**

GOOD CITIZENSHIP

Good Citizenship is a vital element of an effective school. The school wants the student's experience to be positive and encourages them to conduct themselves in a manner that will bring respect to our school. Poor behavior or citizenship at school or extracurricular activities can cause a student to be banned from future activities. Good Citizenship Medals will be awarded at the Academic Awards Program to students who have not been sent to the principal for disciplinary action, have had a 95% attendance rate, have no more than three tardies, and are selected by the faculty for recognition.

SHELDON R-VIII DISCIPLINE POLICY

Sheldon R-VIII School will meet the requirements of House bills 1298 and 1301 concerning the disposition of serious felony-type offenses as listed in the bills.

The description of weapons will include those listed in HB 1298 and 1301, and the disposition of the cases involving these weapons will be as mandated in the law.

SHELDON R-VIII SCHOOL
Student Behavior Code MCE#2600

Standards are important for "the maintenance of an atmosphere where orderly learning is possible and encouraged." The achievement of self-discipline is an important goal of the school. The following Behavior Code is designed to guide Sheldon R-VIII students in attaining this goal. The cooperation of the student's parents, faculty, and administration is encouraged.

Students are expected to:

1. Conduct themselves at all times in the manner of young ladies and young gentlemen with respect for themselves and others.
2. Attend school regularly.
3. Be on time to school and class with the proper materials, remain attentive in class, display appropriate classroom behavior, and remain in the classroom unless dismissed by your teacher.
4. Do assigned work to the best of your ability.
5. Be courteous to teachers and fellow students.
6. Refrain from smoking, vaping, or using other tobacco products on campus.
7. Refrain from the use of alcohol or other drugs at all times.
8. When driving, do so in a prudent and safe manner.
9. Be a good sport at all activities, home or away. Remember - you represent Sheldon R-VIII School at all times!
10. Encourage other students to behave in a manner that will bring respect to your school.

Failure to follow these expectations will result in one or more of the following disciplinary actions:

- | | |
|--|--|
| 1. Warning | 6. Repayment of damages |
| 2. Short-term removal from class | 7. Detention |
| 3. Loss of class credit | 8. In/Out-of-School Suspension |
| 4. Loss of extra-curricular privileges | 9. Corporal punishment |
| 5. Loss of driving privileges | 10. Recommendation to the
Board of Education for
Expulsion |

Parent/Adult Code of Conduct MCE#1431

All visitors, including parents, grandparents, and siblings, will stop at the front office for a visitor's pass and permission to visit beyond this point.

In order to ensure a safe and orderly environment in which our students can maximize their educational and social development, the following regulations are enacted with respect to the conduct of adult visitors:

1. Verbally aggressive behavior, including but not limited to threats, intimidation, and profanity, will result in limited access to school premises and school activities for up to one (1) year. The Superintendent of Schools will determine the length of the restriction.
2. Physical or violent behavior will result in a ban by the Board of Education from *school premises and activities and will be referred to law enforcement.*
3. Failure to comply with the restricted access provided in these regulations will result *in the filing of civil and/or criminal charges, which may include:*
 - A) Trespassing
 - B) Disturbing the Peace
 - C) Issuance of an Order of Exparte'

Due Process

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and expulsion.

Students will have knowledge of all charges against them and have the opportunity to express their side of any incident in which they may be involved. If the student is dissatisfied with any decision, (s)he has the right to appeal to the following authorities:

1. Superintendent or Principal
2. Board of Education (Appeals to the superintendent or above must be in writing and within 10 days of the previous decision. A hearing date will be established within 10 days of receipt of an appeal.)

The principal and/or Superintendent may **modify** the penalty in any of the situations above in the event of extenuating or mitigating circumstances that need to be considered that may have influenced student behavior. **Detention and/or counseling may be substituted for (or added to)** other disciplinary actions deemed appropriate by the Principal. Community service may be used as an alternative deterrent. Character Education services will be used as deemed appropriate by the principal.

DRESS CODE MCE #2651

The Sheldon Student Council, faculty, and administration have established a minimal dress code for grades K-12. The dress code applies to school activities and regular school days. Wearing excessively short, excessively tight, or excessively low-cut apparel is inappropriate. Shorts, skirts, and dresses must be at least mid-thigh. **Shorts, Jeans, etc., cannot have holes above mid-thigh.** The principal shall make the final determination. All shirts and blouses must be long enough to be tucked in at the waist—**NO** bare midriffs. There will be **NO** shirts with large armholes that would show waistline skin or undergarments. **NO** one shoulder strap or spaghetti strap tops. There will be no visible undergarments or tops that show excessive skin. Chains such as those attached to wallets will not be allowed at school. All other dress and appearance shall conform to the normal standards of decency and appropriateness of the school setting; clothing, including shirts and hats, which are offensive or suggestive in language or pictures, are inappropriate. Headgear will not be worn in the building. Any questions regarding the appropriateness of attire will be directed to the administration. Clothing or accessory items that may disrupt the educational environment, i.e., items that depict alcohol, tobacco, illegal substances, offensive and/or obscene pictures, or words, are not to be worn during the school day and/or while representing the school at school activities.

SHELDON R-VIII POLICY ON DRUGS MCE #2641

All illegal drugs have been found to be harmful and dangerous for the user. This includes the use of alcohol or tobacco in any form used by a minor. Therefore, Sheldon R-VIII's policy is that no student should use or possess drugs, alcohol, or tobacco on campus. **DRUG-FREE ZONE:** Sheldon R-VIII School has been declared a DRUG-FREE ZONE, which means that under law 195.214, a person committing the offense of distributing or delivering any controlled substance near schools violates section 195.211. **Distribution or delivery of a controlled substance in, on, or within 1000 feet of school property is a felony.**

No person shall smoke or otherwise use tobacco or tobacco products in any indoor area of a public elementary or secondary school building or educational facility or on buses. An outdoor smoking area will be designated. (HB 348)

If a student tests non-negative for alcohol or drugs or discloses to a Sheldon staff member of usage of drugs, the following procedure is to be followed: The School Counselor is to be informed as soon as possible. The School Counselor will then contact the parents or guardian of the student and provide resources to the family that may be of assistance to them. Information regarding the Sheldon R-VIII Drug Testing Policy can be found in Appendix A at the end of this handbook.

Prohibition Against Firearms and Weapons MCE #1432

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials and as otherwise provided in this policy. As used in this policy, the phrase school premises includes all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

Weapon: knife or other device or instrument capable of causing serious bodily injury

WIRELESS POLICY

Sheldon R-VIII School will NOT be responsible for lost, stolen, or broken devices.

Students must ensure that their wireless devices are turned off and stowed away during school hours. Students may only have devices before school, after school, and during their lunch shift. Elementary students (grades Pk-6) will not be permitted to use their personal devices during the school day unless directed to do so by their teachers or other school personnel. Under this policy, the term "wireless devices" includes (whether analog or digital) camera phones, smart watches, text messaging devices, or other electronic devices not issued by the school.

Additional Prohibition on Camera Phones—we desire to protect students' privacy while on school property and at school events. Thus, students are prohibited from using camera phones taking inappropriate photographs, as well as any other type of wireless device, to take inappropriate photographs or to record inappropriate photographic images, whether in digital or other form, at any time while on school property or at school activities, whether on or off campus. Any exception to this prohibition requires the advance written permission of the school principal. The prohibition shall be strictly constructed in favor of protecting the privacy of all individuals. The term "camera phone" shall refer to any wireless device (as described above) used to take or record photographic images. Students who (1) use a camera phone to record photographs or photographic images are in violation of this prohibition, (2) knowingly transmit such photographs or images, and or (3) distribute to others such photographs or images shall be subject to an out-of-school suspension (OSS) of up to 180 school days and or permanent expulsion for the first offense. In addition, the actions of such students may be reported to law enforcement. The device may also be confiscated, as described above. This prohibition on camera phones shall also apply to all visitors to District property. Any visitor determined to have violated this policy shall be banned from campus for a period specified by the District.

Sheldon R-VIII Acceptable Use Policy

Access to the Internet is an excellent opportunity to interact with people from around the world. It is also a necessary requirement for completion of several of our classes. With this opportunity comes **RESPONSIBILITY**. Internet access is not a right and its use is subject to the following terms:

1. The use of E-mail/Internet is a privilege, which may be revoked by teachers and district administrators at any time for abusive conduct. Abusive conduct includes, but not limited to being obscene, abusive, threatening, defamatory, using profanity, intentionally posting inaccurate information, or committing illegal activities.
2. The Internet has been established for a limited educational purpose. This includes class-related activities or professional development activities, and limited high-quality self-discovery.
3. Users of the Internet will not use their account to obtain, view, download or otherwise gain access to objectionable materials including pornography and unlawful information.
4. Internet should not be used for commercial use or political lobbying.
5. All material on the Internet should be treated as if it is under copyright law.
6. Software should not be downloaded and/or programs modified without authorization.
7. The school computers are not personal property and therefore should be treated with extreme care and respect. Intentional modifications of computer systems will be considered an equal violation and result in suspension of total computer privileges for a specified period of time.
8. Personal passwords should not be shared or disclosed to others. Violation of this will result in loss of computer privileges.
9. A violation of any of these agreements may be subject to suspension of online privileges and discipline according to the school district's policy. Appropriate legal authorities will be contacted of any illegal activity.
10. If a student violates any of the rules, he/she may be disciplined according to the school district's policy, and appropriate legal authorities will be contacted of any illegal activities.
11. **Consequences:**
 - 1st offense – suspension of online privileges, including all programs, until teacher and administrator meet with parents.
 - 2nd offense – suspension of online privileges for the remainder of the school year.

Total computer privileges will be suspended for abuses of computers.

Artificial Intelligence Usage

Any usage of artificial intelligence on school assignments not authorized by the teacher or any attempt to pass A.I. work off as student work may result in disciplinary action in accordance with the cheating/plagiarism portion of the discipline code.

SEARCH OF BAGS AND CARS

Bags and cars brought on school grounds will be searched if there is reasonable suspicion of a violation.

LOCKERS & BOOKS

Books and lockers are provided for students in grades 5-12. Each student is responsible for his own property, and the school has no responsibility for lost or stolen materials. Prior approval must be given if a student chooses to place a lock on their locker. Lockers are the property of Sheldon R-VIII School and can be searched by school officials at any time they deem necessary. **Students may only display items on the outside of lockers that have been approved by the principal.**

ASSEMBLIES

Students are required to attend all assemblies. **Students will sit in sections by class, with their class sponsors.** Inappropriate behavior will result in disciplinary action.

TELEPHONE USAGE

In order to protect our students' time on task telephone usage should be kept to a minimum. **Those students**

receiving phone calls will have a message recorded and then posted on their locker. Exceptions to delivering incoming calls will be determined by the staff member involved. Students requesting to use the phone during class time must have written permission from their teacher as well as office approval. Please do not plan on making/receiving calls during the school day. Students who need to use the phone must have prior approval. **If your child needs to make a call, please provide them with a quarter. Please make plans with your child before school; excessive usage of the phone will be prohibited.**

BUS RULES

Students living one mile or more from school are eligible for district bus transportation. We encourage students to ride the bus to school and expect them to abide by these rules.

1. Be on time to meet the bus.
2. Obey instructions of the driver.
3. Remain seated while the bus is moving.
4. Observe the loading and unloading procedure.
5. Keep head, arms, feet, and hands inside the bus.
6. Help keep the bus clean.
7. Be considerate of others.
8. No balloons are allowed on the bus. Balloons must be picked up by parent or left at school.

Bus service is a privilege. Failure to comply with bus rules may result in a student being suspended from riding the bus or other disciplinary action deemed necessary by the principal.

PARKING POLICY

Students driving to school and parking on the school parking lot must fill out a parking registration form in the high school office. The registration form must be completed prior to bringing a vehicle on campus.

The following rules will apply to all student drivers:

1. Only students with valid driving licenses and valid auto insurance coverage will be allowed to park on the school parking lot. Form 2650 and copies of valid driver's license and proof of insurance must be on file in the office.
2. Students are not to pick up other students who have arrived at school and leave school grounds with them. Pickup owners will not haul passengers in the pickup bed.
3. Students can neither sit in or on their vehicles after arriving at school, or during the school day including the bed of pickups.
4. Cars will remain parked during the school day unless a student has permission from the principal to drive off the parking lot.
5. Students are not to block other cars or double park.
6. Students entering or leaving the school grounds are to drive in a careful and prudent manner and at a minimum noise level. Teachers and administration will determine what is careful and prudent.
7. Unlicensed vehicles of any type are not to be on school property at any time.
8. Students are not allowed in the parking lot during lunch.

LIBRARY

The Sheldon Elementary and High School Library is maintained for use by the students. The library includes such sections as fiction, reference, and non-fiction. Pupils are encouraged to check books out of the library for limited periods of time, and are expected to pay for lost or severely damaged books. A computer workstation with six Internet connections is available for student and faculty use. Student and parents must sign acceptable use policy before they are allowed use of computers. Abuse of the policy means termination from use of computers.

Inclement Weather

Notification of school closings due to inclement weather will be posted on the school Facebook page, a school messenger (voice and text) will be sent, and information will be given to the following stations:

AM 1240 – KNEM/KMNO- Nevada
KOAM-Pittsburg
KODE-Joplin
KSN-Joplin

Sheldon R-VIII School District Student Publishing Guidelines

The Sheldon R-VIII School District web address is <http://www.sheldon.k12.mo.us>.

We would like to include photographs and work by our students on our website, social media site, newspaper and on display. Our website is an easy way to access information about the school and school policies. It includes contact information for all staff members, the school activity calendar, the breakfast and lunch menus, and information from the administrators, classrooms, counselor, library, nurse, PAT, etc.

Please consider our web publishing guidelines (below) that we will follow when publishing student photos or work on the web.

For more information, please contact Mr. Jason Irwin or Mr. Kevin Post at 417-884-5111. An online version of this document is available on the website under district information.

Sheldon R-VIII School District Web Publishing Guidelines

- A student's last name will never be published with photographs.
- Pictures will be displayed only to show classroom or school activities, to highlight the activities of an academic group, club, athletic event or social gathering related to school.
- If group pictures are posted, they may mention first names, but not which individuals are standing where in the picture.
- If a picture is posted that contains only one student it will not include a name.
- Under no circumstances will addresses or phone numbers of student ever be included.
- No information will be included which indicates the physical location of a student any given time other than attendance at our school or participation in school activities.

If you do not wish to have any information regarding your child published in school resources/publications, forms are available in the High School Office.

PARENT CONFERENCES

The school staff wishes to encourage parents to come to school, review curriculum and find out how individual students are achieving. We believe that a student is more apt to be successful in school when his parents are informed and actively involved in his learning program. Parents should feel free to call school and schedule a conference with a teacher any time during the year.

Fall parent conferences are scheduled for October 24th and 25th, 2024.

EARTHQUAKE, FIRE AND TORNADO/CIVIC DEFENSE DRILLS, INTRUDER AND BUS EVACUATION

In order to ensure safety, a practice drill will be held at least once each quarter or semester during the school year. Instructions for earthquake, fire and tornado/civil defense drills are posted in the rooms of the high school.

PRACTICE BUS EVACUATION

The school will conduct at least one practice bus evacuation per year.

SHELDON R-VIII SCHOOL

DISCIPLINARY CODE FOR STUDENTS

Maximum Penalties - The principal may modify depending on the severity and frequency of the offense.

The Student Code of Conduct is designed to foster student responsibility, and respect for the rights of others, and to ensure the orderly operations of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or action involving a combination of offenses, may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent, and/or Board of Education.

The principal and/or Superintendent may reduce the penalty in any of the situations above in the event of extenuating or mitigating circumstances that need to be considered that may have influenced student behavior.

Abbreviations:	ISS	-	In-School-Suspension
	OSS	-	Out-of-School Suspension
	DET.	-	Detention
	CA	-	Contact Authorities
	PC	-	Parent Contact
	C. ED.	-	Character Education
	RTBFE	-	Recommended to Board for Expulsion

This policy applies to any student who is on or adjacent to school property, who is in attendance at school or at a school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students or employees.

Note: Parents and/or authorities will be contacted when the severity of the offense warrants. The principal will take into consideration the number of times a student is sent to the office for the same type of policy violation when deciding on disciplinary action. Possible documentation in the student's record when the severity of action warrants.

(1) Violations Against Public Decency and Good Order

Nature of Offense: *Long definitions follow each offense.**

Use of Language that is disparaging or demeaning.

1st Violation: Conference/PC/C.ED.

2nd Violation: Detention/PC/C.ED.

3rd Violation: 1-3 Days ISS/PC

4th Violation: 1-10 Days OSS/PC

***Words or actions, verbal, written, or symbolic meant to harass or injure another person: i.e., defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

(2) Insubordination

1st Violation: Warning, 1-3 days detention, or ISS, or OSS, depending on severity/C.ED.

2nd Violation: 3-5 Days Detention, 1-6 days ISS/ OSS/C.ED.

3rd Violation: 1-6 Days ISS, 1-10 days OSS

4th Violation: 10 days OSS, RTBFE

***Nonverbal or Verbal refusal to follow a reasonable teacher request

(3) General Misconduct

1st Violation: Warning, 1-3 days detention, or ISS, or OSS depending on severity/C.ED.

2nd Violation: 2-5 Days Detention, 1-6 days ISS/ OSS/C.ED.

3rd Violation: 1-6 Days ISS, 1-10 days OSS

4th Violation: 10 days OSS, RTBFE

***Conduct or speech, verbal, written, or symbolic that is inappropriate or disrupts classroom work, school activity, or school function.

(4) Disruptive Speech or Conduct

Principal takes severity into account

1st Violation: 1-3 days detention or ISS or PC/C.ED.

2nd Violation: 1-6 days detention, or ISS or PC/C.ED.

3rd Violation: 1-3 days OSS, possible removal from class with an "F", PC

4th Violation: 1-6 days OSS, removal from class with an "F", PC

***Conduct or verbal, written or symbolic gesture, which materially and substantially disrupts classroom work, school activity or school function.

(5) Profanity or Obscene Language or Gesture directed toward a teacher or staff member. (MCE #2610)

1st Violation: 1-6 Days Detention, 1-6 days ISS OSS, PC

2nd Violation: 1-6 Days ISS, 1-10 days OSS, PC

3rd Violation: RTBFE, PC

4th Violation: RTBFE, PC

***Conduct or speech, verbal, written or symbolic, describing sexual conduct which is offensive or obscene.

(6) Profanity or Obscene Language or Gesture directed toward another student. (MCE #2610)

1st Violation: 1-3 day detention or ISS and PC

2nd Violation: 1-6 days detention or ISS and PC

3rd Violation: 1-3 days ISS, OSS, PC

4th Violation: 1-6 days OSS, PC

***Conduct or speech, verbal written or symbolic, describing sexual conduct is offensive.

(7) Threatening Language (MCE # 2610)

Use of verbal, physical, or written threats to do bodily harm to a person or personal property.

1st Violation: 1-10 days ISS or OSS, PC, CA

2nd Violation: 1-10 days OSS, PC, CA

3rd Violation: RTBFE, PC, CA

4th Violation: RTBFE, PC, CA

(8) Public Display of Affection. (MCE #2610)

1st Violation: Warning

2nd Violation: Conference with parents

3rd Violation: 1-3 ISS, PC

4th Violation: 1-6 OSS, PC

***Physical contact which is inappropriate for the regular school day and activities.

(9) Bus Misconduct (Policy #2652)

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. No balloons are allowed on the bus. Parents must pick balloons up or be left at school.

1st Notice of Concern to Parents. Thereafter: Warning or 1-5 days off of bus depending on severity and PC

2nd Violation: 1-5 days off of bus, PC

3rd Violation: 3-10 days off of bus, PC

4th Violation: Up to 30 days off of bus, PC

5th Violation: Remainder of the year, PC.

(10) Dress Code Violations (Policy #2651)

1st Violation: Change of clothing

2nd Violation: PC and change of clothing.

***Clothing or accessory items, which may disrupt the educational environment: i.e. items, which depict alcohol, tobacco, illegal substances, offensive, (ripped out or cut out sleeveless shirts—falls under offensive) and/or obscene pictures of words. Repeat offenders: Principal confiscates inappropriate clothing. Parents may bring a change of clothing back in exchange for students' clothing.

(11) Violation against Public Health and Safety (MCE #2640)

Tobacco/Vaping Products Use and/or Possession

1st Violation: 1-3 days ISS, C. ED, confiscation, PC, contact SRO

2nd Violation: 1-3 days OSS, Confiscation, PC, contact SRO

3rd Violation: 3-5 days OSS, Confiscation, PC, contact SRO

4th Violation: 5-10 days OSS, Confiscation, PC, contact SRO

***Possession of any tobacco or vaping products on school property, bus, or any school activity.

***Use of any tobacco or vaping products on school property, bus, or at any school activity. MCE #2673-Reporting to authorities

(12) Sale or Distribution of Alcohol or Drugs (MCE #2640)

1st Violation: 1-10 days OSS, CA, PC

2nd Violation: 1-30 days OSS, CA PC

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC***Sale, purchase or distribution of Drugs – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and drug-related paraphernalia. According to Safe Schools Act student(s) may be expelled for 11-180 days. MCE #2673-Reporting to proper authorities

(13) Alcohol/Drugs, Smell, Possession (MCE #2640)

1st Violation: 1-10 days OSS, CA, PC

2nd Violation: 1-30 days OSS, CA, PC

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC

***Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic, substance, counterfeit drugs and drug-related paraphernalia. Any student or staff with knowledge of anyone's possession or reasonable suspicion of someone being under the influence on school property is mandated to report such to the administration or adult school staff. MCE

#2673-Reporting to proper authorities

(14) Violations against Persons – Harassment (MCE # 2610)

1st Violation: 1-3 days detention or ISS, PC, C.ED.

2nd Violation: 1-6 days detention or ISS, PC, C.ED,

3rd Violation: 1-6 days ISS/OSS, PC, C.ED.

4th Violation: 1-10 days OSS, PC

MCE #2673-Reporting to proper authorities

(15) Sexual Harassment (MCE #2610)

1st Violation: 1-3 days detention or ISS, PC, C.ED.

2nd Violation: 1-6 days detention or ISS, PC, C.ED,

3rd Violation: 1-6 days ISS/OSS, PC, C.ED.

4th Violation: 1-10 days OSS, PC

***use of verbal, written or symbolic language that is sexually harassing.

MCE #2673-Reporting to proper authorities

(16) Assault/Battery on another student (MCE #2610)

1st Violation: 10-180 days OSS, CA, PC, C.ED

2nd Violation: RTBFE, CA, PC, C.ED

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC

***Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury including written notes and technological communications. Sheldon R-VIII will follow the Safe Schools Act. Refer to Sheldon's BOE policy.

MCE #2673-Reporting to proper authorities.

(17) Assault/Battery on Staff Member or Outside Entity (MCE #2610)

1st Violation: 10-180 days OSS, CA, PC

2nd Violation: RTBFE, CA, PC

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC

***Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury. Sheldon R-VIII will follow the Safe Schools Act. Refer to Sheldon's BOE policy. MCE #2673-Reporting to proper authorities

(18) Possession of a Dangerous or Deadly Weapon including Firearm (MCE #2620)

1st, 2nd, 3rd, 4th Violations: 1-year suspension or expulsion, CA, PC, documentation in student discipline record.

No firearms are allowed on campus. Confiscation, one calendar year suspension or expulsion; notification to law enforcement officials; documentation in student's disciplinary record. Firearms capable of firing a projectile are mandatory 1-year expulsion—documentation in Student Discipline Record.

***As defined in 18 U.S.C. 921 or any instrument or device defined in 571.010 RSMo

***see (MCE-2620) Weapons other than firearms: possession or use of any instrument or device, other than those in 18 U.S.C. 921 or 571.101 RSMo. Which is customarily used for attack or defense against another person/any instrument or device used to inflict physical injury to another person. MCE #2673-Reporting to authorities

(19) Fireworks Possession or discharge (MCE #2610)

1st violation: 1-3 days ISS or OSS, Confiscation, PC

2nd Violation: 1-6 days OSS, Confiscation, PC

3rd Violation: RTBFE, Confiscation, PC

4th Violation: RTBFE, Confiscation, PC

(20a) Disrespectful Conduct or speech directed toward a staff member (MCE #2610)

1st Violation: 1-3 days Detention or ISS, C.ED., PC

2nd Violation: 1-6 days ISS, C.ED., PC

3rd Violation: 1-3 days OSS, PC

4th Violation: 3-6 days OSS, PC

***Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings.

(20b) Disrespectful Conduct or speech directed toward a student (MCE #2610)

1st Violation: 1-3 days Detention or ISS, C.ED., PC

2nd Violation: 1-6 days ISS, C.ED., PC

3rd Violation: 1-3 days OSS, PC

4th Violation: 3-6 days OSS, PC

***Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings.

(21) Fighting-Principal discretion—Aggressor punished more severely (MCE #2610)

1st Violation: 1-3 days detention or ISS or OSS, PC

2nd Violation: 1-6 days ISS, OSS, PC, Contact SRO and/or Juvenile

3rd Violation: 1-10 days ISS, OSS, PC

4th Violation: 10 days OSS, PC, RTBFE

***Mutual combat (actual hit) in which both parties have contributed to the conflict either verbally or by physical action. MCE #2673-Reporting to proper authorities

(22) Gangs—Gang activities, whether verbal, written, or symbolic which substantially disrupts the educational environment (Policy #2653)

1st Violation: Principal/student conference, 1-10 days in-school suspension or 1-10 days out of school suspension

2nd Violation: 10-180 days out-of-school suspension; recommend to the board for expulsion

(23) Bullying/Cyberbullying- (MCE #2655)

1st Violation: 1-3 days detention, 1-10 days ISS or OSS depending on severity, PC

2nd Violation: 1-10 days ISS or OSS depending on severity, PC, Contact SRO or Juvenile Officer

3rd Violation: 1-10 days OSS depending on severity, PC, Contact SRO or Juvenile

4th Violation: Up to 180 or OSS at the desecration of the Administration, PC, Contact SRO or Juvenile Officer

***Threatening, harassing, or intimidating any student or multiple students including, but not limited to physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. This offense in conjunction with physical force is grounds for immediate OSS.

(24) Extortion (MCE #2610)

1st Violation: 1-3 days ISS, PC, C.ED.

2nd Violation: 1-6 days ISS, PC, C.ED.,

3rd Violation: 1-3 days OSS, PC

4th Violation: 1-6 days OSS, RTBFE, PC

***Threatening or intimidating any student for the purpose of obtaining money or anything of value.

(25) Stealing (MCE #2610)

1st Violation: 1-3 days ISS or OSS, PC, C.ED.

2nd Violation: 1-6 days OSS, C.ED.

3rd Violation: CA, PC

4th Violation: RTBFE, CA, PC

***Theft, attempted theft, or willful possession of stolen property. Value and ability to return the property will determine if authorities need contacted earlier.

Violations Against Property

(26) Arson (MCE #2610)

1st Violation: OSS, RTBFE, CA

2nd Violation: RTBFE, CA

3rd Violation: RTBFE, CA

4th Violation: RTBFE, CA

***Starting a fire or causing an explosion with the intention to damage property. MCE #2673-Reporting to proper authorities

(27) False Arson (MCE #2610)

1st Violation: 1-3 days detention or ISS, PC

2nd Violation: 1-6 days ISS, PC

3rd Violation: 1-3 days OSS, PC

4th Violation: 1-6 days OSS, PC

***Tampering with emergency equipment, setting false alarms, making false reports.

(28) Vandalism (MCE #2610)

1st Violation: 1-3 days OSS or ISS, CA, PC, C.ED.

2nd Violation: 1-6 days OSS or ISS, CA, PC, C.ED.

3rd Violation: 1-10 days OSS, CA, PC

4th Violation: RTBFE, CA, P

***Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. Students will be held responsible for damages. MCE #2673-Reporting to proper authorities

(29) Careless Driving (MCE #2610 & #2650)

1st Violation: Loss of driving privileges (1 month), PC
2nd Violation: Loss of driving privileges (1 semester), PC
3rd Violation: Loss of driving privileges permanently, PC
***Driving on school property in such a way to endanger persons or property

(30) Violation of Parking Policy (MCE #2610, MCE #2650)

1st Violation: Warning, loss of driving privileges (1 week), PC
2nd Violation: Warning with Parent Contact
3rd Violation: Loss of driving privileges 2 weeks, PC
4th Violation: Two weeks to the remainder of the semester, PC
***Failure to follow rules as stated in parking policy in the student handbook. Further incidents parking pass revoked.

(31) Truancy/Leaving School Without Permission (MCE #2340)

1st Violation: 1-3 day's detention or ISS, PC
2nd Violation: 1-6 day's detention or ISS, PC, CA
3rd Violation: 1-10 day's detention or ISS, PC, CA
4th Violation: 1-6 days OSS, PC, CA
***Absence from school without the knowledge and consent of parents/guardians and/or the school.

(32) Tardy (unexcused) to School or Class (MCE #2340)

1st Violation: No action, Warning
2nd Violation: Teacher Warning
3rd Violation: Detention during lunch or after School, 1 day, PC
4th Violation: Detention during lunch or after School, 2 days, PC
5th Violation: Detention 2 Days After school, PC
6th Violation and Beyond: 2 Days Detention per tardy and possible juvenile referral.
Juvenile referrals will occur if the tardies are to school or at the principal's discretion.
Violation are per class, per quarter

(33) Cheating—including Plagiarism (MCE #2610)

1st Violation: "0" on activity and reported to Principal, PC
2nd Violation: 1-day detention and "0" for activity, PC
3rd Violation: 1 day ISS, "F" for grading period, PC
4th Violation: 1-6 days ISS/OSS, "F" for course, removal from class, PC

(34) Wireless Devices (MCE # 2656)

1st Violation: Confiscated by teacher staff or administrator. Pick up at the end of the day.
2nd Violation: 1-day detention and parent pick up.
3rd Violation: 2 days detentions and parents pick up.
4th Violation: 1-10 days ISS and parent must pick up. Students are not allowed to have any personal devices remainder of the year.

(35) Camera Phone Misconduct (MCE # 2656)

1st Violation: Up to 180 days OSS and/or Expulsion, confiscation of device, CA
****Inappropriate use of camera phone. MCE #2673- Report to proper authorities

(36) Classroom Disruption Minor

1st Violation: Send to office, Principals Warning, PC
2nd Violation: Lunch Detention(s), PC
3rd Violation: After School Detention(s), PC
4th Violation: 1-3 Days ISS, PC
5th Violation: 1-3 Days OSS, PC

(37) Classroom Disruption Major

1st Violation: 1-3 Days Detention
2nd Violation: 1-3 Days ISS
3rd Violation: 1-3 Days OSS
4th Violation: F for grading period and removal from class

(38) Misuse of Technology

1st Violation: Send to office, Principals warning, PC
2nd Violation: Placed in Internet Jail for remainder of Semester
3rd Violation: Placed in Internet Jail for remainder of year, Chromebook to be checked in and out of office when needed
4th Violation: Loss of technology privileges for the remainder of the year.

Elementary Discipline Guidelines

Sheldon Elementary school has implemented Behavior Intervention and Support (BIST) and Positive Behavior Interventions and Supports (PBIS) for grades K-6. These research based programs are designed to help teachers manage negative and positive behaviors in the school and to help students manage their own behaviors throughout the school day.

BIST is set up to help students rethink their actions and behaviors. The following steps will be taken before office referrals when appropriate:

- 1) Teacher warning and rethink at the students normal seat.
- 2) If the behaviors continue students will be asked to move to a safe seat.
- 3) Students will be asked to go to the buddy room if they continue to disrupt class. Student must complete a "Think Sheet" in the buddy room before they return.
- 4) Students who disrupt the buddy room will be asked to go to the focus/recovery room. Students will work with the counselor(s) and behavior specialist on replacement skills and problem-solving strategies.
- 5) Referral to the office.

A student will progress through these steps as necessary. If the behavior warrants skipping steps the teacher will contact either the administration, counselor, or behavior specialist immediately. **Refusal by a student to comply with any of these steps will result in immediate removal from class by administration and appropriate punishment according to handbook guidelines.**

**The following will be used as a general guideline for discipline resulting in office referrals. The severity of the offense will be taken into account when determining punishment. Punishments may be increased or decreased based upon severity. **

(1) Violations Against Public Decency and Good Order

Nature of Offense: *Long definitions follow each offense.**

Use of Language that is disparaging or demeaning.

1st Violation: Conference/PC/C.ED.
2nd Violation: Lunch Detention/PC/C.ED.
3rd Violation: Lunch Detention and restriction of activities/PC
4th Violation: 1-3 Days ISS/PC
5th Violation: 1-3 Days OSS/PC

***Words or actions, verbal, written, or symbolic meant to harass or injure another person: i.e., defamation of a person's race religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

(2) Insubordination

1st Violation: Warning, Send to office, PC
2nd Violation: Lunch Detention and Restriction of activities
3rd Violation: 1-3 Days ISS
4th Violation: 1-3 Days OSS
***Nonverbal or Verbal refusal to follow a reasonable teacher request

(3) General Misconduct

1st Violation: Warning, 1-3 days Lunch detention

2nd Violation: 2-5 Days Detention, Restriction of activities

3rd Violation: 1-6 Days ISS, 1-10 days OSS

4th Violation: 10 days OSS, RTBFE

***Conduct or speech, verbal, written, or symbolic that is inappropriate or disrupts classroom work, school activity, or school function.

(4) Disruptive Speech or Conduct

Principal takes severity into account

1st Violation: 1-3 days lunch detention

2nd Violation: 1-6 days detention, or ISS, Restriction of activities

3rd Violation: 1-3 days ISS, Restriction of activities

4th Violation: 1-6 days OSS, Restriction of activities

***Conduct or verbal, written or symbolic gesture, which materially and substantially disrupts classroom work, school activity or school function.

(5) Profanity or Obscene Language or Gesture directed toward a teacher or staff member. (MCE #2610)

1st Violation: 1-6 Days Detention, 1-6 days ISS OSS, PC

2nd Violation: 1-6 Days ISS, 1-10 days OSS, PC

3rd Violation: RTBFE, PC

4th Violation: RTBFE, PC

***Conduct or speech, verbal, written or symbolic, describing sexual conduct or which is overtly offensive or obscene.

(6) Profanity or Obscene Language or Gesture directed toward another student. (MCE #2610)

1st Violation: 1-3 day detention or ISS and PC

2nd Violation: 1-6 days detention or ISS and PC

3rd Violation: 1-3 days ISS, OSS, PC

4th Violation: 1-6 days OSS, PC

***Conduct or speech, verbal written or symbolic, describing sexual conduct or is overtly offensive.

(7) Threatening Language (MCE # 2610)

Use of verbal, physical, or written threats to do bodily harm to a person or personal property.

1st Violation: 1-3 days ISS or OSS, PC, CA, Restriction of activities

2nd Violation: 1-10 days OSS, PC, CA

3rd Violation: RTBFE, PC, CA

4th Violation: RTBFE, PC, CA

(8) Public Display of Affection. (MCE #2610)

1st Violation: Warning

2nd Violation: Conference with parents

3rd Violation: 1-3 Days lunch detention, PC

4th Violation: 1-6 ISS, PC

***Physical contact which is inappropriate for the regular school day and activities.

(9) Bus Misconduct (Policy #2652)

Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. No balloons are allowed on the bus. Parents must pick balloons up or be left at school.

1st Notice of Concern to Parents. Thereafter: Warning or 1-5 days off of bus depending on severity and PC

2nd Violation: 1-5 days off of bus, PC

3rd Violation: 3-10 days off of bus, PC

4th Violation: Up to 30 days off of bus, PC

5th Violation: Remainder of the year, PC.

(10) Dress Code Violations (Policy #2651)

1st Violation: Change of clothing

2nd Violation: PC and change of clothing.

***Clothing or accessory items, which may disrupt the educational environment: i.e. items, which depict alcohol, tobacco, illegal substances, offensive, (ripped out or cut out sleeveless shirts—falls under offensive) and/or obscene pictures of words. Repeat offenders: Principal confiscates inappropriate clothing. Parents may bring a change of clothing back in exchange for students' clothing.

(11) Violation against Public Health and Safety (MCE #2640)

Tobacco/Vaping Products Use and/or Possession

1st Violation: 1-3 days ISS, C. ED, confiscation, PC, contact SRO

2nd Violation: 1-3 days OSS, Confiscation, PC, contact SRO

3rd Violation: 3-5 days OSS, Confiscation, PC, contact SRO

4th Violation: 5-10 days OSS, Confiscation, PC, contact SRO

***Possession of any tobacco or vaping products on school property, bus, or any school activity.

***Use of any tobacco or vaping products on school property, bus, or at any school activity. MCE #2673-Reporting to authorities

(12) Sale or Distribution of Alcohol or Drugs (MCE #2640)

1st Violation: 1-10 days OSS, CA, PC

2nd Violation: 1-30 days OSS, CA PC

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC***Sale, purchase or distribution of Drugs – Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and drug-related paraphernalia. According to Safe Schools Act student(s) may be expelled for 11-180 days. MCE #2673-Reporting to proper authorities

(13) Alcohol/Drugs, Smell, Possession (MCE #2640)

1st Violation: 1-10 days OSS, CA, PC

2nd Violation: 1-30 days OSS, CA, PC

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC

***Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic, substance, counterfeit drugs and drug-related paraphernalia. Any student or staff with knowledge of anyone's possession or reasonable suspicion of someone being under the influence on school property is mandated to report such to the administration or adult school staff. MCE #2673-Reporting to proper authorities

(14) Violations against Persons – Harassment (MCE # 2610)

1st Violation: 1-3 days Lunch detention or ISS, PC, C.ED.

2nd Violation: 1-6 days detention or ISS, PC, C.ED, Restriction of activities

3rd Violation: 1-6 days ISS/OSS, PC, C.ED.

4th Violation: 1-10 days OSS, PC

MCE #2673-Reporting to proper authorities

(15) Sexual Harassment (MCE #2610)

1st Violation: 1-3 days detention or ISS, PC, C.ED. Restriction of activities

2nd Violation: 1-6 days detention or ISS, PC, C.ED, Restriction of activities

3rd Violation: 1-6 days ISS/OSS, PC, C.ED.

4th Violation: 1-10 days OSS, PC

***use of verbal, written or symbolic language that is sexually harassing.

MCE #2673-Reporting to proper authorities

(16) Assault/Battery on another student (MCE #2610)

1st Violation: 10-180 days OSS, CA, PC, C.ED

2nd Violation: RTBFE, CA, PC, C.ED

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC

***Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury including written notes and technological communications. Sheldon R-VIII will follow the Safe Schools Act. Refer to Sheldon's BOE policy.

MCE #2673-Reporting to proper authorities.

(17) Assault/Battery on Staff Member or Outside Entity (MCE #2610)

1st Violation: 10-180 days OSS, CA, PC

2nd Violation: RTBFE, CA, PC

3rd Violation: RTBFE, CA, PC

4th Violation: RTBFE, CA, PC

***Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent physical injury. Sheldon R-VIII will follow the Safe Schools Act. Refer to Sheldon's BOE policy. MCE #2673-Reporting to proper authorities

(18) Possession of a Dangerous or Deadly Weapon including Firearm (MCE #2620)

1st, 2nd, 3rd, 4th Violations: 1-year suspension or expulsion, CA, PC, documentation in student discipline record.

No firearms are allowed on campus. Confiscation, one calendar year suspension or expulsion; notification to law enforcement officials; documentation in student's disciplinary record. Firearms capable of firing a projectile are mandatory 1-year expulsion—documentation in Student Discipline Record.

***As defined in 18 U.S.C. 921 or any instrument or device defined in 571.010 RSMo

*****see (MCE-2620)** Weapons other than firearms: possession or use of any instrument or device, other than those in 18 U.S.C. 921 or 571.101 RSMo. Which is customarily used for attack or defense against another person/any instrument or device used to inflict physical injury to another person. MCE #2673-Reporting to authorities

(19) Fireworks Possession or discharge (MCE #2610)

1st violation: 1-3 days ISS or OSS, Confiscation, PC

2nd Violation: 1-6 days OSS, Confiscation, PC

3rd Violation: RTBFE, Confiscation, PC

4th Violation: RTBFE, Confiscation, PC

(20a) Disrespectful Conduct or speech directed toward a staff member (MCE #2610)

1st Violation: 1-3 days Lunch Detention or ISS, C.ED., PC, Restriction of activities

2nd Violation: 1-6 days Detention, C.ED., PC, Restriction of activities

3rd Violation: 1-3 days ISS, PC

4th Violation: 3-6 days OSS, PC

***Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings.

(20b) Disrespectful Conduct or speech directed toward a student (MCE #2610)

1st Violation: 1-3 days Lunch Detention or ISS, C.ED., PC, Restriction of activities

2nd Violation: 1-6 days Detention, C.ED., PC, Restriction of activities

3rd Violation: 1-3 days ISS, PC

4th Violation: 3-6 days OSS, PC

***Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public settings.

(21) Fighting-Principal discretion—Aggressor punished more severely (MCE #2610)

1st Violation: 1-3 days detention or ISS or OSS, PC, Restriction of activities

2nd Violation: 1-6 days ISS, OSS, PC, Contact SRO and/or Juvenile

3rd Violation: 1-10 days ISS, OSS, PC

4th Violation: 10 days OSS, PC, RTBFE

***Mutual combat (actual hit) in which both parties have contributed to the conflict either verbally or by physical action. MCE

#2673-Reporting to proper authorities

(22) Gangs—Gang activities, whether verbal, written, or symbolic which substantially disrupts the educational environment (Policy #2653)

1st Violation: Principal/student conference, 1-10 days in-school suspension or 1-10 days out of school suspension

2nd Violation: 10-180 days out-of-school suspension; recommend to the board for expulsion

(23) Bullying/Cyberbullying- (MCE #2655)

1st Violation: 1-3 days detention, 1-10 days ISS or OSS depending on severity, PC

2nd Violation: 1-10 days ISS or OSS depending on severity, PC, Contact SRO or Juvenile Officer

3rd Violation: 1-10 days OSS depending on severity, PC, Contact SRO or Juvenile

4th Violation: Up to 180 of OSS at the desecration of the Administration, PC, Contact SRO or Juvenile Officer

***Threatening, harassing, or intimidating any student or multiple students including, but not limited to physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. This offense in conjunction with physical force is grounds for immediate OSS.

(24) Extortion (MCE #2610)

1st Violation: 1-3 days ISS, PC, C.ED.

2nd Violation: 1-6 days ISS, PC, C.ED.,

3rd Violation: 1-3 days OSS, PC

4th Violation: 1-6 days OSS, RTBFE, PC

***Threatening or intimidating any student for the purpose of obtaining money or anything of value.

(25) Stealing (MCE #2610)

1st Violation: 1-3 days detention, restitution, PC, C.ED.

2nd Violation: 1-6 days ISS, restitution, C.ED., CA

3rd Violation: CA, PC

4th Violation: RTFBE, CA, PC

***Theft, attempted theft, or willful possession of stolen property. Value and ability to return the property will determine if authorities need contacted earlier.

Violations Against Property

(26) Arson (MCE #2610)

1st Violation: OSS, RTFBE, CA

2nd Violation: RTFBE, CA

3rd Violation: RTFBE, CA

4th Violation: RTFBE, CA

***Starting a fire or causing an explosion with the intention to damage property. MCE #2673-Reporting to proper authorities

(27) False Arson (MCE #2610)

1st Violation: 1-3 days detention or ISS, PC

2nd Violation: 1-6 days ISS, PC

3rd Violation: 1-3 days OSS, PC

4th Violation: 1-6 days OSS, PC

***Tampering with emergency equipment, setting false alarms, making false reports.

(28) Vandalism (MCE #2610)

1st Violation: 1-3 days OSS or ISS, CA, PC, C.ED.

2nd Violation: 1-6 days OSS or ISS, CA, PC, C.ED.

3rd Violation: 1-10 days OSS, CA, PC

4th Violation: RTBFE, CA, P

***Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students. Students will be held responsible for damages. MCE #2673-Reporting to proper authorities

(31) Truancy/Leaving School Without Permission (MCE #2340)

1st Violation: 1-3 day's detention or ISS, PC

2nd Violation: 1-6 day's detention or ISS, PC, CA

3rd Violation: 1-10 day's detention or ISS, PC, CA

4th Violation: 1-6 days OSS, PC, CA

***Absence from school without the knowledge and consent of parents/guardians and/or the school.

(33) Cheating—Including Plagiarism (MCE #2610)

1st Violation: "0" on activity and reported to Principal, PC

2nd Violation: 1-day detention and "0" for activity, PC

3rd Violation: 1 day ISS, "F" for grading period, PC

4th Violation: 1-6 days ISS/OSS, "F" for course, removal from class, PC

(34) Wireless Devices (MCE # 2656)

1st Violation: Confiscated by teacher staff or administrator. Pick up at the end of the day.

2nd Violation: 1-day detention and parent pick up.

3rd Violation: 2 days detentions and parent pick up.

4th Violation: 1-10 days ISS and parent must pick up. Students are not allowed to have any personal devices remainder of the year.

(35) Camera Phone Misconduct (MCE # 2656)

1st Violation: Up to 180 days OSS and/or Expulsion, confiscation of device, CA

***Inappropriate use of camera phone. MCE #2673- Report to proper authorities

(36) Classroom Disruption Minor

BIST procedures/steps should be followed first

1st Violation: Send to office, Principals Warning, PC

2nd Violation: Lunch Detention(s), PC

3rd Violation: After School Detention(s), PC

4th Violation: 1-3 Days ISS, PC

5th Violation: 1-3 Days OSS, PC

(37) Classroom Disruption Major

Offense which warrant skipping BIST procedures

1st Violation: 1-3 Days Detention, Restriction of activities

2nd Violation: 1-3 Days ISS

3rd Violation: 1-3 Days OSS

4th Violation: 10 or more Days OSS, Creation of a Behavior plan before return, Parent Conference

Repeate Offense may result in long term suspension

(38) Misuse of Technology

1st Violation: Send to office, Principals warning, PC

2nd Violation: Placed in Internet Jail for remainder of Semester

3rd Violation: Placed in Internet Jail for remainder of year, Chromebook to be checked in and out of office when needed

4th Violation: Loss of technology privileges for remainder of the year.

Note:

1. All district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school and or on any property of the school, on any school bus going to activities, or during intermission or recess periods.
2. It is impossible to list all possible infractions. The principal will use their own discretion in such instances.
3. In some cases, corporal punishment may be used in lieu of ISS and OSS.
4. Character Education services will be used deemed appropriate by the principal
5. Students attending Vocational-Technical school and suspended at either place will be considered suspended from both

Out-of-School-Suspension Guidelines:

1. Only the Principal or a representative may assign out-of-School-Suspension.
2. Guardians will be notified immediately and staffing scheduled with the guardian for 3:15 p.m. the conclusion of OSS at the discretion of the principal. Guardian has to be present before a student can return to classes.
3. Days will be assigned at the discretion of the Principal.
4. Students will not be allowed on school grounds during the time between 8:00 a.m. and 3:10 p.m. or to be active participants in school activities or attend a school activity.
5. Students will be allowed to make up any school work missed due to OSS with the highest grade to be earned 75%. The student is allowed one day for each day in OSS to get the work turned in. Any Test/exam will also be allowed to be made up on a date scheduled by the teacher.

In-School-Suspension Guidelines:

1. In School Suspension may be assigned only by the Principal or his representative.
2. If deemed necessary, staffing will be scheduled with the guardian for 3:06 p.m. on the last day of assigned I.S.S. Guardian has to be present before the student can return to classes.
3. Days will be assigned at the discretion of the Principal. Students will be informed prior to the assigned ISS. Parents will be notified either by mail or phone.
4. ISS times will be from 8:00-3:06 on regularly scheduled school days. Students will report directly to the assigned area at the first bell with books and materials for class. Students will complete regular classroom work as appropriately scheduled. Students will be required to complete in addition to regular classroom work - behavior modification assignments.
5. Failure to complete an assigned ISS will result in an out-of-school-suspension.
6. Students attending Vo-Tech will remain at Sheldon R-VIII School for the duration of the suspension.
7. I.S.S. will continue until all work is completed.
8. No food or drinks will be allowed in ISS.

Detention Guidelines: Time will be doubled if not served as assigned.

1. Only the Principal or his representative may assign detentions.
2. Students will be informed at least one school day in advance of the assigned detention day. Parents will be notified by mail or phone.
3. Detention will be after school until 4:00 for grades 7-12 and 4:00 for grades k-6. Parents are expected to provide transportation. Alternatives will include OSS or ISS at the discretion of the principal.
4. Missed detentions will result in additional detentions or ISS to be determined by the Principal.

Detention students are expected to come prepared to work - pen/pencil, paper, books and all materials for all classes. No food or drink will be allowed. When students arrive, their time is noted. Sleeping or talking is not allowed and time may be added if it is a persistent problem. If a student is late, the time missed will be doubled and if necessary additional

detentions will be added or ISS assigned. Community Service around the school may be assigned instead of work time. If a situation arises that the student cannot serve, the parent should notify the administration prior to the detention date and arrangements made to fulfill the obligation should notify the administration.

SHELDON R-VIII SCHOOL NON-DISCRIMINATION POLICY

Sheldon R-VIII School has adopted a policy of non-discrimination regarding Title VI, Title IX, and Section 504.

The Sheldon School is an equal opportunity public education agency in all areas.

Educational programs, employment, student activities, and all other programs are available to all qualified individuals, and the Board of Education has formally adopted a policy of non-discrimination with regard to age, race, color, creed, handicap, religion, sex, and national origin.

GRIEVANCE PROCEDURE – NCLB and TITLE IX SECTION 504

Grievance procedures for students and employed personnel of the Sheldon R-VIII district are as follows:

A grievance concerning discrimination on the basis of gender may be made by taking the following steps:

Step 1: Notify the district's appropriate coordinator in writing.

Step 2: If agreement is not reached by step 1, notify the high school principal in writing.

Step 3: If agreement is not reached in step 2, notify the principal in writing that you want to meet with the student affairs committee.

Step 4: If agreement is not reached by step 3, notify the Superintendent of schools in writing.

Step 5: If agreement is not reached by step 4, an appeal may be made in person, before the local Board of Education.

Step 6: If an agreement is not reached by step 5, seek legal advice.

Coordinator: NCLB – Homeless, ELL, Migrant – Counselor

NCLB – Other areas – Federal Programs Contact Person

Title IX Section 504 – Special Ed Director

STUDENT - TEACHER GRIEVANCE POLICY

Step 1. The Student needs to always discuss the situation with the Teacher first. This needs to be in the form of an appointment when Teacher and Student are most conveniently available. If the situation is not resolved, the Student may approach the building Principal and the Teacher may contact Parent or Guardian. Following the discussion, regardless of outcome, the Teacher should write a short message to the building Principal informing him/her of the situation and the outcome.

Step 2. After talking to the Student, the Principal will confer with the Teacher involved without the Student present. If the Principal so chooses, after talking with school personnel, a meeting may be set up with the Student and the Teacher. A parent conference may be called at this time with the student affair committee.

Step 3. If necessary, the Student and parents may approach the Superintendent about the situation. After listening to the Student's problem, the Superintendent will contact the Principal for further information concerning the matter. A meeting between the school personnel will take place to further discuss the situation. The Student and parents may be called in later to try to work out a feasible solution.

Step 4. As final recourse, the Student or Teacher may take the matter to the School Board, in which case, the decision will be final. All parties involved will be notified if this step is taken and of the decision reached.

SHELDON R-VIII BOARD OF EDUCATION MEETING

Sheldon R-VIII Board of Education meets the 2nd week of each month. Requests to be placed on the agenda must be in writing and received by the superintendent 7 days prior to a meeting stating the reason for the request.

**NOTICE TO INTERESTED INDIVIDUALS CONCERNING
THE PUBLIC SCHOOL COMPLIANCE PLAN**

The public school districts listed below have developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular office hours in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative, which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures, which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurance that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Sheldon R-VIII School, Mr. Jason Irwin, 100 E Gene Lathrop Drive, Sheldon MO 64784

POLICY ON PRIVACY OF INFORMATION (MCE Policy #2400)

Sheldon R-VIII School honors a family's right to privacy of information.

STUDENT DIRECTORY INFORMATION

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, parent's names, address, telephone number, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information about your child released, please send a note to that effect to your child's principal.

Title IX Notice of Non Discrimination

The *Sheldon R-VIII* School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Kevin Post, Principal
100 E Gene Lathrop Dr
Sheldon, MO 64784
417-884-5111
kpost@sheldon.k12.mo.us

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1301. Policy and Regulation 1301 shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Each year the Sheldon R-VIII School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Sheldon R-VIII School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Sheldon R-VIII School District in compliance with FERPA. A copy may be obtained in person or by mail from: Gwen Coquillette, Custodian of Records, Sheldon R-VIII School, 100 E. Gene Lathrop Drive, Sheldon MO 64784

Academic Requirements

GRADING SYSTEM

Grades K-2

Students in grades K-2 will be graded quarterly based on district grade level standards. Scoring marks will be as follows: 3- Knowledge and skills are on target with district grade level standards, 2- Knowledge and skills are approaching district grade level standards, 1- Knowledge and skills do not meet district grade level standards. G- Goal being addressed through IEP.

Grades 3-8

A 4.0 grading system is used for grades 3-12. An "A", representing excellent work; "B", above average work; "C" average work; "D", below average work; "F", failing or unacceptable work.

Grades 9-12 Grading Scale

Percent	Letter Grade	Honor Points
100-94	A	4.00
93-90	A-	3.67
89-87	B+	3.33
86-83	B	3.0
82-80	B-	2.67
79-77	C+	2.33
76-73	C	2.00
72-70	C-	1.67
69-67	D+	1.33
66-63	D	1.00
62-60	D-	0.67
59-0	F	0

An "I", on the report card indicates that the work for that quarter has not been completed. Incomplete work must be finished by a date to be established by the teacher, usually not more than two weeks from the end of the quarter. Work not completed on time will be recorded on the permanent record as an "F". The semester grades are recorded on the student's permanent record. One half unit of credit is granted for the successful completion of one semester's work in each class. Classes that do not meet every day will be allowed 1/4 unit of credit each semester. Failure to do so may result in retaking it again or additional classes in the core area that is deficient must be taken

HIGH SCHOOL GRADUATION REQUIREMENTS

All students must meet the high school graduation requirements as established by the State Board of Education and the Sheldon R-VIII Board of Education the following criteria have been established:

- *A. Eight semesters of attendance.
- **B. Enrolled in eight classes a day.
- ***C. Earn 28 units of credit to include the following:
 1. Communication skills

English (English I II and III required)	4 units
2. Social Sciences Including American History and American Gov't.	3 units
3. Science (Biology)	3 units
4. Math (Algebra I)	3 units
5. Fine Arts (Art or Music)	1 unit
6. Practical Arts (FACS, Vo-Ag, LCTC, Business)	3 units
7. Physical Education/Health	1 PE/0.5 Health
8. Personal Finance	0.5 units
9. Electives (may include Community Service)	9 units

- D. Each student must pass a 100-question Civics test over the provisions and principles of American History including the U.S. and Missouri Constitution and must pass a semester of American Government to satisfy Public Law 170.011 and it must be so recorded on the permanent record.

**Students completing 28 units at the end of the 7th semester may, upon approval of the Board of Education, be excused the 8th semester of attendance if: they score in the third level of EOC and are enrolled as a full time student and completing one semester of an accredited college or attending and completing one semester of work at a recognized Vocational-Technical School, or elect early entry into the Armed Services to attend a special school, or entering the work force. This should be approved prior to the beginning of the school year.*

***Students enrolled at the career and technical school will be enrolled in seven (7) classes per day. Students elected to act as office aides, tech aides, librarian aides, or teacher aides must be enrolled in seven (7) classes per day. **Only 1 unit of credit will be issued per student for an aide position.** Student aides will receive a pass/fail grade. Practicum or Independent Study classes, with curriculum, do not eliminate participation as an aide. Practicums and mentors will receive a letter grade. Students who qualify for and have been accepted into the "Mentor Program" can earn 1/2 unit of credit for each semester of successful effort to be credited as an "elective" unit toward graduation. Participation in the mentor program does not preclude participation in the aide program or vice versa. Eligibility for participation in the Mentor Program: Student mentors must have at least a "B" average overall. All mentors for a class must have already taken and passed the course for which they will be a mentor. Students become eligible to take a mentor class at the 11th grade level, or at any grade level at the discretion of the principal.

***Special Education students will pass the number of units of credit as determined by an IEP committee.

NOTE: *College bound students be aware that some colleges and universities require more units of credit in Communication, Social Sciences, Science, and Math than is required to graduate high school.*

Students selected to attend the career and technical school are expected to abide by the rules of the career and technical school contracts.

A meeting will be held the first week of school with parents, students, administration and a representative from the vocational school to review policy and procedure for attending LCTC.

7TH-12TH GRADE FINALS EXEMPTIONS

Students with an A- (90%) semester grade in a class at the end of the semester may opt out of the final exam in that class. Students must have 95% or better attendance overall in the class in which they are receiving an exemption. The final is worth 10% of the student's grade. A student with the ability to opt out may take the final anyway, and the exam can only help their grade; otherwise, the score is exempt. End of Course exams (EOCs) are excluded.

GOOSE CARDS

9th through 12th-grade students have the opportunity to **GOOSE (Get Out Of School Early)** from time to time as a reward for things such as good grades, good attendance, and a good attitude. This reward allows them to check in to the 8th hour and then leave school early. Students who earn this reward will have a GOOSE Card and are required to sign out with their 8th-hour teacher before leaving school early.

Students may earn one GOOSE card for each of the following areas per quarter:

- 95% Attendance Rate **but no more than 2 absences per class per quarter, 2 GOOSE cards will be issued for students with 98% attendance or better.**
- Grades for the quarter all A's and B's
- No discipline referrals including tardy referrals

GOOSE cards will begin 2nd quarter based on 1st Quarters attendance, grades, and discipline. GOOSE cards must be used during the quarter they are issued. No cards may be carried over to the next quarter. GOOSE cards are the responsibility of the student, no replacements will be issued. 4th Quarter there could be some random GOOSE opportunities.

EXTRA-CLASS ACTIVITIES – ELIGIBILITY

Sheldon R-VIII School District belongs to the Missouri State High School Activities Association (M.S.H.S.A.A.), which governs all extra-class activities. To be eligible to participate in music, speech, academic bowl, cheerleading, and sports, as a student must:

- Meet the requirements of eligibility, under Section 8, Article 8 of the MSHSAA regulations.
- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater, for your school.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility. Correspondence courses do not count.
- Have a physician's certificate of physical fitness for any sports.
- Be present at school at least one half (4 class periods) of the day of any activity.
- Have attended a full day of classes following any unexcused absence before eligibility is reinstated. (Obtain prior permission by administration through parental contact to excuse Friday absence before student can participate in weekend activity.)
- Maintain creditable citizenship standards.
- Be enrolled in at least 6 credits.
- Have proof of insurance for athletics.
- Not be under suspension for disciplinary reasons.
- Junior High student must not have failed more than two courses the previous semester.

Co-curricular activities, such as contests (Math, FFA, etc.) and dances will carry the same attendance requirements as extra-curricular activities. Students may not have more than two D's or one F in any class prior to the activity. Refer to Athletic Handbooks/contracts for athletic code of conduct.

All other extra-curricular activities code of conduct: refer to Student Handbook.

School Trips

Students are required to maintain at least 90% attendance to attend school trips.

Students failing classes will only be permitted to attend school trips if those trips are part of their grade for a class. Discipline referrals may result in the loss of the ability to participate in school trips. This will be at the principal's discretion.

High School Credit Recovery

Students who fail a class may be required to make up the class during summer school, repeat the course the following school year, or by taking an online credit recovery course.

MAP (Missouri Assessment Program)

MAP testing will be given at:

Grade 3 : Math and English Language Arts

Grade 4 : Math and English Language Arts

Grade 5 : Science, English Language Arts and Math

Grade 6 : Math and English Language Arts

Grade 7: Math and English Language Arts

Grade 8: Math and English Language Arts and Science

EOC's (End Of Course Exams) Grades 9-11 as required by state

1. Scholarship: EOC scores will be identified on scholarship applications.
2. Early graduation will only be considered if a student is scoring at Proficient or above.

PANTHER HOUR

During 8th hour grades 9-12 student's will be working on homework, enrichment or tutoring during this time according to their academic performance needs. This is an academic hour and students are expected to be present and working during this time. To be eligible for any enrichment activities during this time students must have no missing assignments, no F's in the current quarter, and 95% attendance or better. Students who are struggling in classes will be placed with those teachers when appropriate to ensure they are receiving the help they need.

Procedure for Elementary Retention (K-6)

Parents of students who are not performing at an adequate level will be notified at grade reporting periods or at time of need. Please be sure to identify the reasons for poor performance and submit information to the principal.

If the teacher has concerns about retention those should be discussed with administration and parents by the beginning of second semester and a plan for remediation offered in writing. The principal should receive a copy of all information regarding retention.

After the third quarter a review of status with parents, students, teachers, and administration must be held. Maintain notes for the file. Please consider special education assistance, summer school, or tutoring.

Final decision for definite retention must be made with the administration. Notification of "definite retention" must be made in writing before the end of the school year. This can include stipulations to promotion.

Retention Year: When a child has been retained the same monitoring system will be in place as the year retention was decided. A plan of promotion will be developed so the student can be successful. If the child is failing the following

alternatives will be considered: coordinated efforts with DFS and Juvenile Office, after school or Saturday tutoring, special services and any other at-risk program.

SHELDON R-VIII TITLE I **UPDATE/REVISED READING RETENTION POLICY**

In compliance with the federal "No Child Left Behind" legislation and Missouri legislation (Section 167.645, RSMo), the Sheldon R-VIII School District has enacted and approved the following "Reading Retention Plan." All pre- and post-assessment measures used to track reading ability (STAR test, iReady) and MAP test are now combined, and the results will be used collectively to determine the reading level and initiate mandatory retention as appropriate as outlined below:

Beginning in Kindergarten, the district shall provide a Reading Success Plan to any student who:

- (1) Exhibits a substantial deficiency in reading which creates a barrier to the child's progress learning to read. The identification of such deficiency may be based upon the most recent assessments or teacher observation; or
- (2) Has been identified as being at risk of dyslexia in the statewide dyslexia screening or has a formal diagnosis of dyslexia.

Reading Success Plans will be developed for students identified as reading more than one grade level below current placement.

Students in fourth grade who continue to read below third grade level after extensive compensatory efforts and intensive reading concentration in after-school programs, summer school, and home activities will be retained in the fourth grade level once.

A notation will be placed in the permanent records of sixth grade students that continue to read more than one level below grade placement by the end of their sixth grade year. The note will be removed as soon as the student reaches his/her appropriate reading level.

Parents will be provided with literature that explains the legal requirements and provides suggestions for how they can help improve the reading skills of their child. Parents of children who read below grade level will be notified as soon as the results of testing become available, and the teacher will work closely with them to ensure rapid improvement of their child's reading abilities.

JUNIOR HIGH SCHOOL RETENTION POLICY

Every junior high school student must pass twelve semester credits during the school year. Of these, at least six must be in the core, (language, social studies, math or science) and six semesters credits in any subject. The administration reserves the right to make exceptions if retention is not in the best interest of the student. Junior high students must pass three out of four core classes in each semester to be promoted. Furthermore, a student cannot fail the **same** class both semesters. If they do so, a student may be required to attend summer school for recovery of failed classes.

SENIOR STATUS

Only seniors who are projected to have the required credits for graduation may participate in the senior trip if they have paid all bills and obligations or made prior arrangements with the school. They also must have participated and followed the senior rules. Transferring seniors who enroll after the 1st money making project will pay a prorated amount for each missed project in order to be eligible for the senior trip. This excludes summer projects. Seniors who exceed the attendance policy are ineligible to participate in the senior trip.

Two College visits are excused only when the college visit form is completed in advance and signed by the college on visit day. The school encourages seniors to be accompanied by their parents when touring a campus. The counselor may be able to help you prepare for your visit by suggesting questions you may want to ask. Students who need correspondence courses to meet the 28 credit hours required for graduation will be responsible for all costs incurred therein and must show proof of successful completion or passing grade by April 15. Only seniors meeting Sheldon R-VIII Board of Education graduation requirements for credit prior to graduation will participate in the graduation ceremony. Those with outstanding bills or obligations will not walk at Graduation or receive their diploma until these are met. All diplomas and

official transcripts will be available for pickup in the office the wednesday following graduation.

HONOR ROLL

Honor Roll is calculated after each term at Sheldon High School. The Honor Roll comprises students whose quarterly grade point average is 3.5 or better.

ENRICHMENT CLUB

Any student in grades 9-12 with a cumulative GPA of 3.5 and an attendance rate for the current school year of 93% or better. The Enrichment Club will have at least one activity during the school year for the students to participate in.

PROJECTED GRADUATION STATUS

To be classified as a member of these classes and to participate in their activities; a student must have completed the following credits by the beginning of the school year.

Sophomore	7 credits
Junior	14 credits
Senior	21 credits

GRADUATION HONORS

VALEDICTORIAN

The student who will have attended three semesters at Sheldon High School by the end of the 8th semester and who will complete at least 28 units in a traditionally graded program and who ranks number one in the graduating class will be declared Valedictorian.

SALUTATORIAN

A student who will have attended Sheldon High School for 3 semesters by the end of the 8th semester, and who will have completed at least 28 units in a traditionally graded program of studies, and who ranks number two in the graduating class will be declared Salutatorian.

CO-VALEDICTORIAN AND CO-SALUTATORIAN:

Co-Valedictorian will be awarded should top 2 ranked students have grade point averages with a difference of .005 or less. If Co-Valedictorians are awarded there will be no Salutatorian that year. Co-Salutatorian will be awarded should the second and third ranked students have grade point averages with a difference of .005 or less.

HONORS CLASSES

Students enrolled in honors courses will receive an additional honor point on the 12-point scale for each semester completed to be used in figuring class rank.

- Math
 - Algebra II
- Science
 - Chemistry I
 - Physics
 - Anatomy & Physiology
- Dual Credit Courses (Core Subjects)
- Business
- Vo-Tech
 - Health Occupations 2nd Year
- Online Advanced Level Courses

CLASS RANK

Class rank will be determined at the end of the 2nd, 4th, 6th, 7th, and 8th semesters.

The sum of the honor points divided by the sum of the credits earned gives a quotient used to determine class rank. The class rank is used to determine graduating honors, and is used by many organizations in selecting scholarship recipients, and other academic honors.

Career and Technical Courses

Sheldon juniors and seniors who have established good behavior and attendance habits, and have maintained a 2.75 gpa or better may be eligible to attend the Area Vocational School at Lamar. The expense of the course work and transportation is borne by the Sheldon Schools. **In the event a student is withdrawn from the LCTC, for any reason, the parents will be responsible for reimbursement of the tuition.**

Application to the vocational school is made in the spring for the fall semester. Acceptance to the Career and Technical school is limited. All students interested in attending will be allowed to apply for their desired program. From those accepted, entrance to the program will be determined by available slots, GPA, class rank, attendance, discipline, and good citizenship. Inquiries should be made to the counselor.

ON-LINE COURSES

Sheldon Juniors and seniors, who have maintained a "B" average, may elect to take a high school online enrichment course that is available in the Counselor's Office. The Sheldon School District will pay the fees. Such course work must be done with a supervising teacher in a related subject matter field. All courses must be completed in accordance with their performance contract. Should the student not finish the class an "F" grade will be recorded on their transcript and fees must be paid back. Students will not be allowed to take a class on-line if the same class is offered at Sheldon unless approved by Administration.

SHS Dual Enrollment Rules & Policies

Adopted by Board of Education August 9, 2017

1. Eligibility / Qualifications:

Sheldon High School seniors are eligible to take a course at a local college/university (Crowder College - Nevada campus or Cottey College), or online, if they meet specific district requirements and testing requirements. In order to take a dual enrollment course, SHS requires that the student meet ALL of the following:

- Be of Senior class standing
- Overall GPA of 3.0 or higher
- 95% attendance for junior and senior school year
- Have met or currently enrolled in all SHS required courses
- Maintain a record of good citizenship at school and in the community
- Have written permission from the principal and counselor
- Meet specific college and course requirements

Assessment	Test Section	Course	Minimum Dual Enrollment Qualifying Score
ACT	Mathematics	Algebra for Calculus Quantitative Reasoning	22 19
	Reading AND English	Any Online Course	18 (both areas)

- 2. College Options:** Students can attend any college that is within 20 miles driving distance of Sheldon, MO (Crowder College - Nevada campus or Cottey College). Students can also take available internet courses.
- 3. What Courses:** Students should look online on the college websites for a listing of courses available for the fall or winter semesters. Students must work with the counselor to create a high school schedule that accommodates the college course(s). Students should look for courses that are not a hobby.
- 4. Cost:** The cost varies depending on the specific college tuition rates and how many credits the course is. Tuition, books, and any course and student fees are the responsibility of the student. If a student is taking a course on the college campus, transportation is the sole responsibility for the student.

****Students also need to be aware of SHS calendar and the college calendar.** Students will be expected to be in class during their course class times, even if it is not a high school attendance day. For example, if their college class is required to meet on a Saturday (or any other day the school is off for a holiday) the student is required to do so. It is also important to understand that because the student is receiving both college and high school credit, that if the college class is not scheduled to meet on a day that the high school is in session, the student **MUST** be present at the high school during their normal college course class time. Example 1: Susie takes English 101 from 2:00pm - 2:50 pm on Mondays and Wednesdays. Susie must be at SHS and present in her designated class from 2:00 pm - 2:50 pm on every Tuesday, Thursday, and Friday that SHS is in session. Example 2: Susie takes American History (college credit) at Crowder College. Crowder's schedule is that they finish the fall semester December 6th, however SHS doesn't finish 1st semester until December 16th. Susie must be present and in her designated class at SHS from December 7th until December 16th. Example 3: Susie takes English 101 on the Crowder campus. She drives to class to find out that the teacher is sick and the class is canceled that day. Susie must then immediately phone the SHS office to inform them of the situation and promptly drive back to SHS to attend her alternate class.

- 5. Reporting your College schedule and final grades:** You will need to bring a copy of your transcript or print out your final grade report and give to the counselor as soon as your final grade is available to you after your final exams.

- 6. High School Transcript:** Students can decide if they would like the college credit reported on their high school transcript or not. Students must decide this before the semester starts. College courses that are 1-3 credit equal ½ high school credit (1 period on your SHS schedule) and college courses that are 4 or more credits equal 1 HS credit (2 periods on your SHS schedule).
- 7. College Transcript:** Upon high school graduation, it is the student's responsibility to request their college transcript to be sent to their college that they are planning to attend after graduation. Transcript transfer forms can be found on the specific college websites.
- 8. Transferability of courses:** A good resource to use is <http://www.crowder.edu/services/records/course-equivalencies/>. This website can be used to possibly see how some of Crowder's courses transfer to local colleges/universities. It is ultimately the student's responsibility to know how courses are accepted from one college to another, as each college has its own policy. For specific questions on how a college accepts dual enrollment credit courses, it is HIGHLY recommended that you call the specific college that you are planning to attend after graduation and inquire what their policy is regarding the specific course you are wanting to enroll in.
- 9. The decision to Withdraw or Drop from the course:**
Withdraw - you dropped the course after the 'official drop date'. You will receive a W on your transcript, possibly an F if you stopped attending and didn't withdraw in writing.. You will have to pay the college for the course even though you dropped it. Please see the counselor immediately. You will be expected to be in attendance at SHS and will be placed in an available alternative course at SHS.
Drop - You dropped the course within the correct 'official drop date' deadline. You dropped the course within the correct 'official drop date' deadline. Depending on the college's tuition refund schedule, you may not have to pay for your class.
- There are DROP dates set each semester, usually within the 1st week. If you change your mind and do not want to take the course, you MUST withdraw by the drop deadline to get 100% refund. We urge you not to attempt to drop out after the deadline. You will NOT get a refund after the deadline. Withdrawing from college course has consequences and may cause a student to be ineligible for Federal Financial Aid after high school graduation. Students must adhere to the college's drop and withdraw dates and procedures, as well as notify the counselor if you choose to withdraw. You will be expected to be in attendance at SHS and will be placed in an available alternative course at SHS.
- 10. What are the consequences if I fail the course?** Failing a course could also cause a student to be ineligible for Federal Financial Aid after high school graduation. It will also cause you to fail the corresponding high school course and not receive credit for it, which will lower your overall GPA and may cause you to not have enough credits to graduate.

Flex Program

Complete Handbook:

<http://www.sheldon.k12.mo.us/vnews/display.v/ART/5b30f658c498d>

The School Flex Program is a career and technical education program based on the cooperative education method of instruction. Academic study is combined with paid supervised employment in a career area of interest. The employment is planned and supervised by the school in cooperation with a business or industry. A formalized agreement between all cooperating parties specifies the role each is to play as part of the program.

Eligibility Requirements: Students eligible to enroll in the Sheldon High School Flex Program must:

1. Be of senior standing academically and on track to graduate with their cohort.
2. Maintain a 95% attendance rate or higher.
3. Have no major discipline infractions or suspensions on record.
4. Arrange employment with an employer in the Sheldon R-VIII School District or local area **before** the start of the participating semester.
5. Meet with the high school principal during the semester prior to the participating semester in order to discuss these qualifications and determine eligibility for the program.

A+ Program

Complete Handbook:

<http://www.sheldon.k12.mo.us/vnews/display.v/ART/5b30f8b7c1bf3>

The A+ Scholarship Program provides scholarship funds to eligible graduates of A+ designated high schools who attend a participating public community college or vocational/technical school, or certain private two-year vocational/technical schools. To be eligible you must:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend a designated A+ high school for 3 years prior to graduation.¹
- Graduate from an A+ designated high school with an overall grade point average of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades 9-12.
- Perform at least 50 hours of unpaid tutoring or mentoring, of which up to 25% may include job shadowing prior to graduation.²
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12.
- Have achieved a score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course exam in the field of mathematics.³

**SHELDON R-VIII SCHOOL DISTRICT
DRUG TESTING POLICY
GRADES 7-12**

Background and Purpose

Drug abuse is a serious problem. Schools, including Sheldon R-VIII School District, are not immune. Even students in extracurricular activities are increasingly using alcohol and are experimenting with "street drugs" such as marijuana and methamphetamine.

The educational program and drug testing program described in this policy are part of an overall attempt to give the students of the Sheldon R-VIII School District an option to not participate in the use of any type of drug. The goal is not to punish but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him/herself as well as other students. All students in the Sheldon R-VIII School district who choose to participate in co-curricular and/or extracurricular activities and those who choose to park on school property are entitled to do so in a drug-free environment.

As a condition of participating in co-curricular/extracurricular activities and receiving a parking pass to park on school property, middle and high school students and their parents must consent to random drug testing of the students as further defined in this policy and administrative procedures.

This program does not affect other policies and practices of the Sheldon R-VIII School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in co-curricular or extracurricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular activity has not yet begun. If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required.

Definitions

Extracurricular Activities: Activities that take place outside the regular course of study in school.

Co-curricular Activities: Activities that take place outside the classroom but reinforce or supplement classroom curriculum in some way. A grade maybe part of the activity.

Performances: The scheduled games, matches, contests or performances (including district, sectional and state contests) for the activities listed above.

Consent Form: The parent/guardian drug testing consent form, which is adopted by district administration.

Illegal Drugs: The use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

Non- negative Test Result: When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Parking on School Property: Any student who parks on school property during the school day. The car(s) that the student regularly parks must be registered with the high school office. The student is required to park in the designated student parking lot on school property.

SAMSHA: Substance Abuse Mental Safety Health Administration

Privacy and Confidentiality

The testing method to be administered will be urinalysis. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative of the Sheldon R-VIII School Administration or School Nurse will be available during the testing procedure.

Prior to being called by the test administrator (from the pre-established drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the test's recording form. The test administrator will then ask the student to remove hats and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will then be asked to select a collection cup and instructed to open the cup and dump the contents on the table. The test administrator will accompany the students to the restroom, where the student will be instructed to place the collection cup on a ledge or counter and then wash his/her hands. The test administrator will have placed blue dye into the toilet in the restroom and will have taped off all but one sink, prior to the student testing or as the student is washing. When the student finishes drying his/her hands, the test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be asked not to flush any toilet or use any faucet. The test administrator will then step out of the restroom, or behind the restroom outer wall, until the student completes the void, comes out of the stall, and places the collection cup on the pre-arranged flat surface.

When the test administrator re-enters the restroom, he/she will take the collection cup and determine if there is a sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen. (If any of the above takes place, the test administrator will reject the specimen and collect a second specimen). If the specimen is acceptable for testing, the student will be asked to wash his/her hands and then stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will then open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the presence of a drug included on the school's testing agenda. If the screening test indicates a non- negative screen, the verification process will be implemented. Each urine sample will split specimens. This means that each sample collection will be placed into two separate samples.

If a student is unable to produce a urine sample, the student will undergo a time limit of three (3) hours in order to produce a sample. At that time if the student is still unable to produce a sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample.

The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of a non- negative test or not, parents will be notified through a letter that their child was randomly tested at school that day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests non- negative, the results will only be used to determine eligibility for participation in extracurricular activities as defined in this policy and for eligibility for a student parking pass. The results will not be used to suspend or expel a student from school, will not be included in student's disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed. Parents may voluntarily place their child in the random sampling drug testing procedure.

Verification of Sample

Verification of sample will vary with the drug testing company that is hired to do random testing with the school district. The testing will be in three separate stages to make sure there is validity.

Disclosure of Other Medications

Upon confirmation by a SAMSHA – certified laboratory of a non- negative specimen, the parents of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official. The official will then verify with either the school nurse or the test administrator (or the administrator's company representative) the validity of the medication producing the non- negative result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative. If there is not legitimate or acceptable medical explanation, the non- negative result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

Activities included but not limited to in the Drug Testing Policy:

Softball	Basketball	Track
Baseball	Band/Choir	Scholar Bowl
Volleyball	Drama	Parking on Campus
Football	FFA	FBLA
NHS	Any extra-curricular trip/field trip	Cheerleading
Senior Trip and related activities	Enrichment Club	Leadership Club
Conference activities	Jr Stand	Trap
E-Sports	Archery	

Consequences

First Offense: The student shall be suspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 30 calendar days

from when the test results are determined by the test administrator. The student must also submit to a mandatory retest at the end of the suspension, at the expense of the school.

Second Offense: The student shall be suspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 60 calendar days from when the test results are determined by the test administrator.

If a student completes a drug treatment program (one approved by the school district), thirty (30) days may be subtracted from the suspension at the discretion of the superintendent or his or her designee. This may only take place if an approved drug treatment program was completed. The student must also submit to a mandatory retest at the end of the suspension, at the expense of the school.

Third Offense: Following a third confirmed non-negative test result, the student shall be suspended from participating in all interscholastic athletics, co-curricular or extra-curricular activities, public performances, and on-campus parking for a minimum period of 365 calendar days.

For all offenses: A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in co-curricular or extracurricular activities and/or the privilege of parking on school property for 365 calendar days. Any student who refuses to re-test after a failed test will be considered to have committed the next offense level.

In order for the student to be reinstated to co-curricular/extracurricular activities and/or park on school property, he/she must take another drug test at the expense of the school district. *This test must show negative for drugs in the system. The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing program.* **The student can attend practice sessions, but will not be allowed to attend any function of the team or activity.** After a student tests non-negative for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student's participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year.

Drugs that Sheldon R-VIII School District may be testing for:

THC = Marijuana
ALC= Alcohol
BZO = Benzodiazepines
COC = Cocaine
PCP = Phencyclidine
MAMP = Methamphetamine
MTD = Methadone
OPI = Opiates
AMP = Amphetamines
BAR = Barbiturates
TCA = Tricyclic Antidepressants
MDMA = Ecstasy
PPX = Propoxyphene
OXY = Oxycodone
STER= Steroids

The school district will pay for all random drug screenings.

Parents Right to Know

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Sheldon R-VIII School District